Call to Order

Vice-Chair Bryan MacDonald 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 – ABSENT
Vice Chair Bryan 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
Tanya Hawk, Buyer
Robert Key, IT Manager
Daniel Amaro, Finance Analyst
Robert Lurie, Director of Fleet & Facilities
Matt Miller, Transit Planner I
Alex Zaretsky, Human Resources & Risk Manager
Margaret Heath, Paratransit & Special Projects Manager

Ceremonial Calendar
The pledge of allegiance was led by Director Morehouse.
Employee Recognition
Ms. Rauschenberger, Mr. Brown, Vice-Chair MacDonald and the GCTD Board of Directors congratulated Ms. Kathy Connell, Senior Transportation Analyst on her retirement from the County of Ventura and Recognition for 26-years as a Technical Advisory Committee Member (former Chair and Vice Chair). The Board of Directors on behalf of Gold Coast Transit District thanked Ms. Connell on her excellent work not only with the County of Ventura but with TAC, representing the Community with respect and integrity.

General Public Comment Period
There were none.

Board of Directors Reports
There were none.

General Manager Reports
Mr. Brown informed the Board of Directors that this month GCTD welcomed the following new Bus Operators: Eric Almaguer, Cristian Avendano, Daniel Galvan, Victor Juarez, Manuel Matu, Andy Pope, Ronilo Santiago, and Vincente Vela. These individuals successfully completed the comprehensive bus operator training course and are now fully licensed Operators in revenue service.

Mr. Brown reported that this month our long-time Payroll and Benefits Specialist Linda Marie Soshea announced she is retiring effective August 5th, 2016. We know the entire GCTD family is grateful to Ms. Soshea for her many years of service, support and friendship. We will miss Linda Marie and her dog Sweet each day.

Mr. Brown announced that GCTD will be making service changes on Sunday, July 31st in order to help improve on-time performance and service efficiency. Midday service was added to Route 6 to help improve on-time performance and help accommodate passenger loads during the busiest part of the day, and one late night trip was added Saturday evenings on Route 11 to accommodate Pacific View Mall closing time. One trip was eliminated on Routes 8 and 22 due to low ridership and duplication of service. Minor route modifications at the St. John’s Hospital parking lot were made to Routes 19 and 20 to help on-time performance.

Mr. Brown informed that GCTD conducted a photo shoot in and around our service area on June 15th & 16th. He extended a thank you to all of the passengers, staff and volunteers who came and helped out with this project. The photos turned out great and will really help us showcase our services to the community.

Mr. Brown distributed to the Board of Directors a letter received by the City of Ventura Police Department thanking Mr. Mikkelson and GCTD for being open in allowing the Ventura Police Department
Department to use a bus at such short notice for the Presidential candidate Bernie Sanders event on the campus of Ventura College on Thursday, May 26, 2016.

**Agenda Review**
Vice-Chair MacDonald noted that formal item number 13, Consider Approval of a Cooperative Transfer Agreement between the Southern California Regional Rail Authority and GCTD — Daniel Amaro, Finance Analyst, will be moved ahead of the formal item number 6 in the agenda.

Director Morehouse moved to approve the change to the formal items order. Director Zaragoza seconded the motion. **The motion passed unanimously.**

**Consent Agenda**

1. Consider Approval of Minutes of June 1, 2016 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of May 2016
3. Consider Approval of Treasurer’s Report for May 2016
4. Consider Approval of Budget Income Statement for the Month Ending May 2016
5. Consider Approval of Financial Statements and Schedule of Money Transfers for May 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 Adoption of Resolution 2016-03 to Revise Procurement Manual** — Marlena Kohler, Purchasing Manager and DBE Officer

Ms. Kohler informed the Board of Directors that the Purchasing Resolution was established in 1974 providing a basic policy and procedure for procurement of goods and services by GCTD. The Resolution was revised in 1979, 1983, 1993, 2001 and 2005 to update purchase approval levels and/or implement various procedural changes. On November 3, 2010, the Board of Directors approved terminating the Purchasing Resolution and adopting a new Purchasing Procedure.

Staff had anticipated revising the Procurement Manual in late 2016, revising it to incorporate changes by updating the overall formatting look of the Procedure, incorporating GCTD’s new branding and changes to the approval thresholds and revising internal approval levels. These approvals include establishing a Procurement Delegation of Authority, which
authorizes the General Manager to separately delegate internal approval levels for purchase
requisitions and delegate Contracting Officer authority based on dollar value thresholds.

In accordance with the Triennial Review findings from the March 2016 review, staff needed to
clarify and/or add information to current processes regarding Independent Cost Estimate
(ICE) submissions, coverage of System for Award Management (SAM) checks, exercising
options and market analysis for piggyback contracts. Although these procurement practices
are all currently in use, the revision provides further details on the procedures and information
in order to ensure full and open competition in all procurement transactions.

Ms. Kohler updated the Board of Directors with a new revision of the Procurement Manual
made by Steven DeBaun, General Counsel. Ms. Kohler will finalize the Procurement Manual
with the edits and recommendations of General Counsel. Ms. Kohler noted that GCTD staff
have received training on the new Procurement Manual.

Director Blatz moved to Approve Resolution 2016-03 to Revise Procurement Manual.
Director Morehouse seconded the motion. The motion passed unanimously.

7. Consider Approval of Resolution 2016-04 to Implement Revisions to Gold Coast
Transit District Personnel Rules effective July 6, 2016 — Alex Zaretsky, Human
Resources & Risk Manager

Mr. Zaretsky discussed the Adoption of Resolution Number 2016-04 to Implement Revisions
to Gold Coast Transit District Personnel Rules effective July 6, 2016. Updates to the
personnel rules is based on important changes to California employment law; Fair
Employment Act (FEHA). The new regulations included a number of regulatory changes to
GCTD’s personnel rules; most importantly GCTD has added three new policies to the
personnel rules: (1) Anti-Harassment/Discrimination/Bullying/Retaliation Policy; (2)
Retaliation Policy; (3) Newer version of a Disability Accommodation Policy.

In addition to the (FEHA) regulations, the revised personnel rules also included a statement
to employees regarding California’s newly adopted Fair Wage Act, disability leave,
employment leave and time-off from work, e.g., Witness Duty Leave, Crime Victim Leave,
School Activity Leave and others.

Staff along with employment counsel updated the applicable sections in the personnel rules,
new policies and additionally updated other relevant sections in the personnel rules to comply
with California employment laws.

Mr. Zaretsky noted that if the Board of Directors approves the new position for Fleet
Manager, the position will be added to the Personnel Rules. Training seminars will be
scheduled with GCTD staff to review the changes to the Personnel Rules.
Director Zaragoza moved to Approve Resolution 2016-04 to Implement Revisions to Gold Coast Transit District Personnel Rules effective July 6, 2016. Director Morehouse seconded the motion. The motion passed unanimously.

8. Consider Adoption of Resolution 2016-05 to Extend Authorization of the Bus Facility/Equipment Capital Reserve from July 2015 through June 2018 – Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg discussed the adoption of Resolution 2016-05 to extend authorization of the Bus Facility/Equipment Capital Reserve from July 2015 through June 1, 2018. The Transportation Development Act (TDA) provides that Local Transportation Funds (LTF) funds may be reserved for future payment of specific capital projects. Any monies reserved in the fund and not authorized for payment within three years after being reserved will expire and be returned to the Transportation Planning Agency (VCTC) unless action is taken to extend authorization of the reserve funds. A Bus Facility/Equipment Capital Reserve fund was authorized by the GCTD Board of Directors on October 8, 2003, and was again re-authorized by the Board of Directors on July 3, 2006, June 3, 2009 and May 2, 2012.

In 2015 this action was not taken, as it was interpreted that as GCTD became a District this action would no longer be necessary. That interpretation was later changed to requiring GCTD to re-authorize the Capital Reserve account. This action will assure that GCTD can continue to maintain its mission-critical Capital Reserve account while remaining in compliance with TDA regulations. This resolution provides for the reserve fund to be extended for an additional three years, retroactively from July 1, 2015 through June 30, 2018.

Director Blatz moved to Approve Resolution 2016-05 to Extend Authorization of the Bus Facility/Equipment Capital Reserve from July 1, 2015 through June 30, 2018. Director Zaragoza seconded the motion. The motion passed unanimously.

9. Consider Approval of Zero-Dollar Change to FY 2015-16 and FY 2016-17 Member LTF Budgets Adding a Line Item for Municipal Operator Transit Programs Administrative Support for Ventura County – Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg informed the Board of Directors that all GCTD member agencies may claim a portion of GCTD’s local transportation funds (LTF) apportioned by VCTC to the District for transit services including the operation of locally supported transit service and maintenance of transit facilities not provided by the district that the member funds or operates. GCTD was recently informed by Ventura County staff that the dedicated transit position at the County which administers and oversees several transit operations in unincorporated areas outside GCTD’s operating service area (east county, Heritage Valley) was historically funded by LTF funds that remained after transit services and maintenance of transit facilities were funded.

No budget line item was included in the original baseline budget submitted to GCTD by the County in FY 2014-15 or the subsequent budgets in FY 2015-16 and FY 2016-17. Until this
fiscal year the County had prior-year funds from its old Article 8 allocation to cover these costs.

The County requested of GCTD that they be allowed to use LTF funds already allocated by GCTD to the County that are anticipated to be carryover to cover the cost of this position. The mechanism to accomplish this is to add a zero-dollar line item for Municipal Operator Transit Programs Administrator Support to GCTD’s member LTF budget, with the understanding that funds from existing line items that are unspent at year-end will be transferred to this line item. The actual cost for this line item are estimated by the County not exceed $200,000, consisting of $180,000 for Transportation Analyst labor and $20,000 for other non-labor costs. The $180,000 labor cost is calculated using the County’s Board Approved Contract Service Rate, consisting of direct labor, fringe benefits and a composite overhead rate. Without this action the County will be forced to fund this position from its road fund, which according to Ventura County Public Works is rapidly depleting.

Director Zaragoza moved to Approve a Zero-Dollar Change to FY 2015-16 and FY 2016-17 Member LTF Budgets Adding a Line Item for Municipal Operator Transit Programs Administrative Support for Ventura County. Vice-Chair MacDonald 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 Absent
Vice-Chair MacDonald
Director Blatz
Director Morehouse
Director Zaragoza

The motion passed unanimously.

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

Mr. Rosenberg stated that effective July 3, 2016 GCTD’s represented employees will receive a 4% wage increase as part of the Memoranda of Understanding negotiated between GCTD and its three bargaining units of SEIU Local 721 dated July 2, 2014. Included in the agreement and also effective July 3, 2016, the pension contribution from GCTD’s represented employees who are considered “classic” employees (employees enrolled in CalPERS or a reciprocal public pension system prior to the implementation of the PEPRA legislation in 2013) will increase from 4% to 6%.

In May 2014 the Board adopted Resolution 2014-02 implementing an equivalent increase in employee pension contribution for GCTD’s non-represented employees effective on the same date.
In order to maintain equity with the much-larger represented work force, staff recommends that the Board approve a 4% increase to GCTD’s non-represented salary ranges effective July 3, 2016.

Director Blatz moved to Approve Adjustment to GCTD Non-Represented Salary Ranges. Director Morehouse seconded the motion. The motion passed unanimously.

11. Consider Approval of New Position Description for Fleet Manager – Debbie Williams, Director of Human Resources and Reed Caldwell, Director of Engineering & Construction

Ms. Williams presented to the Board of Directors the new position description for Fleet Manager. This agency’s growth over the past few years and the addition of a new modern facility requires the agency’s infrastructure to evolve in order to keep up. This includes not only personnel, facilities, equipment, and vehicles but the management structure as well.

GCTD has been informed by our incumbent Director of Fleet and Facilities of his intent to retire from GCTD. As staff prepares to address the vacancy this is an appropriate time to review the organizational structure. At this moment in GCTD’s evolution management is proposing to reassign the duties of the Director of Fleet and Facilities to the Director of Engineering & Construction and replace the Director of Fleet and Facilities with a new Fleet Manager position.

The responsibilities of the Fleet Manager position discussed in this proposed change are included in the attached draft Job Description and are summarized as follows:

- Fleet Manager will supervise the fleet maintenance functions for the district
- Fleet Manager will work with the Director of Engineering & Construction on these tasks and also for budget planning
- Fleet Manager will ensure all GCTD fixed route and non-revenue vehicles are maintained and service according to GCTD guidelines and state and federal regulations

The director level duties for fleet maintenance along with facilities and maintenance material functions of the Director of Fleet and Facilities will be assigned to the Director of Engineering & Construction. Given the specialized knowledge, training, lever of responsibilities, and requirement for the Fleet Manager position, it is recommended that the salary range for the Fleet Manager will be the same as the other high level managers at GCTD, $81,463 to $114,005, effective July 3, 2016. The Fleet Manager will report directly to the Director of Engineering & Construction.

Director Morehouse moved to Approve the New Position Description of Fleet Manager. Director Blatz seconded the motion. The motion passed unanimously.

12. Receive and File Report and Presentation of the Status of the GCTD Administration and Operations Facility – Reed Caldwell, Director of Engineering & Construction
On behalf of Mr. Caldwell, Mr. Brown provided an overview of recent activities on the status of the GCTD Administration & Operations Facility.

The report was received and filed.

**13. Consider Approval of a Cooperative Transfer Agreement between the Southern California Regional Rail Authority and GCTD** – Daniel Amaro, Finance Analyst

Mr. Amaro informed the Board of Directors that the California State Transportation Agency (CalSTA) has awarded the Southern California Regional Rail Authority $1.675 million in Transit and Intercity Rail Capital Program (TIRCP) grant funds to support the Metrolink Transit Transfer Program by providing transfer reimbursements to agencies that accept passenger transfers to and from Metrolink trains. This will allow passengers to transfer more seamlessly to connecting public transit services along the entire Metrolink network.

Metrolink has offered GCTD a cooperative transfer agreement whereby GCTD would be reimbursed at a rate equal to half the cost of a GCTD Adult single ride ticket ($1.50 x .5 = $.75) per boarding for accepting valid Metrolink 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.

In June 2016 the Board of Directors approved the agreement between GCTD and LOSSAN for the Pacific Surfliner. Board of Directors approval is requested to authorize GCTD to execute the necessary agreements to participate in the Metrolink Transit Transfer Program.

Director Morehouse moved to Authorize the General Manager to approve a Cooperative Transfer Agreement between the Southern California Regional Authority and GCTD for facilitating transfers between Metrolink and GCTD bus service. Director Blatz seconded the motion. The motion passed unanimously.

**INFORMATIONAL ITEMS**


Ms. Hawk provided a report of Contracts Awarded to the Board of Directors. In compliance with GCTD Purchasing Resolution, staff is to provide a monthly report of purchases using the formal bid process which have a value of more than $50,000, but less than $100,000. Since the prior report, one (1) applicable contract has been awarded. The contract has been issued for Exterior Bus Color Scheme and Logo Update to National Auto Body & Paint for $72,512.50. The price was determined to be fair and reasonable based on adequate competition. A responsibility determination was also conducted on National. As a result, National was determined to be responsive, responsible contractor capable of meeting the requirements.
Director Morehouse moved to Accept and File the Report of Contracts Awarded. Director Blatz seconded the motion. The report was received and filed.

FUTURE AGENDA ITEMS
None

CLOSED SESSION
None

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

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

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Steven P. Brown      Chair
Secretary of the Board of Directors    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 **September 7, 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](http://www.GoldCoastTransit.org) or from the Office Manager, Gold Coast Transit District, 301 E. Third Street, Oxnard, CA 93030.