



Item 1

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING WEDNESDAY, JUNE 1, 2016 – 10:00 A.M.

Call to Order

Chair Douglas Breeze 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 Douglas Breeze – City of Port Hueneme
Vice Chair MacDonald – City of Oxnard
Director Paul Blatz – City of Ojai
Director Carl Morehouse – City of Ventura
Director John C. Zaragoza – County of Ventura

Staff Present

Steven P. Brown, General Manager
Steven DeBaun, General Counsel
Ana Perez, Clerk of the Board
Steve Rosenberg, Director of Finance & Administration
Debbie Williams, Director of Human Resources
Andrew Mikkelson, Director of Transit Operations
Vanessa Rauschenberger, Director of Planning & Marketing
Claire Johnson-Winegar, Planning Manager
Marlena Kohler, Purchasing Manager/DBE Officer
Cynthia Torres-Duque, Communications & Marketing Manager
Reed Caldwell, Director of Engineering & Construction
Daniel Amaro, Finance Analyst
Chuck McQuary, Facility Project Planner

Ceremonial Calendar

The pledge of allegiance was led by Chair Douglas Breeze.

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Employee Recognition

Ms. Williams, Mr. Brown, Chair Breeze and the GCTD Board of Directors congratulated Manny Barbosa, Bus Operator, for his 10 years of service with GCTD.

General Public Comment Period

There were none.

Board of Directors Reports

Director Carl Morehouse thanked GCTD for providing support for the Bernie Sanders event at the Ventura Community College. Director Morehouse and Director Zaragoza expressed the same gratitude in their appreciation; GCTD is always available to provide support at moment's notice. Director Zaragoza informed the Board of Directors that Ms. Kathy Connell will be retiring in July from Ventura County and expressed gratitude towards Ms. Connell on her excellent work, representing the Community with respect and integrity.

General Manager Reports

Mr. Brown informed the Board of Directors that this month GCTD has a new class of nine bus operators who are completing training and will be soon hitting the road. Mr. Brown thanked GCTD DMV certified trainers Rigo Nava and Cindy Robinson for their thorough training program. Each year they teach several new classes of bus operators and maintenance personnel to safely operate our vehicles and provide great customer service.

Mr. Brown reported that last month, GCTD received its FTA FY 2016 Final Triennial Review Report. Of the three preliminary findings FTA identified, two are now officially closed. The remaining open item will be resolved with a revision of GCTD's Procurement Manual that we expect to bring to the Board in July. Mr. Brown expressed gratitude to all staff for their hard work in ensuring a good review and quickly responding to all items.

Mr. Brown announced that the City of Oxnard is ending its Harbor and Beach Dial A Ride service effective June 30th. GCTD staff has been working with City staff to get the word out about ACCESS and other fixed-route options in the area. We encourage all passengers who have questions about alternate trip options to call our Customer Service Center and mention the Harbor and Beaches service when they call so we can help them plan their trip.

Mr. Brown informed that GCTD is in the process of updating its marketing materials, we will be conducting a photo shoot on June 15th & 16th. GCTD is looking for a few models to help out with this project to act as both drivers and passengers. If you are interested, please see Cynthia Torres-Duque, our Communication & Marketing Manager for more details.

Mr. Brown reported that the Planning staff has new bus stop sign designs ready for preview. The new signs will be highly reflective, include our new logo and colors, and include more

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route information for the passenger. The signs will be displayed in the driver's lounge for comments and input.

Agenda Review

There were no changes.

Consent Agenda

1. Consider Approval of Minutes of May 4, 2016 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of April 2016
3. Consider Approval of Treasurer's Report for April 2016
4. Consider Approval of Budget Income Statement for the Month Ending April 2016
5. Consider Approval of Financial Statements and Schedule of Money Transfers for April 2016

Director Morehouse moved to approve Consent Agenda 1 thru 5. Director Zaragoza seconded the motion. **The motion passed unanimously.**

Public Comments on Agenda Items

There were none.

Formal Items

6. **Consider Approval of a Cooperative Transfer Agreement between the Los Angeles – San Diego – San Luis Obispo Rail Corridor Agency (LOSSAN) and GCTD** – Daniel Amaro, Finance Analyst

Mr. Amaro informed the Board of Directors that the California State Transportation Agency (CalSTA) has awarded the Los Angeles – San Diego – San Luis Obispo Rail Corridor Agency (LOSSAN) \$1.675 million in Transit and Intercity Rail Capital Program (TIRCP) grant funds to support the Pacific Surfliner Transit Transfer Program by providing transfer reimbursements to agencies that accept passenger transfers to and from Pacific Surfliner trains. This will allow passengers to transfer more seamlessly to connecting public transit services along the entire Pacific Surfliner route.

LOSSAN has offered GCTD a cooperative transfer agreement whereby GCTD would be reimbursed at a rate equal to its average revenue per boarding for accepting valid Amtrak fare media as transfers on GCTD buses. Currently the number of train riders transferring to GCTD buses is fewer than 100 per month, however it is hoped that this program will encourage more train riders to use GCTD to start or complete their trip. The Cooperative Transfer Agreement between Metrolink and GCTD we expect to bring to the Board in July.

Vice Chair MacDonald moved to Authorize the General Manager to approve a Cooperative Transfer Agreement between LOSSAN and GCTD for facilitating transfers between Metrolink

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and the Pacific Surfliner Intercity Rail Service and GCTD bus service. Director Morehouse seconded the motion.

Roll Call

Yes:

No: None

Chair Breeze

Vice-Chair MacDonald

Director Blatz

Director Morehouse

Director Zaragoza

The motion passed unanimously.

7. Consider Authorizing Award of Contract to NV5 West Inc. for Construction Inspection Services – Marlena Kohler, Purchasing Manager/DBE Officer

Ms. Kohler updated the Board of the bid process for Construction Inspection Services for the New Administration and Operations Facility Project began with the issuance of Request for Proposals (RFP) 16-02 on October 20, 2015. The purpose of the RFP was to hire a consultant/firm that would be used on an on-call basis for approximately 2-3 years during the construction of GCTD's new facility.

The RFP was posted on our website as well as the Public Purchase website. Four (4) proposals were received. All proposals were considered responsive. An evaluation committee independently evaluated and scored each proposal. At the conclusion of the evaluation process, which included interviewing the top two highest rated firms; NV5 West, Inc. received the highest overall score. Their proposal is considered fair and reasonable based on adequate competition. A responsibility determination was conducted, which resulted in determining that NV5 West, Inc. is a responsive and responsible firm capable of meeting GCTD's requirement.

Director Zaragoza moved to Authorize Award of Contract for Construction Inspection Services to NV5 West, Inc. in an amount not-to-exceed \$125,000 for the entire term of the contract. Director Morehouse seconded the motion. **The motion passed unanimously.**

8. Consider Approval of FY 2015-16 Budget Change to Defer GCTD's FY 2015-2016 Capital Reserve Contribution – Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg informed the Board of Directors that GCTD's FY 2015-2016 budget includes \$1,657,000 in capital reserve contributions that the District would normally make prior to June 30, 2016. As the result of an extraordinary delay in Federal grant processing affecting over \$4 million in grant reimbursements already due to GCTD, staff recommends a budget change to the FY 2015-16 budget to defer this contribution until these grants funds become available

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for drawdown, at which time the \$1,657,000 capital reserve contribution will be made in its entirety.

During the last two years processing of Federal grants has been particularly slow for two different reasons. First, California transit agencies were for an extended period of time precluded from successfully submitting grant applications as the result of the standoff between the State of California and the U.S. Department of Labor over the USDOL's objection to California's PEPRA statute and the subsequent legal decision. While that disagreement persists to this day, between July and September 2015 a process evolved that would allow agencies such as GCTD to gain DOL approval required on all Federal transit grants.

Also in September 2015 the Federal grant management computer system, known as TEAM, was scheduled to be shut down and replaced by a new system, known as TRAMS. No new grants could be entered. Eventually the new system opened on February 16, 2016, but it took many weeks for the normal system start-up issues to be resolved. GCTD has completed the submission of one grant, and the other two are nearly complete. Still, the backlog from the extended closure has slowed the processing of grant applications.

GCTD does not have a cash flow issue and does not foresee one in the immediate future. As of April 2016 month-end GCTD had \$5.27 million cash in money market and LAIF available to fund ongoing operations. The District's other (non-Federal) revenue streams have allowed us to operate comfortable on a month-to-month basis throughout this situation and should continue to do so. This recommendation is simply that the District maintain its current cash position until such time as most or all of the \$4.3 million in backlogged reimbursable grant funds are able to be drawn down, at which time the District expects to make the deferred \$1,657,000 capital reserve contribution in its entirety.

Vice Chair MacDonald moved to Approve the FY 2015-16 Budget Change, to Defer GCTD's FY 2015-16 Capital Reserve Contribution until GCTD's Presently Delayed Federal 5307 and CMAQ Grants are Available for Drawdown. Director Morehouse seconded the motion. Mr. DeBaun noted that according to the Bylaws this is a weighted vote with Oxnard and Ventura's votes counting as 2.0.

Roll Call

Yes:

No: None

Chair Breeze

Vice-Chair MacDonald

Director Blatz

Director Morehouse

Director Zaragoza

The motion passed unanimously.

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9. Conduct Public Hearing to Consider Budget Overview Presentation, Public Comments and Adoption of FY 2016 – 2017 Operating, Planning and Capital Budget – Steve L. Rosenberg, Director of Finance and Administration

Chair Breeze opened up the Public Hearing to Consider Budget Overview Presentation, Public Comment and Adoption of FY 2016-17 Operating, Planning and Capital Budget.

Mr. Rosenberg gave a presentation recapping the budget being presented for adoption for FY 2016-17. Mr. Rosenberg discussed the increased revenues and expenditures included in the budget for FY 2016-17 and the capital budget.

Ms. Perez informed the Board of Directors that the Legal Public Notice was published on May 14, 2016 in the Ventura County Star Newspaper.

There were no public comments. Chair Breeze closed the Public Hearing.

The Board moved to Approve Adoption of FY 2016-17 Operating, Planning and Capital Budget. The Board seconded the motion. Mr. DeBaun noted that according to the Bylaws this is a weighted vote with Oxnard and Ventura's votes counting as 2.0.

Roll Call

Yes:

No: None

Chair Breeze

Vice-Chair MacDonald

Director Blatz

Director Morehouse

Director Zaragoza

The motion passed unanimously.

10. Consider Adoption of Resolution No. 2016-02 Authorizing Staff to File a Claim for Transportation Development Act (TDA) Funds – Steve L. Rosenberg, Director of Finance and Administration

Director Morehouse moved to Approve Adoption of Resolution No. 2016-02 Authorizing GCTD Staff to File a Claim for Transportation Development Act (TDA) Funds. Director MacDonald seconded the motion. **The motion passed unanimously.**

INFORMATIONAL ITEMS

None

FUTURE AGENDA ITEMS

None

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CLOSED SESSION

None

There being no further business, Chair Breeze adjourned the Board of Directors meeting at 11:56 A.M.

Minutes recorded by: Ana Perez, Clerk of the Board of Directors

Steven P. Brown
Secretary of the Board of Directors

Chair
Douglas Breeze
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 **July 6, 2016 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 District, 301 E. Third Street, Oxnard, CA 93030.