GOLD COAST TRANSIT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
November 10, 2010

Call to Order
Chair John C. Zaragoza, called the regular meeting of the Board of Directors of Gold Coast Transit to order at 10:02 a.m. at the GCT Administrative Facility, 301 E. Third St., Oxnard, California.

Roll Call
John C. Zaragoza, Chair
Maricela Morales, Vice Chair
Director Carol Smith
Director William Fulton
Director Bryan MacDonald

Staff Present
Steven P. Brown, General Manager
Steve Rosenberg, Director of Administrative Services
Helene Buchman, Acting Director of Planning and Marketing
Andrew Mikkelsen, Director of Transit Operations
Ken Mills, Buyer/DBE Officer
Rob Lurie, Director of Fleet and Facilities
Chuck McQuary, Transit Planner
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 Steve Rosenberg

General Public Comment
Janice Seaver a GCT bus rider stated she was very impressed with the meeting that took place on Thursday in the City of Ventura. Ms. Seaver addressed a few concerns in regards to:
  - Route 1A and 1B and drivers missing along the route such as Fashion Island Park
  - Drivers not stopping at stop requests made by passengers
• Common courtesy of drivers towards the elderly and disabled passengers
• Suggests that perhaps GCT can add a page in the bus book that would discuss and explain GCT’s “Transfer Policy.”

**Board of Directors’ Report**
Director Fulton thanked GCT staff for a successful turn out at the Townhall Meeting in Ventura which took place on November 4, 2010. Director Fulton reported there were about 40 people in attendance, very pleased with how the meeting went and the feedback that was received from the public.

**General Manager’s Report**
Mr. Brown reported to the Board of Directors that in the week of October 25 thru 29 he met with 82 of the Operators during 14 different monthly safety meetings. Mr. Brown took the opportunity to introduce himself and discuss with GCT Operators and staff his Visions and Values for the agency. Mr. Brown stated that he met with the operators alone along with one intern to take notes about items raised at the meeting. Mr. Brown also met with the Operations Supervisors in two separate meetings and with the Administration Department. Mr. Brown also reported that:

• He will continue to work with all staff at all levels to develop projects and action plans to address many of the concerns.
• Staff will be monitoring closely all issues at state level concerning future funding and impacts of the passage of Propositions 22 and 26
• GCT will be tracking any movements towards reauthorization of the federal transportation legislation.
• GCT administrative office will be closed Veteran’s Day and there will be full regular bus service Veteran’s Day
• New Guide-a-Ride information panels are being installed, all signs are expected to be installed by the end of next week.

**Agenda Review**
None

**Consent Agenda**
1. Consider Approval of Minutes of October 13, 2010 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of September 2010
3. Consider Approval of Treasurer’s Report for September 2010
4. Consider Approval of Budget Income Month Ending September 2010
5. Consider Approval of Financial Statements and Schedule of Money Transfers for September 2010
Vice-Chair Morales moved to approve Consent Agenda Items 1 through 6. Director Smith seconded the motion.

**Roll Call**
Yes: 
Vice-Chair Morales
Director MacDonald
Director Fulton
Director Smith
Chair Zaragoza
No: None

The motion passed unanimously.

**Public Comments on Agenda Items**
None

**Formal Items**
7. **Consider Election of Board Officers for Calendar Year 2010** - Steve Brown, General Manager

Director Fulton moved to approve Chair Zaragoza to continue to act as Chair and cover an additional two months until all new officials have been determined by the cities which won't be known until the February GCT meeting. Director Smith seconded the motion.

**Roll Call:**
Yes: 
Director Smith
Director MacDonald
Director Fulton
Vice-Chair Morales
Chair Zaragoza
No: None

The motion passed unanimously.

8. **Review, Amend as Needed, and Approve Board of Directors Proposed Monthly Meeting Schedule for Calendar Year 2011** - Steven Brown, General Manager

Mr. Brown presented to the Board of Directors the proposed monthly meeting schedule for calendar year 2010 noting the change for October 2011 meeting that was moved to a later date due to APTA Conference that will take place the first week in October in New Orleans.
Vice-Chair Morales moved to Approve Board of Directors Proposed Monthly Meeting Schedule for Calendar Year 2010. Director MacDonald seconded the motion.

Roll Call
Yes: No: None
Director Fulton
Director MacDonald
Director Smith
Vice-Chair Morales
Chair Zaragoza

The motion passed unanimously

9. **Consider Termination of the GCT Purchasing Resolution and Adoption of a New Purchasing Procedure by Resolution 2010-03**
Ken Mills, Buyer/DBE Officer

Mr. Mills reported that the Gold Coast Transit Purchasing Resolution was established in 1974 and has since been revised a few times to update purchase approval levels and/or implement various procedural changes. Mr. Mills reported that a new Purchasing Procedure was created with a purpose to update and replace the Purchasing Resolution. The new Procedure covers more topics and provides more depth than the current Resolution. Mr. Mills also stated it also changes dollar thresholds for some purchases while keeping within FTA guidance. Micro-purchases which allow solicitation from only one source and require minimal documentation will now be made up to $3,000.00 instead of $2,500.00. Informal (small) purchases in which multiple quotes will be sought can be made up to $50,000.00 instead of $25,000.00. Formal (large) purchases over $50,000.00 require formal solicitation and typically take longer to process. Mr. Mills stated that the Board will still be provided a report of the results of formal purchases up to $100,000.00, as they occur, and will still approve all purchases over $100,000.00

Director MacDonald moved to Adopt the New Purchasing Procedure by Resolution 2010-03. Vice-Chair Morales seconded the motion.

Roll Call
Yes: No: None
Director Smith
Director Fulton
Director MacDonald
Vice-Chair Morales
Chair Zaragoza
The motion passed unanimously

10. Consider Approval of a Minimum Age or Height to ride GCT Fixed Route Transit and GCT ACCESS Unaccompanied by a Responsible Person- Helene Buchman, Acting Director of Planning and Marketing

Ms. Buchman reported to the Board of Directors that earlier this year, the TRANSCOM ADA Task Force was tasked to review issues surrounding young children riding both fixed route transit and disabled paratransit service unaccompanied by a responsible person. Ms. Buchman stated that after much discussion, members agreed to adopt a policy to establish a minimum age for unaccompanied children to ride public transit, the minimum age of six(6) years was recommend for a child to ride unaccompanied. Ms. Buchman stated that TRANSCOM members further recommended that transit operators with existing minimum criteria would continue to be able to use already adopted criteria. This would enable GCT to utilize the existing 45” height criteria and GCT would apply either the minimum age or the height restriction, depending on the circumstances.

Director Smith suggested handouts for parents and their children that would inform parents on how to prepare their children to ride the bus. Ms. Buchman stated she would incorporate it to the Travel Training Program.

Director Smith moved Adoption of the recommended Minimum Age or Height Criteria to Ride GCT Fixed Route Transit and GCT ACCESS Unaccompanied by a Responsible Person. Director Fulton seconded the motion.

Roll Call
Yes: No: None
Director Smith
Director Fulton
Director MacDonald
Vice-Chair Morales
Chair Zaragoza

The motion passed unanimously

11. Receive and File Budget Variance Status Report for FY 2010-11 as of Month End September 2010- Steve Rosenberg, Director of Planning and Marketing

Mr. Rosenberg highlighted several items and discussed the following:
- As of the end of September, 25% of the year had passed
• GCT’s operating expenses are at 22.7% of the annual budget
• Employee wages are at 23.8%
• Operations labor at 23.2%, Maintenance Labor 24.8%, Administrative Department 25.2%
• Over budget items/cyclical items include audit, dues, ticket/schedules expenses, and benefit expenses including unemployment insurance expenses. He noted that these expenses usually occur early in the year and are expected.

Director Fulton moved to Receive and File Budget Variance Status Report for FY 2010-11 as of Month End September 2010. Vice-Chair Morales seconded to motion.

**Roll Call**
Yes: No: None
Director Smith
Director Fulton
Director MacDonald
Vice-Chair Morales
Chair Zaragoza

The motion passed unanimously

12. **Receive and File Report on Disabled Access Related Improvements to the GCT Administration Building and parking**
   Robert Lurie, Director of Fleet and Facilities

Mr. Lurie reported to the Board of Directors that a site assessment report for the administration building was done to better comply with ADA guidelines. Mr. Lurie reported that GCT retained the services of Eric Lind, of E. C. Lind Architect, LLP to design and increase disabled parking, install a new pedestrian walk way along side of the GCT building and bring the administration building restrooms in compliance with ADA. Mr. Lurie also reported that the project plans have been approved by the City of Oxnard Building and Safety Department.

Director Fulton moved to Receive and File Report on Disabled Access Related Improvements to the GCT Administration Building and Parking. Director Morales seconded the motion.

**Roll Call**
Yes: No: None
Director Smith
Director Fulton
Director MacDonald
The motion passed unanimously

13. **Closed Session Conference with Labor Negotiators pursuant to Government Code 54957.6 Agency designated representatives:** Nancy Kierstyn Schreiner-General Counsel, Steve Brown-General Manager, Steve Rosenberg-Director of Administrative Services, Alex Zaretsky-Human Resources and Risk Manager, Andrew Mikkelson-Director or Operations, Robert Lurie-Director of Fleet and Facilities

   **Employee Organization: SEIU Local 721**

Board of Directors entered in to closed session on at 10:41 A.M.

14. **Closed Session Conference with Legal Counsel-Existing Litigation pursuant to Government Code section 54956.9 (a) SEIU Local 721 v. Gold Coast Transit, Public Employment Relations Board, Case No. LA-CE-644-M**

Board of Directors entered in to closed session on at 10:41 A.M.

At 12:05 P.M the Board of Directors reconvened into open session, and General Counsel Nancy Kierstyn Schreiner stated there was nothing to report on items 13 and 14 at this time.

**Information Items**

A. **GCT Fixed Route Service Update for September 2010** – Chuck McQuary, Transit Planner

B. **Report of Contracts Awarded** – Ken Mills, Buyer/DBE Officer

There being no further business, Chair Zaragoza adjourned the Board of Directors meeting at 12:05 P.M.

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

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Steven P. Brown              Chair John C. Zaragoza
Secretary of the Board       Board of Directors

**Unless otherwise determined by the Board of Directors, the next**
regular Board meeting will be held on December 1, 2010 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.