



ITEM #3

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, MARCH 5, 2014 10:00 A.M.

Call to Order

Chair Carl Morehouse 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 Carl Morehouse – City of Ventura
Vice-Chair Blatz – City of Ojai
Director Bryan MacDonald – City of Oxnard
Director Jonathan Sharkey – City of Port Hueneme
Director John C. Zaragoza – County of Ventura

Staff Present

Steven P. Brown, General Manager
Nancy Kierstyn Schreiner, General Counsel
Steve Rosenberg, Director of Administrative Services
Andrew Mikkelson, Director of Transit Operations
Marlena Kohler, Purchasing Manager/DBE Officer
Tanya Hawk, Buyer
Alex Zaretsky, Human Resources and Risk Manager
Reed Caldwell, Facility Project Manager
Cynthia Torres, Communications & Marketing Manager
Claire Johnson-Winegar, Transit Planner
Vanessa Rauschenberger, Transit Planner
Roxanna Ibarra, Office Manager

Ceremonial Calendar

The pledge of allegiance was led by Chair Morehouse.

General Public Comment Period

There was none.

Board of Directors' Reports

There was none.

General Manager's Report

General Manager Steve Brown announced to the Board of Directors that GCT would like to schedule a strategic planning session as part of the April Board meeting. Mr. Brown asked the Board members if they would be able to attend and if they would be able to start at 9:30 A.M. on April 2 and stay until 12:30 P.M. The Board members agreed April 2, 2014 would work from 9:30 A.M. to 12:30 P.M. Mr. Brown also informed the Board of Directors GCT staff attended a presentation by BYD about their electric bus and took a test ride from the Camarillo Metrolink Station to CSUCI. Mr. Brown also stated the AD Committee Hoc meeting is scheduled and we should be wrapping up the GCT by-laws. Mr. Brown also stated Darren Kettle from VCTC called Mr. Brown and was happy to inform Mr. Brown he had received a very nice complement from a GCT bus rider in regards to the hard work and great service GCT bus drivers provides to the passengers. Mr. Brown also congratulated Paratransit and Special Projects Manager Margaret Heath's daughter Anna Heath who attends Pacific High School and who won the CIF soccer championship game against Camarillo and will now be playing in the State Championship.

Agenda Review

There were no changes requested.

Consent Agenda

1. Consider Approval of Minutes of February 5, 2014 Board of Directors Meeting
2. Consider Approval of Expenditures for the Months of January 2014
3. Consider Approval of Treasurer's Report for January 2014
4. Consider Approval of Budget Income Statement for Month Ending January 2014
5. Consider Approval of Financial Statements and Schedule of Money Transfers for January 2014
6. Consider Approval of General Manager's Expense Report for February, 2014

Director Sharkey moved to approve Consent Agenda 1 thru 6. Director Zaragoza seconded the motion.

Roll Call

Yes:

Director MacDonald
Director Sharkey
Vice-Chair Blatz
Director Zaragoza
Chair Morehouse

No: None

Abstain on Item #1

The motion passed unanimously.

Public Comments on Agenda Items

There were none.

Formal Items

7. **Authorize Issuance of Request for Proposal for Legal and General Counsel Services and Approve One-Month Extension to Anderson Kill, California, LLP(AKCA) Contract-** Marlena Kohler, Purchasing Manager and DBE Officer

Ms. Kohler reported GCT's current contract with Anderson Kill, California, LLP (AKCA) expires June 30, 2014. Ms. Kohler reported staff proposed to initiate the RFP process to award a new contract for Legal and General Counsel Services and in addition since the RFP process usually takes 3-4 months, staff is requesting a thirty day extension to AKCA's current contract in order to provide continued legal and general counsel services during the RFP process and through the transition to Gold Coast Transit District on July 1, 2014. Ms. Kohler stated GCT's management has reviewed and updated the original scope of work to reflect GCT's current needs, including additional requirements relating to the process of acquiring and developing the new facility. Ms. Kohler stated the revised scope of work will be used in the new RFP. Ms. Kohler also stated staff respectfully proposes that one or two member(s) of the Board of Directors be appointed to the Selection Panel.

The following Board of Directors volunteered to be part of the selection panel:
Vice Chair Blatz
Director MacDonald

Director Sharkey moved to Authorize Issuance of Request for Proposal for Legal and General Counsel Services and Approve One-Month Extension to Anderson Kill, California, LLP Contract. Director MacDonald seconded the motion. **The motion passed unanimously.**

8. **Consider Approval of Contract Award to Urban Transportation Associates (UTA) for Automatic Passenger Counters for all Fixed Route Buses-** Marlena Kohler, Purchasing Manager and DBE Officer

Ms. Kohler stated that in March of 2013 the Board of Directors approved award of a contract for the replacement of fare boxes and fare collection system to GFI. Ms. Kohler reported to the Board GCT elected not to request award of the APC portion of the RFP because of the uncertainty in the status of the existing system and the need to test the proposed system to ensure it would meet GCT's needs, specifically for National

Transit Database (NTD) requirements. Ms. Kohler stated the APC systems were tested and data testing was on GCT buses for 30 days and was successful and met the needs and requirements. Ms. Kohler reported each APC installation cost is about \$5302.00 per bus. Ms. Kohler reported GFI made the recommendation GCT award directly to UTA eliminating any mark-up which would have been an added cost. Ms. Kohler reported that based on the positive responses from client references and that UTA is not listed in the System Award Management (SAM) no were there any complaints listed on the BBB website, the firm is determined to be responsible. Ms. Kohler stated this would be the last project funded through ARRA money.

Director Zaragoza moved Approval of Award of Contract to Urban Transportation Associates (UTA) for Automatic Passenger Counters for all Fixed Route Buses. Vice-Chair Blatz seconded the motion. **The motion passed unanimously.**

The motion passed unanimously.

9. Consider Approval of a Contract with Coastal Occupational Medical Group for Occupational Medical and Employee Alcohol and Drug Analysis Services-Tanya Hawk, Buyer

Ms. Hawk stated GCT began an RFQ on January 10, 2014 for Employees Alcohol and Drug Analysis services. Ms. Hawk reported GCT utilizes these services in order to comply with GCT's Substance Abuse and Employee Assistance Program Policy, which incorporates mandated federal and state requirements. Ms. Hawk stated additionally GCT also requested pricing for employee wellness programs in order to promote physical and mental wellness of GCT's employees. Ms. Hawk stated GCT received two quotes and Coastal Occupational was the lowest bidder. Ms. Hawk stated the contract award to Coastal Occupational and Employee Alcohol and Drug Analysis Services is for a two-year period with (3) one-year options.

Director MacDonald moved Approval of a Contract with Coastal Occupational Medical Group for Occupational Medical and Employee Alcohol and Drug Analysis Services. Director Sharkey seconded the motion. **The motion passed unanimously.**

10. Consider Approval of MOU with VCTC for funding from state PTMISEA funds for 11 Replacement Buses- Claire Johnson-Winegar, Transit Planner II

Ms. Johnson-Winegar stated VCTC approved the allocation of \$3,560,000 PTMISEA and \$3,040,000 CMAQ funds to fund the purchase of eleven (11) CNG replacement buses

that have reached or are nearing the end of their useful life at its meeting of October 4, 2013. Ms. Johnson-Winegar stated GCT recommends the Board of Directors authorize the Board Chair and General Manager to execute an agreement with VCTC for the allocation of Proposition 1B Capital Funds for 11 Replacement Buses.

Director Zaragoza moved to Approve of MOU with VCTC for funding from state PTMISEA funds for 11 replacement buses. Director Sharkey seconded the motion. **The motion passed unanimously.**

11. **Consider Establishing an Ad Hoc Budget Committee-** Steve Rosenberg, Director of Finance and Administration

Mr. Rosenberg reported to the Board of Directors that as recently as 2008 GCT annually-appointed an ad-hoc Budget Committee consisting of two Board members that were part of the budget development process. Mr. Rosenberg stated that recession-related events in 2009 led to replacing the committee structure with a full Board budget workshop that year. Mr. Rosenberg reported that as the recession continued the inputs to budget development continued to be received later in the process, making the committee process more difficult to accommodate. Mr. Rosenberg stated as GCT prepares to transition from a JPA to a district, GCT will be addressing more complex and visible issues. Mr. Rosenberg stated staff proposes the GCT Board consider appointment of a two-member ad-hoc budget committee, to review and provide guidance and direction regarding the operating budget as well as the long term capital plan, including the project budget for the design and construction of the GCT's new Administration and Operations Facility. Mr. Rosenberg stated the committee would serve through the remaining time of the JPA to provide oversight and direction to staff and make recommendations to the full Board.

Director Zaragoza and Director Sharkey were appointed to the ad-hoc Budget Committee.

Vice-Chair Blatz moved Approval of the Ad Hoc Budget Committee. Director MacDonald seconded the motion. **The motion passed unanimously.**

12. **Receive and File Report and Presentation of the Status of the GCT Administration and Operations Facility-** Reed Caldwell, Facility Project Manager

Mr. Caldwell updated the Board of Directors on the new GCT Administration and Operations Facility. Mr. Caldwell stated GCT is still under negotiation of some of the terms on the contract with MDG. Mr. Caldwell reported during the last two weeks in February the design team held an informal design review to address the comments received during the design charrette process. Mr. Caldwell stated the meetings discussed the administration and operations building and also the maintenance building.

He stated the input that was received by the consultant team lead to a final site master plan and conceptual building design as part of Task 1. Mr. Caldwell also reported the environmental process is continuing with the City of Oxnard through their contractor Rincon Consultants which GCT has hired and a report should be finalized by March or April for submittal to the FTA.

Closed Session

13. **Closed Session Conference with Agency 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; William Leopardi, Leopardi Labor Solutions- **Employee Organization:** SEIU Local 721

The Board of Directors went into closed session at 10:41 A.M.

Formal Items (cont.)

14. **Report from Closed Session-General Counsel**

The Board of Directors reconvened into open session at 11:00 A.M. General Counsel Nancy Kierstyn Schreiner stated there were no announcements to report at this time.

Information Items

There were none.

There being no further business Chair Carl Morehouse adjourned the Board of Directors meeting at 11:01 A.M.

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

Steven P. Brown
Secretary of the Board

Chair Carl Morehouse
Board of Directors

Unless otherwise determined by the Board of Directors, the next regular meeting of the GCT Board of Directors will be held on April 2, **2014 at 9:30 A.M. at the Oxnard Transportation Center, 2nd Floor Conference Room, 201 E. Fourth Street, Oxnard, CA 93030-6048.** Copies of administrative reports relating to the Board

agenda are available on-line at www.GoldCoastTransit.org or from the Office Manager,
Gold Coast Transit, 301 E. Third St, Oxnard, CA, 93030