GOLD COAST TRANSIT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
SEPTEMBER 3, 2008

Call to Order
Acting Chair Toni Young called the regular meeting of the Board of Directors of Gold Coast Transit to order at 10:01 a.m. at the GCT Administrative Facility, 301 E. Third St., Oxnard, California.

Roll Call
Chair William Fulton Absent
Vice Chair John K. Flynn Absent
Director Joe DeVito
Director Thomas Holden
Director Toni Young

Staff Present
Deborah C. Linehan, General Manager
Nancy Kierslyn Schreiner, General Counsel
Steve Brown, Director of Planning & Marketing
Steve Rosenberg, Director of Administrative Services
Andrew Mikkelson, Director of Transit Operations
Ken Mills, Buyer/DBE Officer
Robert Lurie, Director of Fleet and Maintenance
Helene Buchman- Transit Planner
Roxanna B. Ibarra, Office Manager/Clerk of the Board

Others Present
Members of the Public

Ceremonial Calendar
- The Pledge of Allegiance was led by Director Joe DeVito.
- Chair Young and Director Joe DeVito presented a 20-year service award to Bus Operator Robyn Walton who joined SCAT/GCT on September 19, 1983. The Board members and general manager commended Operator Walton on her long and dedicated service to GCT and its customers.
- Chair Young and Director DeVito presented a five-year service award to Chuck McQuary who joined SCAT/GCT as a transit planner on September 10, 2003. The Board members
and general manager commended Mr. McQuary on his service to the GCT planning & marketing department.

**General Public Comment**
Chair Young recognized Janet Linsalato who had submitted a speaker card. Chair Young asked if Ms. Linsalato wished to address a specific agenda item or an issue not on the agenda. Ms. Linsalato said she wanted to address a budget related item. Chair Young said Ms. Linsalato could speak under General Public Comment as there is no budget item on the formal agenda. Ms. Linsalato submitted an undated letter and attachments for distribution to the Board members. The letter was titled “Budget Considerations for Continuous Video Recording Systems.” Ms. Linsalato introduced herself as a worksite organizer for Service Employees International Union Local 721 which represents GCT’s unionized employees. Ms. Linsalato said that surveillance cameras on GCT buses are a topic of extreme importance to the Union and employees. She stated that GCT’s previous management had agreed that cameras would be used for passenger and driver safety purposes only but over the last year cameras have been used for discriminative purposes and managers have been delivering discipline in a haphazard manner. Management has requested funding for cameras on nine more buses and the Union asks that the Board have the general manager look into the type of cameras used by the LA MTA which are “incident based” and preferable to the “continuous recording” systems now used by GCT. Ms. Linsalato said both working conditions and morale have decreased. Chair Young asked why the Board should assign the general manager to research this issue. Director Holden asked if this was the time to ask questions on public comment. General Counsel Nancy Schreiner said it was preferable not to.

**Board of Directors’ Report**
Director DeVito reported that in July he attended the APTA Board Members Seminar in Seattle with about 150 transit board members from all over the nation. Director DeVito said that it was very informative and he really appreciates having had opportunity to attend the seminar. He also mentioned the death of one of GCT’s founding board members, Mr. Hal Mitran who passed away on August 13, 2008.

**General Manager’s Report**
General Manager Deborah Linehan stated that GCT held a very successful press conference with Congresswoman Lois Capps on August 8, 2008. Ms. Linehan said the event was covered by KEYT TV News and CNN. Ms. Linehan thanked Vice-Chairman John Flynn who represented GCT and City Councilmember Andres Herrera who represented Oxnard. Rep. Capps toured GCT buses and the new fueling station that for which she secured federal funding. Rep. Capps spoke in detail of her strong support for legislation to increase federal funding for public transit systems. Ms. Linehan also thanked the GCT department heads and employees who did a great job preparing for the press conference. Rep. Capps clearly enjoyed the event and stayed for an hour although she was only scheduled for a 30 minute visit. Ms. Linehan also mentioned that the APTA Annual Meeting will take place in San Diego from October 5-8, 2008. Ms. Linehan extended an invitation to all Board members who would like to attend. Ms. Linehan reported that Andy Mikkelsen, director of transit operations, will graduate from APTA’s prestigious leadership program during the APTA
Meeting. Ms. Linehan commended Mr. Mikkelson on becoming the first employee in SCAT/GCT’s 35 year history to graduate from Leadership APTA.

**Consent Agenda**

1. Consider Approval of Minutes of Regular Board Meeting of July 2, 2008.
2. Consider Approval of Expenditures for the Month of June 2008
3. Consider Approval of Expenditures for the Month of July 2008
4. Consider Approval of Treasurer’s Cash Report for June 2008
5. Consider Approval of Treasurer’s Cash Report for the Month of July 2008
6. Consider Approval of Budget Income Statement – Twelve Months Ending June 2008
7. Consider Approval of Budget Income Statement for One Month Ending July 2008
8. Consider Approval of Financial Statements and Schedule of Money Transfers for June 2008
10. Consider Approval of Board Member’s Expense Report for July 19-23, 2008
11. Consider Approval of General Manager’s Expense Report for July/August 2008

Director Holden moved to approve Consent Agenda Items 1 through 11. Director DeVito seconded the motion.

**Roll Call**

Yes: 
Chair Young
Director DeVito
Director Holden

No: None

The motion passed unanimously.

**Public Comments on Agenda Items**

Chair Young called for public comment on agenda items. There were none.

**Formal Items**

12. **Receive and File Fixed-Route Service Update for FY 2007-08**—Steve Brown, Director of Planning & Marketing

Mr. Brown reported that the ridership has been at a record high since April 2008 and that it was surpassed in June with all time highest monthly ridership of 330,143. Mr. Brown noted that new express service was introduced in October 2007. The agency’s first Bus Book was printed in October 2007 and a new website was launched in July 2008. New staff was hired to fill two key Planning and Marketing Department vacancies. The new hires were Geraldine Navarrete- Customer Service Assistant and Transit Planner- Helene Buchman. Mr. Brown stated that the weekend ridership has improved and that new service changes will take place in January. Mr. Brown mentioned that the new website will be updated routinely with new information and schedule changes and or detours. Mr. Brown and his staff will be conducting performance evaluations on Route 12 and the express routes.
Director Holden moved to receive and file the Fixed-Route Service Update for FY 2007-08. Director De Vito seconded the motion.

Roll Call
Yes:           No: None
Chair Young
Director DeVito
Director Holden

The motion passed unanimously.

    Steve Brown, Director of Planning & Marketing

Director Holden moved to receive and file the ACCESS Paratransit Monthly Management Report. Director De Vito seconded the motion.

Roll Call
Yes:           No: None
Chair Young
Director DeVito
Director Holden

The motion passed unanimously.

14. Consider Approval of Additional Out-of-State Travel and Training for FY
    2008-2009 -- Deborah Linehan, General Manager

Director Holden moved to approve Additional Out-of-State Travel and Training for FY 2008-2009. Director De Vito seconded the motion.

Roll Call
Yes:           No: None
Chair Young
Director DeVito
Director Holden

The motion passed unanimously.
15. **Consider Award of Contract for Up to 27 Paratransit Buses**—Ken Mills, Buyer/DBE Officer

Mr. Mills stated that at its meeting of 11/01/07, the Board approved award of a contract to Bus West (BW) for five CNG paratransit cutaway buses with an option for as many as 19 more. The contract required delivery of two buses by March 20, 2008 and three more by April 4, 2008. Mr. Mills stated that Bus West didn’t deliver the buses on time. The first bus arrived on July 17, 2008 and had 20 “snags” or items that required repair or replacement. The second bus arrived on August 15, 2008 and had 26 snags. The third bus arrived on August 29 and had 30 snags.

Director Holden asked, “Who was actually doing the repairs on the buses?” Mr. Mills responded that MV transportation was doing the repairs on the first bus. Director Holden asked if MV was the company that manufactured the bus and Mr. Mills stated that no, MV was the paratransit operating contractor. Director Holden asked if Bus West had the capability to fix the vehicles. Mr. Mills said that Bus West did have the capability. Director Holden asked if Bus West had the capability, did the firm choose not to fix the problems. Mr. Mills agreed that Bus West chose not to fix the buses itself. Director Holden asked what GCT’s liability or responsibility was for these buses. Mr. Mills responded that the liability can actually be taken down to nothing. If Bus West doesn’t fix the defects on the buses GCT will terminate the contract. Director Holden stated that basically what he understood was that Bus West would either fix the problems or the buses would be sent back. Mr. Mills concurred and recommended that the Board authorize a contract award to Creative Bus Sales Inc. for 19 buses in the amount of $1,773,403.95 with two options. One option would be for up to three more buses and another for five more, for a total contract amount of $2,520,100.35 if both options are exercised, plus an amount up to $150,000 to cover unforeseen changes.

Director DeVito moved to approve Award of Contract for Up to 27 Paratransit Buses. Chair Young seconded the motion.

**Roll Call**

**Yes:**

Chair Young
Director DeVito
Director Holden

**No:** None

The motion passed unanimously.

16. **Consider Establishment of Human Resources and Risk Manager Job Classification and Salary Level**—Steve L. Rosenberg, Director of Administrative Services

Mr. Rosenberg stated that GCT has grown to 140 employees; most of them represented and in safety-sensitive positions, yet the agency does not have a single management position solely dedicated to human resources. Mr. Rosenberg stated that as GCT continues to grow, the human resources staff will become even more important. Given budget and
facility limitations, the most practical way to immediately address this issue is to centralize certain critical human resources functions and place them under the existing Risk and Safety Manager, Alex Zaretsky. To accomplish this, staff recommends the establishment of Human Resources and Risk Manager Classification and salary level. Mr. Rosenberg noted that addition of a human resources manager would allow GCT to centralize a number of human resources functions which are typically handled by human resources but are split up at GCT as a result of staffing issues. These include functions such as recruiting and compliance. Mr. Rosenberg requested a new salary range of 6% above the current salary range and that addition would be incorporated in the personnel rules at the next update for Mr. Zaretsky given the additional work load that Mr. Zaretsky will take on with the new position of Human Resources and Risk Manager.

Director De Vito moved to approve Establishing a Human Resource and Risk Manager Job Classification and Salary Level. Chair Young seconded the motion.

Roll Call
Yes: No: None
Chair Young
Director DeVito
Director Holden

The motion passed unanimously.


Alex Zaretsky thanked the Board of Directors for approving the Human Resources and Risk Manager Position. Mr. Zaretsky stated that GCT’s safety practices have improved. Mr. Zaretsky noted that Worker’s Comp. has gone down as well as GCT Liabilities. Costs per claim have also decreased which in turn has brought premiums down. Mr. Mikkelsen also brought to light other improvements in the Safety Program. He stated that in the beginning of January of 2007 Operations dedicated a full-time Training Supervisor. Mr. Mikkelsen has completely redone the training program. Mr. Mikkelsen has expanded monthly training meetings from the usual 15-30 minutes to 1 hour training classes. Mr. Mikkelsen and his staff have updated all training records and computerized them for easy access. They have also instituted incentives to help promote safe driving.

Director De Vito moved to receive and file the Report and Presentation on GCT’s Risk Management and Safety Program for FY 2007-08. Chair Young seconded the motion.

Roll Call
Yes: No: None
Chair Young
Director DeVito
Director Holden
The motion passed unanimously.

**Information Items**
A. Fixed Route Service Update for June 2008- Chuck McQuary, Transit Planner
B. Fixed Route Service Update for July 2008- Chuck McQuary, Transit Planner
C. Personnel Changes for July 2008- Steve Rosenberg, Director of Administrative Services
D. Personnel Changes for August 2008- Steve Rosenberg, Director of Administrative Services
E. Letter of Aug.11, 2008 to General Manager from Harold Walker, Negotiator I, SEIU Local 721, RE: Information Request and Initial Proposals for Memorandum of Understanding
F. Letter of Aug. 12, 2008 to General Manager from Sandra Stewart, Regional Director and Steve Matthews, Bargaining Director, SEIU Local 721, RE: Successor Agreement

At 11:04 a.m., Acting Chair Young adjourned the meeting in honor of Mr. Hal Mitrany one of SCAT's founding Board Members.

Minutes recorded by: Roxanna Ibarra, Clerk of the Board of Directors

[Signature]
Deborah C. Lienhart
Secretary of the Board

[Signature]
William Fulton, Chair
Board of Directors

**The next regular meeting of the GCT Board of Directors is scheduled for October 1, 2008. at 10 A.M., at the GCT Administrative Facility, 301 E. Third St., Oxnard. Copies of administrative reports relating to the agenda are available from the Office Manager, Gold Coast Transit, 301 E. Third St, Oxnard, CA, 93030-6048.**