GOLD COAST TRANSIT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
April 1, 2009

Call to Order
Dr. Thomas E. Holden, Chair, called the regular meeting of the Board of Directors of Gold Coast Transit to order at 10:00 a.m. at the GCT Administrative Facility, 301 E. Third St., Oxnard, California.

Roll Call
Chair Thomas E. Holden
Vice Chair John C. Zaragoza
Director Joe DeVito
Director Bill Fulton
Director Maricela P. Morales

Staff Present
Deborah C. Linehan, General Manager
Steve Brown, Director of Planning and Marketing
Steve Rosenberg, Director of Administrative Services
Helene Buchman, Planner
Margaret Heath, Paratransit & Special Projects Manager
Ken Mills, Buyer/DBE Officer
Nancy Kierstyn Schreiner, General Counsel
Roxanna B. Ibarra, Office Manager/Clerk of the Board

Others Present
Members of the Public

Ceremonial Calendar
- The Pledge of Allegiance was led by Roxanna Ibarra.
- Chair Holden presented an employee service award to Bus Operator Joe Ayala for 15 years of service with GCT/SCAT. Chair Holden thanked Operator Ayala for his dedicated service. General Manager Linehan noted that Mr. Ayala was also recently honored as a new member of the “Million Mile Club.” Drivers inducted into the Million Mile Club have completed a million or more miles of commercial driving without having a single a preventable accident.
**General Public Comment**
Larry Wennerholm from Nyeland Acres requested that Route 15 run on the same schedule seven days a week. Mr. Wennerholm said that Rte. 15 service starts later on Saturday and Sunday mornings and because of that some people who need the bus cannot get to work on time. Chair Holden thanked Mr. Wennerholm and indicated that GCT staff would look into this concern.

**Board of Directors’ Report**
- Director Morales wished Chair Holden a happy birthday.
- Director Fulton reported that a delegation of local elected officials and staff visited Washington D.C. to support the new/reauthorized Transportation Bill and promote two important County projects. These are the construction of the new Highway 23/101 interchange and a new Gold Coast Transit facility. Director Fulton reported that the projects received a favorable response from the congressional delegation and their staff representatives. Federal officials were very impressed that the Ventura County representatives came forward early with their projects and that they had a very short list of just the two highest priority projects.
- Director Morales commended GCT staff for changing the monthly media packet distribution from hard copy to a scanned e-mail to save energy and paper.
- Director Morales requested that staff agendize a review of GCT’s existing policy for the sale and content of bus advertising.

**General Manager’s Report**
- Ms. Linehan reported that the planning and marketing department met with Villa Victoria residents in Oxnard to discuss reported unmet transportation needs and had an excellent response. The planning and marketing department was able to come up with a creative solution to address their transportation needs using the “tripper” service that provides extra fixed route service capacity for demand created by Oxnard High School students. Ms. Linehan thanked the planning staff for their excellent work.
- Ms. Linehan said that Director Morales has invited GCT to join Darren Kettle, executive director of the Ventura County Transportation Commission (VCTC), to give a presentation on transportation planning and public transportation to the Port Hueneme City Council on April 6, 2009.
- Ms. Linehan thanked Director Fulton for the excellent job he did representing GCT and its proposed facility project in Washington D.C.

**Consent Agenda**
2. Consider Approval of Minutes of Regular Board Meeting of March 4, 2009.
3. Consider Approval of Expenditures for the Month of February 2009.

Director Fulton moved to approve Consent Agenda Items 1 through 7. Director Morales seconded the motion.

**Roll Call**

Yes: Director Morales 
    Director DeVito 
    Director Fulton 
    Vice Chair Zaragoza 
    Chair Holden

No: None

The motion passed unanimously.

**Public Comments on Agenda Items**

None.

**Formal Items**

8. **BUDGET WORKSHOP: Receive and Discuss Staff Presentation on GCT’s Preliminary Budget for FY 2009/10, and Provide Direction to Staff**- Steve Rosenberg, Director of Administrative Services

Mr. Rosenberg reported that Fiscal Year 2009/10 may be the most challenging budget year in recent memory. Reduced sales tax receipts and the elimination of State Transit Assistance (STA) funding have seriously impacted funding for most transit agencies throughout California, and have resulted in reduced TDA allocations for all of GCT’s member governments. Mr. Rosenberg explained that the goal of this Budget Workshop was to review the preliminary budget, discuss ways to reduce costs and/or increase revenues, and receive direction to staff from the Board.

He stated that one item affecting member contribution is a reduced prior year carryover. The carry-over occurs when GCT is under budget in a particular year and credits the remaining funds to the members for the coming budget year. This year the carryover was $1.15 million; next year it will be about $553,000.

The preliminary operating budget, including all service currently being delivered, would require $17.4 million, a seven percent increase from last year. It is based on 156,725 revenue hours of fixed route service, an increase of nine percent over the current year. Mr. Rosenberg said this includes a full year of bus service improvements introduced in January 2009. It also includes 4,480 revenue hours for a new Market/Valentine Shuttle in Ventura, which is being subsidized by a federal grant. The capital reserve allocation is $1.2 million — the same as the current year.

On the expense side, no new staff positions are being proposed. A 12-month rolling cost average is being used to budget for fuel. Mr. Rosenberg noted that the federal alternative energy tax credit that GCT receives for using compressed natural gas is set to expire on December 31, 2009. He reported that legislation has been introduced to extend the rebate,
but it has not been passed. Director DeVito said that APTA always encourages local boards to contact federal legislators to express support or opposition to legislation that affects transit. Ms. Linehan said that staff could draft a letter of support for extension or reauthorization of the tax rebate on alternative fuels. General Counsel Schreiner advised that approval of a letter of support for the tax rebate be placed on the May Board agenda for action.

Mr. Rosenberg reported that GCT union wages are scheduled to increase five percent next year. About forty percent of the operating budget is for labor and labor related expenses.

Mr. Rosenberg said that the new CNG fuel station will require a maintenance contract. The old CNG station was obsolete equipment and was maintained primarily in-house, with some contract repairs when outside expertise was available.

Mr. Rosenberg also discussed the member contribution numbers and how GCT calculates the revenue mileage that drives every member's percentage. Mr. Rosenberg addressed the growth and the service adjustments.

Chair Holden asked Mr. Rosenberg to explain how, when a route that was previously funded by a grant was reduced or eliminated, does the change in funding affect the members? Mr. Rosenberg stated that the grant funded portion of the service would be excluded from the funding calculation, and if the service is eliminated the benefiting member is no longer charged for the miles and the entire operating budget no longer includes the cost of that service.

Chair Holden asked for more information. Mr. Rosenberg used the proposed Market/Valentine route, a grant funded project, as an example. He stated that in this case the grant covers the incremental cost of the service. Chair Holden asked if when the grant goes away staff actually takes the money out of the budget. Mr. Rosenberg responded yes, but if a grant goes away but the service miles and hours don’t go away, then the benefiting member will be allocated the miles and the cost of those miles, therefore the overall contribution request to the member will be higher because GCT will no longer have the grant subsidy. Chair Holden asked if a city wanted to retain a route that was previously funded by a grant, would GCT charge the city the money previously provided by the grant? Mr. Rosenberg responded that yes, GCT would add the mileage cost into the budget formula.

Chair Holden stated that these were important financial issues because of the funding constraints each city (GCT member) is facing. When we start looking at the possible reduction of service, each city (member) needs to feel comfortable with how their route reductions affect their city and the other cities contributions. Chair Holden stated that was one of his major concerns. Mr. Rosenberg said that the grant funds are accounted for before the member contribution is calculated.

Mr. Rosenberg pointed out that the budget being presented to the Board was the "baseline" budget case, based on the assumption that all existing service will continue. He said that one purpose of this workshop was to review potential costs and potential service
reductions. Mr. Rosenberg discussed a number of bus route service changes that could be implemented to reduce expenses. These include:

Route 12, Ventura Downtown/ Harbor: As previously discussed, both staff and the Technical Advisory Committee (TAC) agree that this route has not met the performance standards established for it upon its inception three years ago. The VCTC has determined that although there is an unmet transit need in this vicinity it is not reasonable to meet that need. Therefore, Route 12 service could be cancelled either in July or perhaps after Labor Day 2009.

Route 16, Ventura/Ojai: Schedule adjustments could be made to reduce the number of trips and also improve on-time performance. Additional routing changes could be made to reduce GCT’s coverage in Ojai and the surrounding communities, with the Ojai Trolley providing added service in those areas.

Route 6, Ventura. Schedule adjustments could be made to reduce the number of trips and improve on-time performance. Additionally, service frequency north of the Ventura Transfer Center (VTC) could be reduced from 20 minute to 45 minute headways.

Route 10/11, Ventura, Schedule adjustments could be made to reduce the number of trips and improve on-time performance.

Director Morales asked why these routes were selected for possible service reductions. Director Fulton explained that Ventura and any GCT member that will not be able to cover its allocation of GCT costs with TDA funds would have to look at making service changes.

Chair Holden stated that the City of Oxnard has financial constraints and cuts just like any other city and they have to deal with that. He noted that just because the City of Oxnard may have 100 percent of the TDA money needed to cover the Gold Coast service bill, that doesn’t mean they don’t have other critical financial issues such as 180 million dollars in street improvements. Chair Holden asked if there are other members that should be looking at service changes.

Director Fulton said that the proposed changes to Routes 12, 16 and 10/11 would be acceptable if they are financially necessary, but he does not favor changes to Route 6. When his City Council reviews the budget they will discuss service options for Route 6.

Chair Holden stated that he fully supported anything that GCT can do to save money so that the potential savings could be put towards maintaining the service on routes like Route 6. Director Fulton said that he would seek guidance from his council at its next meeting so that any savings that GCT can find can be applied to preserve Route 6.

Vice-Chair Zaragoza asked if the service modification recommendations that were being discussed were determined by the TAC? Ms. Linehan said yes, the proposed service modifications were developed by staff in close consultation with the TAC. Ms. Linehan said that she and staff will work with each member government to discuss what each wants so that staff can create a revised package of service/cost options for TAC and Board consideration. Chair Holden stated that he was under the impression that this budget
would give him the information of where each city stood budget wise and what fare increases or decreases were being looked at. That would enable him to hold a discussion with his staff and ultimately his city council.

Mr. Rosenberg proceeded to present possible service modifications for the City of Oxnard. Steve Brown, director of planning and marketing, discussed what the possible schedule adjustments for Routes 5, 4A, 4B, and 15 in Oxnard are. Chair Holden asked for clarification on the routes in Oxnard that were being discussed. Chair Holden asked if the Oxnard service modifications were being looked at because of efficiency issues or because of cost issues. Mr. Brown stated that they were being looked at due to efficiency issues. Mr. Brown said that headways and schedules on those routes should be adjusted.

Mr. Rosenberg also discussed the possibility of a fare increase. He said that many transit agencies have increased fares in the past year. He said that GCT has not had a fare increase in six years. Vice-Chair Zaragoza asked if this would be a gradual increase or an immediate increase. Ms. Linehan said that a gradual increase would be easier for riders to handle but would provide less budget relief. Director Morales stated that a fare increase would have to be a last resort action, and that she would not be able to support a fare increase. Mr. Rosenberg stated that he would present to the Board a phased fare increase scenario.

9. Consider Authorization for General Manager to Schedule and Publicize a June 3, 2009 Public Hearing on Proposed FY 2009/10 Budget - Steve Brown, Director of Planning & Marketing

Director Fulton made the suggestion of having the June 3, 2009 Public Hearing on the proposed FY 2009/10 budget at Oxnard City Hall since that has sometimes been done in the past and the capacity might be needed.

Vice-Chair Fulton moved to authorize the general manager to schedule and publicize a June 3, 2009 Public Hearing on the Proposed FY 2009/10 Budget. Chair Holden seconded the motion.

Roll Call

Yes:
Chair Holden
Director Morales
Director DeVito
Director Fulton
Vice Chair Zaragoza

No: None

The motion passed unanimously.

Information Items
A. GCT Fixed Route Service Update for February 2009 - Chuck McQuary, Transit Planner
B. ACCESS Paratransit Monthly Management Report for February 2009 - Steve Brown, Director of Planning & Marketing
C. Report of Contracts Awarded- Ken Mills, Buyer/DBE Officer
Chair Holden adjourned the Board of Directors meeting at 12:39 p.m.

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

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Deborah C. Linehan            Dr. Thomas E. Holden, Chair
Secretary of the Board         Board of Directors

Unless otherwise determined by the Board of Directors, the next regular GCT Board meeting will be held on May 6, 2009 at 10:00AM, at the GCT Administrative Facility, 301 E. Third St., Oxnard. Copies of administrative reports relating to this agenda are available from the Office Manager, Gold Coast Transit, 301 E. Third St, Oxnard, CA, 93030-6048.