



Item # 1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, JULY 2, 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

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
Nancy Kierstyn Schreiner, General Counsel
Steve Rosenberg, Director of Administrative Services
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 Hawks, Buyer
Cynthia Torres, Communications & Marketing Manager
Vanessa Rauschenberger, Planning Manager
Claire Johnson-Winegar, Transit Planner
Roxanna Ibarra, Office Manager

Election of Temporary Chair

General Counsel Schreiner recommended that since this is the first meeting of the new Gold Coast Transit District, a temporary chair needed to be nominated to start the meeting. Director Morehouse was nominated and elected unanimously.

Ceremonial Calendar

The pledge of allegiance was led by Chair Morehouse.

Employee Recognition

Human Resources Director Debbie Williams congratulated Ruben Miranda on his retirement and 27th year anniversary with Gold Coast Transit. On behalf of the GCT Board and staff, Chair Carl Morehouse and General Manager Steve Brown recognized and thanked Mr. Miranda for his dedicated service to GCT and his commitment to its passengers.

General Manager Steve Brown introduced Debbie Williams, GCT's newly appointed Human Resources Manager. Mr. Brown stated that Ms. Williams has extensive experience in human resources and contract negotiations. The Board welcomed Ms. Williams.

General Public Comment Period

There were none.

Formal Items – Public Comments on Agenda Items

There were none.

Agenda Review

There were no changes.

Formal Agenda

1. Consider Adoption of Resolution 2014-101 Approving the Gold Coast Transit District Bylaws - Nancy Kierstyn Schreiner, General Counsel

Ms. Schreiner recommended that the Board of Directors approve adoption of Resolution 2014-101 approving the Gold Coast Transit District Bylaws.

Director MacDonald indicated that in the third whereas, the word news should be corrected to new and suggested that in the next paragraph the wording to be terminated instead of be terminated.

Director Blatz moved for adoption of Resolution 2014-101 – Approving the Gold Coast Transit District Bylaws with the corrections noted. Director Zaragoza seconded the motion. **The motion passed unanimously.**

2. Election of Chair and Vice Chair – Steven P. Brown, General Manager

Mr. Brown stated that the Gold Coast Transit District Bylaws in Section 1.4 specifies that the Board at its first meeting and annually thereafter at the first regular meeting in December of each calendar year shall elect one of its Directors to serve as Chair and one of its Directors to serve as Vice Chair. Mr. Brown recommended that the Board of

Directors elect from its members a Chair and Vice Chair to serve for the balance of Calendar Year 2014.

Director MacDonald moved for Chair Carl Morehouse to continue in the position of Chair and Director Paul Blatz as Vice-Chair. Director Zaragoza seconded the motion. **The motion passed unanimously.**

3. Consider Ratification of Meeting Calendar for 2014 – Steven B. Brown, General Manager

Mr. Brown stated that as required in Article 4, Section 4.2 of the District Bylaws, regular meetings of the Gold Coast Transit District Board of Directors shall be held once per month unless modified by a majority vote of the Board of Director. Mr. Brown recommended that the Board of Directors adopt the meeting calendar for the remainder of 2014.

Director Zaragoza moved to approve the meeting calendar for the remainder of 2014. Director MacDonald seconded the motion. **The motion passed unanimously.**

4. Consider Adoption of Resolution 2014-102 Approving the Assignment of Real Property, Personal Property, and Adoption of Prior Existing Policies, Procedures, Guidelines, Contracts and Liability Obligations – Steven P. Brown, General Manager and Nancy Kierstyn Schreiner, General Counsel

Ms. Schreiner stated that effective July 1, 2014, the District Act dissolved the Gold Coast Transit Joint Powers Agency (JPA) and established the Gold Coast Transit District (District) to succeed to the rights, title, powers, duties, liabilities and obligations of the JPA. Ms. Schreiner recommended the adoption of Resolution 2014-102 approving the assignment of real property, personal property, and adoption of prior existing policies, procedures, guidelines, contracts and liability obligations

Director Sharkey moved to adopt Resolution 2014-102 approving the assignment of real property, personal property, and adoption of prior existing policies, procedures, guidelines, contracts and liability obligations. Director Zaragoza seconded was seconded by Director Zaragoza. **The motion passed unanimously.**

5. Consider Ratification of FY 2014/15 Operating, Planning and Capital Budget – Steven P. Brown, General Manager and Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg stated that at the June 4, 2014 Board meeting, the Gold Coast Transit JPA conducted a public hearing and considered the FY 2014/15 Operating, Planning and Capital Budget. At the conclusion of the public hearing, the Board

adopted the FY 2014/15 Operating budget of \$21,858,400. Mr. Rosenberg stated that as set forth in the Bylaws in Article 1, Section 1.5(b), the Board shall adopt an annual budget.

Mr. Rosenberg stated that Section 5(e) I specifies that the vote for the annual budget shall be a weighted vote with the cities of Oxnard and Ventura having a vote weight of 2.0 for this item and recommended that the Board of Directors ratify the FY 2014/15 operating budget of \$21,858,400.

Director MacDonald moved to approve the FY 2014/15 Operating, Planning and Capital Budget of \$21,858,400. The motion was seconded by Director Sharkey. **The motion passed unanimously.**

6. Consider Approval of Stipend Rate for Board of Directors effective 7/2/14 – Steven P. Brown, General Manager

Mr. Brown stated that the Gold Coast Transit District Bylaws Article 7, Section 7.1(b) requires that a monthly stipend amount be determined by an action of the Board. The section also states that if there is a change in the stipend it will be effective the following January 1, 2014.

Mr. Brown stated that the existing stipend is \$100 per Board meeting. There is no designated stipend for committee meetings. Mr. Brown also stated that any change to the current compensation level of \$100 per board meeting will take effect on January 1, 2015. Mr. Brown recommended that the Board of Directors set a stipend rate and direct whether this stipend applies to only Board meetings or also committee meetings.

The Board of Directors stated the stipend should apply to board meetings, committee meetings and when serving on a review panel or any day of service as these meetings are official meetings. Director Sharkey moved Approval of Stipend Rate for Board of Directors effective January 2015. Vice-Chair Blatz seconded the motion. **The motion passed unanimously.**

**7. A. Receive and File Minutes of June 4, 2014 GCT JPA Board of Directors Meeting
B. Receive and File Minutes of June 13, 2014 GCT JPA Special Board of Directors Meeting**

Director Sharkey moved to receive and file minutes of June 4, 2014 GCT JPA Board of Directors meeting and minutes of June 13, 2014 GCT JPA Special Board of Directors meeting. Director Zaragoza seconded the motion. **The motion passed unanimously.**

8. Consider Approval of Expenditures for the Month of May 2014

9. Consider Approval of Treasurer's Report for May 2014

10. Consider Approval of Budget Income Statement for Month Ending May 2014

11. Consider Approval of Financial Statements & Schedule of Money Transfers for May 2014

12. Consider Approval of General Manager's Expense Report for June 2014

Director Sharkey moved for approval of Items 8, 9, 10, 11 and 12. Director Zaragoza seconded the motion. **The motion passed unanimously.**

13. Consider Approval of Two-Month Contract Extension with Anderson Kill for General Counsel Services – Marlena Kohler, Purchasing Manager and DBE Officer

Ms. Kohler stated that as authorized at the Board meeting of March 5, 2014, an RFP was issued by GCT in April for general counsel services along with a thirty (30) day extension for the current contract with Anderson Kill, California, LLP (AKCA) – extending the contract through July 31, 2014. Due to scheduling conflicts, the RFP process is taking longer than anticipated. GCT is requesting a two-month extension – one month to allow for the completion of the interview portion of the RFP process and the other month because the Board does not meet in August.

Mr. Brown stated that the contract would run to the end of September.

Ms. Kohler recommended that the Board of Directors authorize a two-month extension to the current contract with Anderson Kill, California (AKCA) LLP for legal and general counsel services, and authorize the General Manager to increase the contract for up to an additional \$20,000 to cover costs that may be incurred during this extension.

Director MacDonald moved to Authorize a Two-Month Extension to the Current Contract with Anderson Kill, California (AKCA) LLP for Legal and General Counsel Services, and Authorize the General Manager to increase the contract for up to an additional \$20,000 to cover costs that may be incurred during this extension. The motion was seconded by Director Sharkey. **The motion passed unanimously.**

14. Consider Adoption of Resolution Number 2014-103 Approving the Memoranda of Understanding (MOU) with Service Employees International Union Local 721 for the GCT Administrative Support Unit – Steve L. Rosenberg, Director of Finance and Administration

15. Consider Adoption of Resolution Number 2014-104 Approving the Memoranda of Understanding (MOU) with Service Employees International Union Local 721 for the GCT Bus Operators Unit – Steve L. Rosenberg, Director of Finance and Administration

16. Consider Adoption of Resolution Number 2014-105 Approving the Memoranda of Understanding (MOU) with Service Employees International Union Local 721 for the GCT Mechanical Unit – Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg stated that GCT has three bargaining units – Administrative Support, Bus Operators and Mechanics which are represented by the Service Employees International Union Local #721 (SEIU). The MOU's expired on November 1, 2013 and were extended by mutual agreement. Mr. Rosenberg stated that from October 2013 to June 2014, SEIU and GCT Management have met, conferred and negotiated these contracts. A Last, Best and Final Offer was presented to SEIU on June 17, 2014. SEIU 721's bargaining committee signed a tentative agreement and scheduled a member election for June 25, 2014. The members of all three units ratified GCT's offer.

Mr. Rosenberg stated that the MOU's will be effective through October 31, 2017 with general wage increases in July of each year of 2%, 2%, 2% and 3%, plus wage offsets for increasing pension contribution for all employees to 6% over the first three years.

Mr. Rosenberg recommended that the Board of Directors Adopt Resolution 2014-103, approving the Memorandum of Understanding for the Administrative Support Unit for the period July 2, 2014 through October 31, 2017.

Chair Morehouse suggesting bundling Resolution No. 2014-103, Resolution No. 2014-104 and Resolution No. 2014-105 for approval. Director MacDonald moved for adoption of Resolution No. 2014-103, Resolution No. 2014-104 and Resolution No. 2014-104. Director Sharkey seconded the motion. **The motion passed unanimously.**

17. Consider Adoption of Resolution 2014-106 to Implement Employee Contribution to CalPers Employer Paid Member Contributions (EPMC) for Represented Personnel Effective July 6, 2014 – Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg stated that in May 2014, the GCT Board approved Resolution No. 2014-106 implementing a provision that requires all non-represented employees to pay a portion of the employee contribution to GCT's CalPERS retirement plan. At today's meeting, the Board is requested to approve Resolutions 2014-103, 2014-104 and 2014-

105 approving Memoranda of Understanding for each of the three bargaining units representing GCT's represented employees.

Mr. Rosenberg stated that included in each of these MOUs is a similar provision that will require all represented employees to pay a portion of the employee contribution to GCT's CalPERS retirement plan. To apply that requirement, CalPERS requires that the Board formalize its approval by adopting a Resolution to that effect. Resolution 2014-106 would formalize the EPMC proposal included in each of the three MOUs presented to the Board at this meeting.

Mr. Rosenberg recommended that the Board adopt Resolution 2014-106 to implement the revisions to Gold Coast Transit District's employee contribution to CalPERS Employer Paid Member Contributions (EPMC) for represented personnel effective July 6, 2014.

Director Sharkey moved to Adopt Resolution 2014-106 to Implement the Revisions to Gold Coast Transit District's Employee Contribution to CalPERS Employer Paid Member Contributions (EPMC) for represented personnel effective July 6, 2014. Director Zaragoza seconded the motion. **The motion passed unanimously.**

18. Consider Approval of Adjustment to GCT Non-Represented Salary Ranges – Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg stated that on April 2, 2014 non-represented employees received an increase of 3.5%. The increase was based on wage increases of 2% in April 2014 and 1.5% in July. The increase of 1.5% was intended to partially offset the 2% share of the 8% employee portion of the CalPERS pension which non-represented employees hired before November 2, 2011 will begin to pay at the same time.

At today's Board meeting, the Memoranda of Understanding for GCT's three SEIU 721 bargaining units was approved and as part of these agreements, GCT has negotiated to give represented employees a 2% offset for the 2% share of the 8% employee portion of the CalPERS pension.

Mr. Rosenberg stated that it would not be fair for GCT's small non-represented staff to receive a smaller offset than GCT's represented employees are receiving for the same permanent increase to pension contribution.

Mr. Rosenberg recommended that the Board of Directors approve a .5% increase to GCT's non-represented salary ranges effective July 6, 2014.

Director Zaragoza moved to Approve a .5% Increase to GCT's Non-Represented Salary Ranges effective July 6, 2014. Director MacDonald seconded the motion. **The motion passed unanimously.**

19. Consider Approval of a New Position Description for Information Technology Manager – Steve L. Rosenberg Director of Finance and Administration and Debbie L. Williams, Director of Human Resources

Mr. Rosenberg stated that the position of Information Technology (IT) Manager was approved in the previous year's budget but did not get filled because of the prioritization of other projects. Staff is now ready to move forward for the recruitment of an IT Manager and the position is included in the Board approved FY 2013-14 GCT's budget.

Mr. Rosenberg recommended that the Board of Directors approve the new position description for Information Technology (IT) Manager.

Director Sharkey moved to Approve the New Position Description for Information Technology (IT) Manager. Vice-Chair Blatz seconded the motion. **The motion passed unanimously.**

Board of Directors Reports

Director Zaragoza congratulated GCT staff as they become a new District. Chair Morehouse congratulated GCT staff for this new status. Director MacDonald also congratulated GCT staff and member cities for their cooperation in working together to make this happen.

General Manager's Report

Steven P. Brown, General Manager, stated that he wanted to think back on all the work and support received to make Gold Coast Transit District a reality. First discussed in early 1970 when SCAT was first formed, then in 2009 was discussed again and the serious work on the issue began. Five years later, the organization of the District is complete.

Mr. Brown wished to thank those who were involved in the creation of the Gold Coast Transit District legislation:

- Assemblyman Das Williams who authored AB 664 through the legislature and assisted by State Senator Hannah Beth Jackson in the Senate.
- Board Members Bryan MacDonald and Jon Sharkey for providing great guidance in finalizing the draft legislation and then assisting in the development of the Bylaws.
- Nancy Kierstyn Schreiner, General Counsel, for all her research and writing of the legislation and Bylaws;
- Helene Buchman, former Planning & Marketing Director who took the lead in working with Ms. Schreiner, our lobbyist in Sacramento, Michael Corbett and was the main liaison to the TAC and the cities;

- To the TAC who were incredibly helpful especially Kathy Connell, Martin Erickson, Jeff Hereford in working with their attorneys and Councils and Board of Supervisors;
- All of the Cities, the County and numerous other agencies such as CAUSE, SEIU and Santa Barbara MTD who wrote letters of support.

Mr. Brown stated "Where do we go from here?"

- The pending construction of the new Administration and Operations Facility. This will be the biggest project in the 40+ year history of the agency
- Replacement of eight (8) 40 foot buses, approved by the Board and ordered by the Board from Gillig, a California company.
- Coming up will be the approval by the Board for the award of a contract for replacement of eight (8) paratransit vehicles. This order will include some slightly smaller vehicles to allow better service to passengers living in areas with limited access for larger vehicles.
- Will be looking to make improvements to our logo and branding to reflect the District addition to our name. Will also be updating and redesigning our website and other social media to stay better connected to our customers.
- Will be working with other transit agencies in Ventura County and the Napa VINE system to solicit proposals for an Automatic Voice Annunciation System that would provide more consistent and accurate information in compliance with the Americans with Disabilities Act (ADA).
- Use of Automatic Passenger Counter data will only become more important as Planning staff finalizes the contents of the Short Range Transit Plan (SRTP) and presents document to the TAC and the Board this fall for adoption.
- Remodeling of the Customer Service Center (CSC) at the Oxnard Transportation Center will begin shortly and this will allow us to increase service to our customers in a safe and friendly environment.
- There are many HR projects in the horizon.

Mr. Brown thanked the Board and member cities for their support and cooperation.

Information Items

Ms. Schreiner stated that the Board agenda would be going back to a Consent agenda format.

Director MacDonald thanked GCT staff, Martin Erickson and Kathy Connell for their work. Director Zaragoza stated that the Technical Advisory Committee (TAC) plays an important support role and have done an excellent job.

Discussion Regarding Future Agenda Items

There was no discussion.

Closed Session

20. 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 10:47 A.M.

21. Report from Closed Session – General Counsel

The Board of Directors reconvened into open session at 11:02 A.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 11:02 A.M.

Minutes recorded by: Roxanna Ibarra Clerk of the Board of Directors and Priscilla Herrera Interim 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 special meeting of the GCTD Board of Directors will be held on **September 10, 2014 10:00 A.M. at the Gold Coast Transit 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