



Item # 1

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, SEPTEMBER 10, 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 10:00 A.M. at the GCTD Administrative Facility, 301 E. Third St., Oxnard, California.

Roll Call

Chair Carl Morehouse – City of Ventura
Vice-Chair 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
Nancy Kierstyn Schreiner, General Counsel
Steve Rosenberg, Director of Finance & Administration
Robert Lurie, Director of Fleet & Facilities
Debbie Williams, Director of Human Resources
Reed Caldwell, New Facility Project Manager
Marlena Kohler, Purchasing Manager/DBE Officer
Tanya Hawk, Buyer
Cynthia Torres, Communications & Marketing Manager
Vanessa Rauschenberger, Planning Manager
Claire Johnson-Winegar, Transit Planner
Lili Tomen, Accounting Manager
Linda Marie Soshea, Payroll & Benefits Specialist
Daniel Amaro, Administrative Analyst
Roxanna Ibarra, Office Manager

Ceremonial Calendar

The pledge of allegiance was led by Chair Morehouse.

Employee Recognition

Debbie Williams, Director of Human Resources along with Andrew Mikkelson, Director of Transit Operations congratulated Bus Operator Catalina Bolanos for her 1 Million Mile of

Safe Driving award. Chair Morehouse and General Manager Steve Brown congratulated Transit Supervisor Suzanne Chavez for her 20 years of dedicated service and Accounting Manager Lili Marlene Tomen for her 15 years of dedicated service to the agency. Steve Rosenberg, Director of Finance and Administration gave a special thank you acknowledgement to Lili. On behalf of the GCT Board and staff, Chair Carl Morehouse and General Manager Steve Brown thanked Ms. Bolanos, Ms. Chavez and Ms. Tomen for their hard work, dedication and commitment to the agency.

General Public Comment Period

Mr. Robert Rodriguez with the bus rider union commented he along with the bus riders of GCTD had some concerns in regards to the new schedule changes. General Manager Steve Brown stated the planning and marketing department would get together with Mr. Rodriguez to address his concerns in regards to the new route and schedule changes.

Board of Directors Reports

Director MacDonald stated the City of Oxnard is upgrading the streets thanks to Measure O.

General Manager Reports

General Manager Steve Brown reported GCTD's annual Comprehensive Annual Financial Report will be completed later this month and will be available for review in October. Mr. Brown stated the CAFR will be presented at the November 5, 2014 meeting for adoption. Mr. Brown also reported funding from VCTC has been secured for the replacement of the entire Paratransit fleet. Mr. Brown stated staff has determined the most effective process would be to replace 1/3 of the vehicles each year over the next three years. Mr. Brown also reported GCTD has two new interns, one in Planning Mr. Armando Pigman and one in Finance Ms. Penny Amundsen. Mr. Brown reported these interns have been funded through a Caltrans grant that is good for the next two years.

Agenda Review

There were no changes.

Consent Agenda

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

9. Consider Approval of Financial Statements and Schedule of Money Transfers for July 2014
10. Consider Approval of General Manager's Expense Report for July/August 2014

Director Zaragoza moved to approve Consent Agenda 1 thru 10. Director MacDonald seconded the motion. **The motion passed unanimously.**

Public Comments on Agenda Items

There were none.

Formal Items

11. **Consider Approval of Award of General Counsel Contract to Best, Best & Krieger-** Marlena Kohler, Purchasing Manager and DBE Officer

Ms. Kohler reported it was a competitive bid process for the General Counsel services which began with the issuance of Request for Proposal (RFP) 14-06 on April 15, 2014. Ms. Kohler stated the purpose of the bid was to locate a qualified firm and/or attorney to provide legal services for general counsel. Ms. Kohler stated the RFP was publicized in The Daily Journal, Transit Talent, on our website, on the Public Purchase website and the local bar association was asked to post an announcement to their members. Ms. Kohler reported 8 proposals and 1 no-bid were received in which all proposals were evaluated and considered responsive. Ms. Kohler stated an evaluation team independently evaluated and scored each proposal. Ms. Kohler stated the top five highest rated firms from the evaluation were invited to present/interview with the Selection Panel. Ms. Kohler stated at the conclusion of the interview process and upon combining the evaluation and interview scores, Best, Best & Krieger received the highest score overall. Ms. Kohler stated the proposal from Best, Best & Krieger was considered fair and reasonable based on adequate competition.

Director MacDonald stated BBK seems to be a very well qualified firm. In looking forward the future with the District and new facility BBK is the qualified firm to lead GCTD to move forward.

Vice-Chair Blatz stated in being part of the interview process he feels the firm has extensive knowledge on new construction. Vice-Chair Blatz was highly impressed with BBK, he felt they had a breadth of knowledge that is extensive for the current and upcoming projects for GCTD.

Director Zaragoza stated it has always being a pleasure to work with Nancy Kierstyn Schreiner. Mr. Zaragoza stated GCTD is looking at the qualifications that fit best for the agency. Mr. Zaragoza also stated GCTD also needs to look at the organization that best fits for the tax payers and our residents.

Chair Morehouse thanked General Counsel Nancy Kierstyn Schreiner and stated GCTD appreciates the many years of service.

Director Zaragoza moved to Approve Award of General Counsel Contract to Best, Best & Krieger. Director Blatz seconded the motion.

Roll Call

Yes:

Director MacDonald
Vice-Chair Blatz
Director Zaragoza
Chair Morehouse

No:

Director Sharkey

The motion passed unanimously.

12. Consider Approval of Award for Purchase of Natural Gas and Third Party Low- Carbon Fuel Standard (LCFS) Consulting Services to GHI Energy-Marlena Kohler, Purchasing Manager and DBE Officer

Steve Rosenberg stated staff began the competitive bid process on May 21, 2014 with the issuance of Request for Proposal 14-08 for Purchase of Natural Gas Requirements and Third Party Consulting Services for the Management of a low Carbon fuel Standard (LCFS) Credit Program created under California AB 32. Mr. Rosenberg stated the LCFS program allows a fueling station owner (GCTD) to delegate its regulated party status, at whatever negotiated terms and compensation, to a third-party energy service provider who will supply natural gas to our fueling station. GCTD began the process for the purchase of natural gas to our fueling station. Mr. Rosenberg stated the RFP was to contract with a third-party provider that specialized in the sale and delivery of natural gas to government agencies for use as transportation fuel and has the industry expertise to apply for, manage and subsequently monetize on GCTD's behalf, the marketable credits associated with its use. Mr. Rosenberg stated two proposals were submitted and two firms were evaluated, GHI Energy received the highest overall scores.

Mr. Rosenberg introduced GHI Energy's Vice-President Clarke Anderson who gave the Board of Directors a presentation on how GHI Energy functions.

Ms. Kohler also discussed, reported and detailed the RFP process for Purchase of Natural Gas and Third Party Low-Carbon Fuel Standard (LCFS) Consulting Services to GHI Energy.

Director MacDonald moved to Approve Award for Purchase of Natural Gas and Third Party Low-Carbon Fuel Standard (LCFS) Consulting Services to GHI Energy. Director Sharkey seconded the motion. **The motion passed unanimously.**

13. Consider Adoption of Resolution 2014-107 Approving the Gold Coast Transit District Conflict of Interest Code– Steve L. Rosenberg, Director of Finance and Administration Manager

Mr. Rosenberg stated the GCT Board of Directors last approved an update to the agency's Conflict of Interest Code (COIC) on the Board Resolution 2012-11 in September 2012. Mr. Rosenberg stated the agency is due to file a COIC review before October 1, 2014. Mr. Rosenberg stated the issues that require updating are establishing GCTD as a district and addressing staffing changes that have taken place in the past two years.

Vice-Chair Blatz moved to Adopt Resolution 2014-107 Approving the Gold Coast Transit District Conflict of Interest Code. Director Zaragoza seconded the motion. **The motion passed unanimously.**

14. Consider Adoption of Resolution 2014-108, Reaffirming GCTD Approval of the Joint Powers Agreement governing the California Transit Systems Joint Powers Authority (CalTIP)- Steve L. Rosenberg, Director of Finance and Administration

Steve Rosenberg stated since GCT has recently become the Gold Coast Transit District, CalTIP now requires that the GCTD Board reaffirm the GCT Board's approval of the CalTIP JPA agreement.

Director Zaragoza moved to Adopt Resolution 2014-108, Reaffirming GCTD Approval of the Joint Powers Agreement governing the California Transit Systems Joint Powers Authority (CalTIP). Director MacDonald seconded the motion. **The motion passed unanimously.**

15. Consider Adoption of Resolution 2014-109 Updating Designation of GCTD Staff to Serve on the California Transit Systems Joint Powers Authority (CalTIP) Board of Directors- Steve Rosenberg, Director of Finance and Administration

Director MacDonald moved to Adopt Resolution 2014-109 Updating Designation of GCTD Staff to Serve on the California Transit Systems Joint Powers Authority (CalTIP) Board of Directors. Director Sharkey seconded the motion. **The motion passed unanimously.**

16. Consider Approval of Payment to CBRE for Real Estate Brokerage Services for the Purchase of Land for the GCT Administration and Operations Facility- Reed Caldwell, Facility Project Manager

Mr. Caldwell reported GCTD recently purchased property to locate the district's fixed route and administrative functions. Mr. Caldwell stated staff is requesting the Board to authorize the General Manager to pay the district's broker a 2% broker commission of the property purchase price.

Director MacDonald moved to Approve Payment to CBRE for Real Estate Brokerage Services for the Purchase of Land for the GCT Administration and Operations Facility. Director Sharkey seconded the motion. **The motion passed unanimously.**

17. Receive and File Report on the Status of the GCT Administration and Operations Facility- Reed Caldwell, Facility Project Manager

Mr. Caldwell updated the Board of Directors on the new administration and operations facility project. Mr. Caldwell reported the environmental process concluded in July 2014 with the approval from the FTA and the City of Oxnard. He stated GCTD purchased the 15-acre site for the project on July 28, 2014 subsequent to receiving the FTA grant and completing both the federal and state environmental processes, National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA). Mr. Caldwell gave a presentation on the building design schematics which demonstrated preliminary colors for the building materials exterior and interior. Mr. Caldwell stated the preliminary design development review also was held with the City of Oxnard on September 3, 2014 to review the proposed development of the site.

18. Receive and File Report and Presentation on the Fixed Route and Paratransit Service as of the end of the Fiscal Year 2013-2014- Vanessa Rauschenberger, Planning Manager and Cynthia Torres, Communications and Marketing Manager

Ms. Rauschenberg gave a status and presentation report on the fixed route and paratransit services to the Board of Directors. Ms. Torres also discussed and presented to the Board the GCTD public outreach, events and marketing highlights of fiscal year 2013-2014.

Information Items

A. Award for Janitorial Services Contract to El Campanario Janitorial- Tanya Hawk, Buyer

Closed Session

19. Closed Session Conference with Legal Counsel – Anticipated Litigation whether to initiate litigation pursuant to Government Code Section 54956.9(c) – One Case – Nancy Kierstyn Schreiner, General Counsel

The Board of Directors went into closed session at 11:57 A.M.

20. Report from Closed Session – General Counsel

The Board of Directors reconvened into open session at 12:15 P.M. General Counsel Nancy Kierstyn Schreiner 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 12:16 P.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 **October 1, 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