GOLD COAST TRANSIT
MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
April 7, 2010

Call to Order
Chair John C. Zaragoza, called the regular meeting of the Board of Directors of Gold Coast Transit to order at 10:12 a.m. at the GCT Administrative Facility, 301 E. Third St., Oxnard, California.

Roll Call
John C. Zaragoza, Chair
Maricela P. Morales, Vice Chair (Absent)
Director Carol Smith
Director William Fulton
Director Bryan MacDonald (Alternate)

Staff Present
Deborah C. Linehan, General Manager
Steve Brown, Director of Planning and Marketing
Steve Rosenberg, Director of Administrative Services
Andrew Mikkelson, Director of Transit Operations
Rob Lurie, Director of Fleet & Facilities
Margaret Heath, ParaTransit & Special Projects Manager
Helene Buchman, Planner
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 Chair John C. Zaragoza
- Chair Zaragoza congratulated Bus Operators Judy Gonzalez and Nicolas W. Cruz on their ten years of dedicated service to GCT, presented them with service pins and thanked them on behalf of the GCT Board and staff.
- Ms. Linehan also congratulated and thanked Ms. Gonzalez and Mr. Cruz for their dedicated service to GCT and its customers.
**General Public Comment**

Bus Operator and Union Steward Ray Deon and union steward stated that he came to the Board meeting on behalf of the drivers. Mr. Deon said that he had appeared before the Board in January and expressed concerns that drivers had with management especially within the operations department. Mr. Deon stated that in the past two weeks five drivers were let go and that they were good drivers.

Pam Briscoe, SEIU advocate, stated that she wanted to bring forward a concern for the improvement of the Accident Review Board (ARB) members and process. Ms. Briscoe expressed that the ARB should be given more training in accident investigation, and that SEIU is willing to collaborate to address these concerns.

Harold David Moore, a former probationary GCT bus operator, said that he felt that he was wrongfully terminated. Mr. Moore stated he worked as GCT Bus Operator for almost one year and he was a safe driver with no accidents or tickets or reports of passengers injured.

Bus Operator Leon Kilbert said he received a written warning that he felt was not appropriate. Mr. Kilbert stated that he was driving his motorcycle to work one morning and had an accident with another vehicle. Mr. Kilbert called Transit Supervisor Rigo Nava to report the incident and notify GCT that he wasn’t going to be able to make it to work. Later that week, Mr. Kilbert said he was requested to provide a copy of the police report so the accident could be verified. Mr. Kilbert stated that a few days later he received a written warning from Supervisor Nava for calling in sick too close to the beginning of his shift, even though he had submitted the police report. Mr. Kilbert told the Board that he had been in an accident, had no control over his situation and should have not been written up.

Bus Operator Esther Dent also addressed the board regarding the ARB. She stated that the ARB should stick to the facts of the accident and not base decisions on “what if’s.”

Danny Carrillo, SEIU Worksite Organizer, stated his concern about morale at GCT and that he is hoping that having General Manager Deborah Linehan attending the monthly labor-management meetings can improve the situation. Mr. Carrillo also noted that with the labor negotiations are coming up between SEIU and GCT and the bus operators are looking for the support of the Board of Directors. Mr. Carrillo stated that in these labor negotiations they are hoping to strengthen language that will eliminate grey areas in the MOU.

**Board of Directors’ Report**

None
**General Manager’s Report**
Ms. Linehan stated that there were two handouts from the American Public Transportation Association (APTA) distributed to Board members. These articles addressed the nationwide problem of growing demand for transit while funding is declining. Ms. Linehan reported that 84% of public transit systems responding to a nationwide APTA survey reported they had already raised fares and/or cut service, or are considering such actions. APTA reports that 59% of the survey respondents have cut service and raised fares, and 68% are eliminating positions or are considering doing so.

Ms. Linehan also referred the Board to a form that SEIU has been distributing to employees actively soliciting employee criticism of GCT supervisors and managers.

**Agenda Review**
No changes to the agenda were made.

**Consent Agenda**
1. Consider Approval of Minutes of February 3, 2010 Board of Directors Meeting
2. Consider Approval of Minutes of March 3, 2010 Board of Directors Meeting
3. Consider Approval of Expenditures for the Month of February 2010
4. Consider Approval of Treasurer’s Report for February 2010
5. Consider Approval of Budget Income Statement for Eight Months Ending February 2010
6. Consider Approval of Financial Statements and Schedule of Money Transfers for February 2010
7. Consider Approval of General Manager’s Expense Report

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

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

The motion passed unanimously.
Public Comments on Agenda Items
There were none.

Formal Items
8. Receive and File FY10-11 Budget Update Report & Presentation
   Steve Rosenberg, Director of Administrative Services

Mr. Rosenberg reported that in February and March, Ventura County Transportation Commission (VCTC) reports outlined potential impacts to federal, state and local transit funding which had the potential to significantly reduce the level of funding available for GCT operations in FY10-11. This caused GCT’s budget preparation timeline to fall behind previous years, as GCT staff continues to develop revised service schedules for FY10-11 and identify other possible cost savings. Mr. Rosenberg stated that the most recent developments may have a positive impact on FY10-11 funding levels. He reported that VCTC has decided not to redirect a portion of FTA 5307 population-based funding to VISTA (Intercity bus service), an action which could have reduced GCT’s FY10-11 federal funding by an estimated $330,000. Mr. Rosenberg said that VCTC has recently indicated it will use one-time ARRA (stimulus) funds toward the county’s Metrolink commuter rail contribution, thus eliminating for this year only the need to divert TDA funds from the county and cities to Metrolink.

Mr. Rosenberg also reported that in March, Governor Schwarzenegger signed into law the “gas tax swap” package that would restore State Transit Assistance (STA) funding, although at a lower amount. The STA program had been left unfunded in 2009. Mr. Rosenberg said that this new gas tax swap appropriated $400 million to transit agencies statewide to cover fiscal years 2009-10 and 2010-11. This would direct $4,817,745 in transit funding to Ventura County, which directly impacts GCT. GCT would expect a direct allocation of approximately $190,000 early in FY10-11. Mr. Rosenberg stated that this would reduce any TDA funding being allocated to Metrolink, increasing TDA funding to GCT’s member agencies.

Mr. Rosenberg reported that last month GCT staff took advantage of the follow-on legislation to the ARRA program which allows agencies to use up to 10% of their ARRA funding for operations. Staff has identified some older FTA grant funds which can be redistributed to supplement some of the already-approved ARRA projects. This movement would free up $640,000 in ARRA funds for operations without cutting any programmed capital projects. Steve Brown, Director of Planning & Marketing, worked with FTA to plan these changes and they have now been submitted for approval. Mr. Rosenberg reported that the alternative fuel (CNG) excise tax rebate has yet to be renewed and this is an important revenue source for GCT’s operating budget. Lastly, Mr. Rosenberg said that given the level of uncertainty regarding numerous transit funding sources
this year, GCT staff might need to request a special Board meeting at some point in the budget development process.

No action was required on the Budget Update Report.

9. **Consider Approval of a Revision to the FY09-10 Budget to Incorporate a Service Reduction and Provide for the City of Ventura to Use FY08-09 Carryover Funds to Offset its Reduced FY09-10 TDA Apportionment** - Steve Rosenberg, Director of Administrative Services

Mr. Rosenberg reported that the City of Ventura will be $206,515 short in funding its share of GCT service this fiscal year (FY09-10). Last month Ventura asked for Board approval to use the City's FY08-09 carryover funds to make up for the shortfall. The Board agreed to consider the action and directed staff to implement fixed route service cuts as quickly as possible to reduce the funding shortfall. Mr. Rosenberg said staff developed service reductions on Routes 6 and 16 that will be implemented on April 18, 2010. The reductions will cut 1,678 revenue service hours and 29,000 revenue miles through the end of FY09-10 and yield a total cost savings of $68,800. Of that, 62% of revenue miles cut are in the City of Ventura. Staff recommends that the cost savings be incorporated as a reduction to the FY09-10 budget and be distributed to members as a credit to the FY10-11 budget in proportion to the percentage of revenue miles reduced in each jurisdiction.

Chair Zaragoza asked how the credit would be distributed to rest of the JPA members. Mr. Rosenberg said each member would get a credit to next year's LTF allocation. Director Fulton stated that he met with the Ventura City Council and agendized the issue of using of the carryover to cover the funding shortfall for the current fiscal year. The Ventura City Council approved the action.

Director Smith asked staff how GCT can raise public awareness and promote ridership to restore bus service and improve the farebox recovery ratio. Ms. Linehan stated that GCT, VCTC and the Ventura County Air Pollution Control District (VCAPCD) were conducting a county-wide transit ridership promotion with funds provided by VCAPCD. Director MacDonald suggested a "smartcard" would be something to look into. He noted that while traveling in Washington, D.C. on City business he uses a smart card that works on every type of public transportation and Ventura County should have something like that to promote seamless travel among multiple transit systems. Director MacDonald noted that now it takes three to four different types of fare media to get around the County. Chair Zaragoza said that VCTC does have a smartcard. Ms. Linehan stated that VCTC's smartcard works on VISTA and GCT buses but not on rail. She agreed...
that a fare instrument good on multiple systems is helpful to riders.

Director Fulton returned to the issue of Ventura’s funding shortfall and reported that on Wednesday April 14, 2010 the City will host a Town Hall Meeting at 6:30pm at the Foster Library to gain public input on transit needs and identify service priorities. Director Fulton thanked Ms. Linehan and GCT staff for their help and participation in the Town Hall and in addressing the funding issues the City of Ventura is facing.

Director MacDonald moved to Approve a Revision to the FY09-10 Budget to Incorporate a Service Reduction and Provide for the City of Ventura to Use FY08-09 Carryover Funds to Offset its Reduced FY09-10 Transportation Development Act (TDA) Apportionment. Director Fulton seconded the motion.

**Roll Call**

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

The motion passed unanimously

10. **Receive and File Report & Presentation on Planning and Implementation of Fixed Route Service Reductions** - Steve Brown, Director of Planning & Marketing

Mr. Brown reported that the fixed route service reductions requested by the City of Ventura and approved by the Board at its March 3, 2010 meeting have been developed and will be implemented on April 18, 2010. Mr. Brown said that on Route 6 frequency will be reduced at mid-day on the weekdays and all day on weekends with only half of the trips operating north of the Ventura Transfer Center (VTC) to Ventura Avenue and Dakota. This will save more than 250 miles and 13 revenue service hours daily. On Route 16 the headway will increase to every 75 minutes with the exception of one additional morning peak hour trip. This will save more than 185 miles and 12 revenue service hours daily. Mr. Brown said that this would be in effect for 52 weekdays and 21 weekend days for the remainder of this fiscal year with a total savings of $68,800.

Mr. Brown reported that the following are some of the key activities staff is undertaking to implement the April 18, 2010 service changes:

- Representatives of SEIU Local #721 were advised of the pending service
changes shortly after the March 3, 2010 Board.

- General Manager Linehan issued a memo to all employees addressing the service changes and the anticipated impacts on employees.
- Staff developed new route schedules and new operator work runs which the bus operators bid on during the week of March 29th.
- A Riders Alert was printed and displayed on all buses beginning April 5th.
- New timetables/maps for passengers were developed and sent to the printer. They will be delivered by April 9th and distribution on buses and to schedule outlets will begin immediately after delivery.
- The GCT website has been updated to announce and explain the service changes. New bus schedules have been posed on the website.
- The March monthly safety meetings for bus operators were devoted to briefing them on the service changes and the reasons for them, and suggesting ways to advise and assist passengers.
- New guide-a-ride panels were installed at stops along Main Street, Ventura Avenue and Route 16 in the Ojai area. New guide-a-rides have already been installed along the Thompson Boulevard portion of Route 16. Guide-a-ride panels along the routes that will be affected by these changes should be installed before April 18, 2010.

No motion was made by the Board of Director on this Receive and File Report.

11. Receive and Consider Approval of Revisions to ACCESS Paratransit “No Show/Late Cancellation Policy” – Steve Brown, Director of Planning & Marketing

Mr. Brown reported that GCT’s current policy addressing passenger “no-shows” and late trip cancellations on ACCESS needs to be updated to comply with FTA requirements. He stated that during January 2010, 16.3% of booked paratransit trips were essentially wasted because passengers were not present for the scheduled pick-up or cancelled the trip reservation too late for resources to be deployed to serve another customer.

This January the unproductive time directly attributable to no-shows was 67.95 hours valued at $4,159.82. Margaret Heath, Paratransit & Special Projects Manager, has been gathering sample policies on no shows and late cancellations from other agencies to use in updating GCT’s policy. Ms. Heath and MV Project Manager Alfredo Villa recently completed 12 outreach sessions to meet with ACCESS passengers, social services staff and advocates for seniors and people with disabilities and seek their input on a new policy designed to help reduce no-shows and late cancellations through education and additional trip confirmation requirements for passengers who have a pattern of no shows/late
cancellations. Attendees were supportive of a policy that would discourage wasting paratransit trips.

Chair Zaragoza moved to Receive and Approve the Revisions to the GCT ACCESS No Show/Late Cancellation Policy. Director MacDonald seconded the motion.

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

The motion passed unanimously.


Mr. Lurie asked the Board to consider approving a new position entitled Facility and Equipment Mechanic. The existing facility maintenance position is classified as a “building maintenance worker” and is responsible for grounds keeping and janitorial work. The incumbent in the position has developed very specialized technical expertise in CNG fueling station maintenance, repair and safety, and the existing job classification is obsolete. Mr. Lurie requested that the Board approve a new position description and wage range that accurately reflects the actual day-to-day job duties. He stated that the financial impact of upgrading the incumbent from Building Maintenance Worker level “F” to Facility and Equipment Mechanic level “D” would be $.45 per hour, and this cost would be more than offset in FY2010-11 by a reduction in contracted maintenance costs for the CNG station.

Director MacDonald moved to approve establishment of a Facility and Equipment Mechanic position and wage range. Director Fulton seconded the motion.

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

13. **Receive and File Budget Variance Status Report for FY 2009-10 as of Month End February 2010** – Steve Rosenberg, Director of Administrative Services

Mr. Rosenberg reported that GCT remains on track to finish the fiscal year within budget.

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

The motion to receive and file the report passed unanimously.

**Information Items**

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

**B. ACCESS Paratransit Monthly Management Report for February 2010** – Steve Brown, Director of Planning & Marketing

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

There being no further business, Chair Zaragoza adjourned the Board of Directors meeting at 11:18 a.m.

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

Deborah C. Linehan
Secretary of the Board

John C. Zaragoza, Chair
GCT Board of Directors

**Unless otherwise determined by the Board of Directors, the next regular Board meeting will be held on May 5, 2010 at 10:00 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.