



Item # 1

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, OCTOBER 1, 2014 10:00 A.M.

Call to Order

Chair Carl Morehouse called the regular meeting of the Board of Directors of Gold Coast Transit District to order at 10:03 A.M. at the GCTD Administrative Facility, 301 E. Third St., Oxnard, California.

Roll Call

Director Carl Morehouse – City of Ventura
Director Paul 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
Steven C. DeBaun, General Counsel
Haviva Shane, Co-Counsel BBK
Steve Rosenberg, Director of Finance & Administration
Robert Lurie, Director of Fleet & Facilities
Debbie Williams, Director of Human Resources
Andrew Mikkelson, Director of Transit Operations
Reed Caldwell, Facility Project Manager
Marlena Kohler, Purchasing Manager/DBE Officer
Tanya Hawks, Buyer
Cynthia Torres, Communications & Marketing Manager
Vanessa Rauschenberger, Planning Manager
Claire Johnson-Winegar, Transit Planner
Roxanna Ibarra, Office Manager

Ceremonial Calendar

The pledge of allegiance was led by Director MacDonald.

Employee Recognition

Debbie Williams, Director of Human Resources congratulated mechanic Jose Murillo for his 5 years of service with GCTD. Chair Morehouse and General Manager Steve Brown also congratulated Mr. Murillo for his 5 years of dedicated service.

Chair Morehouse along with Mr. Brown and the board congratulated transit planner Vanessa Rauschenberger as she was part of the Top 40 Under 40 Transit Professionals article in Mass Transit Magazine.

General Public Comment Period

There were none.

Board of Directors Reports

Chair Morehouse stated October is Breast Cancer Awareness month. Director Zaragoza informed everyone there would be a Cancer Awareness event celebration at The Collection in Riverpark.

General Manager Reports

Mr. Brown announced GCTD annual Safety Awards Day would be on Tuesday, October 7, 2014 and extended an invitation to the Board of Directors and TAC. Mr. Brown also informed the board a third trailer would be coming in sometime at the end of the month to the yard, which will house employees and vacant positions waiting to be filled.

Agenda Review

There were no changes.

Consent Agenda

1. Consider Approval of Minutes of September 10, 2014 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of August 2014
3. Consider Approval of Treasurer's Report for August 2014
4. Consider Approval of Budget Income Statement for the Month Ending August 2014
5. Consider Approval of Financial Statements and Schedule of Money Transfers for August 2014

Director Sharkey moved to approve Consent Agenda 1 thru 5. Vice-Chair Blatz seconded the motion. **The motion passed unanimously.**

Public Comments on Agenda Items

There were none.

Formal Items

6. **Consider Approval of New Position Description for Human Resources Assistant-** Debbie Williams, Director of Human Resources

Ms. Williams reported GCTD FY13-14 budget included an approved position for an Office Administrator. Ms. Williams reported that after a closer review of the current structure, the agency's needs have been re-evaluated. A dedicated administrative resource in the human resources department has become the priority. Ms. Williams reported it is anticipated with GCTD's growth, the responsibilities in the Human Resources Department will significantly increase proportionate to the population and adding a Human Resources Assistant is necessary at this time to meet current agency requirements as well as put processes in place for the future. Ms. Williams stated GCTD's culture is shifting toward a people driven environment which calls for increased human resources to execute quality strategies. Ms. Williams stated the salary range for the Human Resource Assistant would be the same for Office Manager and Payroll & Benefits Specialist.

Director MacDonald moved to Approve a New Position Description for Human Resources. Director Zaragoza seconded the motion. **The motion passed unanimously.**

Roll Call

Yes:

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

No:

The motion passed unanimously.

7. Consider Approval of New Position Description for Finance Analyst-
Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg reported GCTD has a critical need to add the Finance Analyst. Mr. Rosenberg stated the Finance Analyst will be responsible for accounting, budgeting, financial and analytical functions in support of financial and administrative operations. Mr. Rosenberg stated the position is not part of GCTD's budget but the costs will be covered by some of the vacant positions that are currently open.

Director Sharkey moved to Approve a New Position Description for Finance Analyst. Director Zaragoza seconded the motion. **The motion passed unanimously.**

8. Consider Adoption of Resolution 2014-110 to Implement Revisions to the Gold Coast Transit Personnel Rules effective October 1, 2014– Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg reported GCTD personnel rules are subject to periodic updates. Mr. Rosenberg stated the personnel rules were last revised in May 2014, and were adopted by the GCTD Board of Directors on July 2, 2014. Mr. Rosenberg stated GCTD management is preparing to implement an Alternate Work Schedule (AWS) pilot program for certain non-represented employees. The Alternate Work Schedule program allows staff to work longer days and add "flex" days off. Mr. Rosenberg stated the most substantive change to the Personnel Rules permits implementation of the AWS at Management's discretion, with Management being required to publish a more detailed policy. Mr. Rosenberg also reported other changes include adding updating new positions and position title changes previously approved by the Board of Directors, and an update to Section 7, Insurance, for 2015.

Director Sharkey moved Adoption of Resolution 2014-110 to Implement Revisions to the Gold Coast Transit Personnel Rules effective October 1, 2014. Director MacDonald seconded the motion. **The motion passed unanimously.**

9. Review and Provide Input on New Gold Coast Transit District Logo-
Cynthia Torres Duque, Communications and Marketing Manager

Ms. Torres gave a presentation to the Board of Directors on options for a new logo design for GCTD. Ms. Torres reported that over the last few months, staff has been working closely with Deen Design, a local Oxnard based graphic design studio to develop a new logo reflecting the agency's name change to Gold Coast Transit District. Ms. Torres stated staff has worked with Deen Design to conceptualize and develop a new logo that will reflect not only GCTD's name change, but one that evokes the agency's vision of a more modern, clean and efficient future. Ms. Torres presented three different design boards to the Board of Directors.

Chair Morehouse asked if GCTD would be conducting a test case with the public ridership. Ms. Torres reported the test case would be part of phase II. Chair Morehouse stated perhaps having a focus group on the logo/rebranding campaign would be a good idea.

Closed Session

10. Public Employee Performance Evaluation pursuant to Government Code 54957 Title: General Manager

11. Closed Session Conference with labor negotiator pursuant to Government Code section 54957.6 – Agency designated representative: Steven DeBaun- Unrepresented General Manager

Mr. Brown introduced GCTD's new General Counsel Steven DeBaun and attorney Haviva Shane from Best Best & Krieger LLP.

The Board of Directors went into closed session at 10:43 A.M.

12. Report from Closed Session – General Counsel

The Board of Directors reconvened into open session at 11:20 A.M. General Counsel Steven DeBaun stated there were no announcements to report at this time.

There being no further business Chair Carl Morehouse adjourned the Board of Directors meeting at 11:21 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 meeting of the GCTD Board of Directors will be held on **November 5, 2014 10:00 A.M. at the Gold Coast Transit District Board Room, 301 E. Third Street, Oxnard, CA 93030**. 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