GOLD COAST TRANSIT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
September 2, 2009

Call to Order
Chair Holden called the regular meeting of the Board of Directors of Gold Coast Transit to order at 10:03 a.m. at the GCT Administrative Facility, 301 E. Third St., Oxnard, California.

Roll Call
Dr. Thomas E. Holden, Chair
John C. Zaragoza, Vice Chair
Director Joe DeVito
Director Brian Brennan, Alternate, City of Ventura
Director Maricela Morales

Staff Present
Deborah C. Linehan, General Manager
Steve Brown, Director of Planning & Marketing
Steve Rosenberg, Director of Administrative Services
Andrew Mikkelson, Director of Transit Operations
Alex Zaretsky, Human Resources and Risk Manager
Helene Buchman, Planner
Anthony Trembley, 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 Office Manager Roxanna Ibarra
- Andrew Mikkelson, Director of Operations, presented Bus Operators Debbie Thacker and Shelley Richards with a plaque for achieving membership in the Two Million Mile Club. Operator Thacker is just the first GCT bus operator to have achieved two million miles of driving without a preventable accident and Operator Richards is the second. To put their achievement in perspective, Mr. Mikkelson noted that two million miles constitutes 50,000 hours of drive time and the distance is equivalent to driving from Los Angeles to New York City 720 times.
- Mr. Mikkelson also presented One Million Mile Service Awards to Bus Operators Charles Gross-LeFlore and Tenya Howard. They become the ninth and tenth bus operators in SCAT/GCT history to have joined the One Million Mile Club. Their achievement is equal to 25,000 hours of drive time and 360 trips from Los Angeles to New York City.
Chair Holden congratulated the bus operators on their great accomplishments and thanked them for their service to GCT.

Vice-Chair Zaragoza also commended the bus operators for reaching such an impressive milestone.

General Manager Deborah Linehan stated that GCT is very proud of these operators and congratulated them for their outstanding accomplishments.

Bus Operator Gross-LeFlore thanked the Board and stated that he enjoys and is very dedicated to his job and serving the public. Ms. Howard stated she too enjoys her job very much and thanked the Board for the Million Mile Club Award.

General Public Comment
There was none.

Board of Directors' Report
Director DeVito reported that he would be flying to New York for the U.S Open at which the City of Ojai will be honored for having been voted as one of the top three tennis cities in the United States. Director Morales stated that she would abstain from approving the July Board meeting minutes as she was not present. Director Morales also mentioned the e-mail and letter that was sent by the general manager to the Board addressing concerns raised by a Union steward and some employees about race equity in the GCT hiring process. Director Morales said she is interested in being pro-active in addressing this issue, and would like to have the opportunity to review the information on recruitment and hiring and agendize it for Board discussion. Ms. Linehan asked if the Board would like to agendize this item and have staff present a detailed report on racial equity in hiring. Vice-Chair Zaragoza and Chair Holden agreed that they would be interested in a report with more information and suggested having a report brought back to the Board with statistics over the last five years on the make-up of the current workforce and the recruitment and hiring procedures. Ms. Linehan confirmed that she would do so at a future meeting.

General Manager's Report
Ms. Linehan had two announcements. She congratulated Ms. Mikkelson for being appointed by the Conference of Minority Transportation Professionals (COMTO) to a prestigious position with the Transit Cooperative Research Program’s Ambassador Program which is funded in part by the Federal Transit Administration. Ms. Linehan stated that she would like to hold a strategic planning session with the Board in November or December to discuss challenges that we are facing with the economy and also goals and aspirations for GCT in the future. Ms. Linehan stated that it would be good to hold a planning session as we prepare to change Board officers in January. Given the budget constraints GCT and its members are facing, she will look into having a member government provide the meeting room with GCT providing the Board’s lunch. The planning session would be open to the public and duly noticed.

Consent Agenda
1. Consider Approval of Minutes of Regular Board Meeting of July 1, 2009
2. Consider Approval of Expenditures for the Month of June 2009
3. Consider Approval of Expenditures for the Month of July 2009
4. Consider Approval of Treasurer’s Cash Report for June 2009
5. Consider Approval of Treasurer’s Cash Report for July 2009
6. Consider Approval of Budget Income Statement for One Month Ending July 2009
7. Consider Approval of Schedule of Money Transfers for June 2009
8. Consider Approval of Financial Statements and Schedule of Money Transfers for July 2009
9. Consider Approval of General Manager’s Expense Report for July-August 2009

Director Brennan moved to approve Consent Agenda Items 1 through 9. Vice-Chair Zaragoza seconded the motion.

**Roll Call**
Yes: No: None
Vice-Chair Zaragoza
Director Morales
Director DeVito
Director Brennan
Chair Holden

Director Morales abstained from item 1, the July Board meeting minutes as she was not present. The motion passed unanimously.

**Public Comments on Agenda Items**
There were none.

**Formal Items**
10. **Consider Adoption of Resolution 2009-07 Honoring the Valuable Contribution of the Oxnard City Corps Program to Gold Coast Transit** - Steve Brown, Director of Planning & Marketing

Chair Holden introduced members and staff with the Oxnard City Corp Program which brings young people from throughout Oxnard together to work on worthwhile community projects. Chair Holden stated that these young people are not only known and valued for the good work they do in Oxnard but they also contribute to the County as a whole and have been recognized at the state and national levels. Chair Holden stated that he is very proud of this program and the kids who participate for their many positive contributions. Vice-Chair Zaragoza agreed that the City Corp kids are role models for all the beneficial work they do to help out area residents and communities. Ms. Linehan stated that City Corp brings great credit to the City of Oxnard. She stated that she was very impressed with their hard work and professionalism when they assisted GCT in a large and time sensitive project to update some 75,000 Bus Books with new information on Route 16.

Steve Brown, Director of Planning & Marketing, explained that during the most recent GCT budget development and service change cycle, the route and schedule for Route 16/Ojai changed after the new Bus Book had been sent to print, causing the information in 75,000 Bus Books delivered on July 1st to be incorrect. GCT staff determined that it was imperative for bus riders to have complete and accurate information on schedules and routing in the new Bus Book. To stay on schedule for distributing the Bus Book in advance of the July 12th service change, staff developed a process to:
• Place a sticker on the front cover of each Bus Book to alert riders of the modifications to the Route 16 route and schedule;
• Place a second “heads up” sticker on the Route 16 pages inside the Bus Book; and
• Insert a new brochure with a revised Route 16 schedule and map into the Bus Book.

Mr. Brown reported that since it would take much more labor than was available on staff to accomplish all of this within less than two weeks, GCT asked the City of Oxnard for assistance from the City Corp. Program. City Corp provided up to 26 participants on a daily basis for 1.5 weeks. With their valuable assistance GCT was able to complete the task of modifying the Bus Books in time to get the required deliveries on buses and out to transit centers, city halls, libraries, the Ventura County Government Center Complex, and most of other GCT outlets by July 10th. Mr. Brown praised the City Corp kids for being professional, punctual, taking direction well, and working very quickly and efficiently. City Corp members worked about 5.5 hours per day, not including the lunch break, providing 900 person hours of labor to GCT. Lunch, drinks and snacks were provided each day by GCT but no monetary compensation was made to City Corp. Mr. Brown said that most of these youths are local junior and senior high school students. He noted that GCT is very appreciative of their efforts and thankful to Maria Chavez and Efren Gorre of the City Corps staff for their assistance and support of this project. Maria Chavez thanked GCT for letting City Corp be part of this project and serve the community.

Chair Holden moved to adopt Resolution 2009-07 Honoring the Valuable Contribution of the Oxnard City Corp Program to Gold Coast Transit. Director DeVito seconded the motion.

Roll Call:
Yes: No: None
Director Morales
Director DeVito
Director Brennan
Chair Holden
Vice-Chair Zaragoza

The motion passed unanimously.

11. Receive and File Status Report and Presentation on Fixed Route Service Changes Implemented July 12, 2009 – Steve Brown, Director of Planning & Marketing

Mr. Brown reported on the significant changes that were implemented on July 12, 2009 as part of the new budget year. In order to reduce costs system-wide, schedules were re-written and adjusted to improve running times, reduce late trips, reduce passenger complaints and provide more consistent service to the passengers. Mr. Brown stated that overall the service changes have been accepted positively. A few areas will need additional monitoring for potential adjustment in January 2010. Mr. Brown stated that there were a few challenges, the major being the need to update the Bus Book to include the last minute changes to Route 16-Ojai-Ventura/Thompson Blvd. The elimination of interlined routes did result in some additional transfer boardings for the remainder of July but overall the total was lower than originally anticipated. Director DeVito stated that the ridership for the Ojai
Trolley has gone up by 10%. He also reported that the Ojai Trolley is looking into having earlier service hours.

Mr. Brown reported that a group trip grocery shuttle for ACCESS passengers had started, taking seniors from the new Sycamore Village senior housing complex in Oxnard every Thursday to grocery and drug stores. Ms. Linehan stated that this grocery shuttle for the Sycamore Village Seniors is a demo in which GCT can ascertain what works in encouraging group trips for shopping. She noted that the group trips save the paratransit program money and improve passenger productivity. GCT intends to provide a similar service in Ventura. Mr. Brown reported that Planner Helene Buchman was working on the TSSP study and a workshop will take place on September 21, 2009.

Director DeVito moved to Receive and File the Status Report and Presentation on Fixed Route Service Changes Implemented July 12, 2009. Chair Holden moved to second the motion.

Roll Call
Yes: Director Brennan, Director Morales, Director DeVito, Vice-Chair Zaragoza, Chair Holden
No: None

The motion passed unanimously


Mr. Zaretsky reported that on an annual basis GCT’s Risk Management and Operations Departments report on Liability and Workers’ Compensation claims, accidents and employee training, comparing the results against previous years and looking at progress and accomplishments for the fiscal year. Mr. Zaretsky stated that overall GCT’s metrics for this year were relatively flat, with a number of measures showing small improvements and a number going slightly higher. Mr. Zaretsky stated that given the level of risk to which a public transit agency such as GCT is exposed on a daily basis, the agency as a whole is performing well across all categories. Overall claims were down 11% over the previous fiscal year, and both average cost per claim and number of claims per 200,000 exposures hours were down 6%. Mr. Zaretsky said that the number and rate of reported liability occurrences and claims increased slightly in FY 2008-09 over the previous year, but remains within an expected range.

Cameras have already been used to generate accident evidence, and have proven particularly useful in deflecting potential nuisance lawsuits involving passenger-reported injury claims. Mr. Zaretsky said that of 81 total accidents reported so far this year. Of these, 32 were ruled preventable and 49 non-preventable. Continued driver training has resulted in drivers being more aware of incidents happening around the bus and has provided staff with better reporting of bus accidents. The Operations Department has
established consistent guidelines for vetting new hires’ driving histories through employment screening and for structuring monthly Operations Drivers Safety Meetings. Mr. Zaretsky said that risk management continues to offer a variety of OSHA safety and employee wellness health training to the agency’s employees. Director Morales stated that she really appreciates this report. She said that this sheds a new light on the importance of the safety related awards that were presented earlier in the meeting to the bus operators because improved safety also provides budget savings for the agency. Director Morales stated that she would like GCT to further develop health and wellness programs for its employees. Director DeVito congratulated Mr. Zaretsky for a great, detailed report.

Chair Holden moved to Receive and File the Report and Presentation on GCT’s Risk Management and Safety Programs. Director Morales seconded the motion.

Roll Call
Yes: No:None
Director Morales
Director DeVito
Director Brennan
Vice-Chair Zaragoza
Chair Holden

The motion passed unanimously

13. **Consider Approval of FY 2009-10 Out of State Travel & Training** – Deborah Linehan, General Manager

Director Brennan commended the Board on reducing the line item (Officers and Directors) in this year’s budget for travel and training, noting that cutting back on these expenses is consistent with what other local governments are doing.

Chair Holden moved to Approve the Report on FY 2009-10 Out of Stated Travel & Training for staff and Board members. Director Morales seconded the motion.

Roll Call
Yes: No:None
Director Brennan
Director DeVito
Director Morales
Vice-Chair Zaragoza
Chair Holden

The motion passed unanimously

**Information Items**
A. **GCT Fixed Route Service Update for June 2009**- Chuck McQuary, Transit Planner
B. **GCT Fixed Route Service Update for July 2009**- Chuck McQuary, Transit Planner
C. **ACCESS Paratransit Monthly Management Report for June 2009** - Steve Brown, Director of Planning & Marketing
D. **ACCESS Paratransit Monthly Management Report for July 2009** - Steve Brown, Director of Planning & Marketing

Ms. Linehan reminded the Board that its next meeting would not be on the first Wednesday of the month as usual but has been moved to October 14, 2009, the second Wednesday of the month, to avoid a conflict with the APTA Annual Meeting.

There being no further business, Chair Holden adjourned the Board of Directors meeting at 11:17 a.m.

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

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Deborah C. Linehan              Dr. Thomas E. Holden, Chair
General Manager &              GCT Board of Directors
Secretary of the Board

**The next regular GCT Board meeting will be held on October 14, 2009 at 10:00AM**, 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.