



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, NOVEMBER 7, 2018 – 10:00 AM**

Call to Order

Chair Zaragoza 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 John C. Zaragoza – County of Ventura
Vice-Chair Cheryl Heitmann – City of Ventura
Director Paul Blatz – City of Ojai
Director Bryan MacDonald – City of Oxnard
Director Will Berg – City of Port Hueneme

Staff Present

Steven P. Brown, General Manager
Steven C. DeBaun, General Counsel
Steve Rosenberg, Director of Finance and Administration
Reed Caldwell, Director of Engineering & Construction
Debbie Williams, Director of Human Resources
Vanessa Rauschenberger, Director of Planning & Marketing
Andrew Mikkelson, Director of Transit Operations
Ana Perez, HR Generalist/Clerk of the Board
Matt Miller, Planning Manager
Cynthia Duque, Communications & Marketing Manager
Margaret Schoep, Paratransit & Special Projects Manager
James Beck, Fleet Manager
Austin Novstrup, Transit Planner
Beatris Megerdichian, Transit Planner
Lili Tomen, Accounting Manager

Ceremonial Calendar

The pledge of allegiance was led by Director Berg.

Employee Recognition

Ms. Rauschenberger, Mr. Brown, Chair Zaragoza and the GCTD Board of Directors recognized Interface Children and Family Services staff for providing Human Trafficking Awareness Training to Gold Coast Transit District.

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General Public Comment Period

There were none.

Board of Directors Reports

Chair Zaragoza stated that Proposition 6 did not pass, proving great resources to the Transit Agencies.

General Manager's Report

Mr. Brown congratulated Alma Cruz, Bus Operator, for her 25 years of service with GCTD.

Mr. Brown informed the Board of Directors that GCTD in appreciation of the contributions of those who have served in our Nation's armed forces, "Veteran's Ride GCTD Buses FREE" on Sunday, Nov. 11th and Monday, Nov. 12th. In addition, in support of our local businesses and in appreciation of our customers, GCTD will offer FREE FARES for All on Black Friday, November 23rd.

Mr. Brown stated that GCTD is proud to help local law enforcement prepare and enhance its training, to assist officer and the public whenever possible. Last month, GCTD's Maintenance staff and local law enforcement coordinated to use a GCTD bus for training SWAT teams.

Mr. Brown congratulated GCTD's Paratransit and Special Projects Manager, Margaret Heath-Schoep, for her reelection to the 2019 Board of Directors for Cal ACT.

Mr. Brown announced that the GCTD's "ELF on the GO" Holiday bus will be making an appearance this year in and around our community. This year also marks GCTD's 7th year participating in FOOD Share's Annual CAN-Tree drive. GCTD will be sponsoring a CAN-Tree which will be displayed in Downtown Ventura from Nov. 30th – Dec. 2nd.

Agenda Review

There were no changes.

Consent Agenda

1. Consider Approval of Minutes of October 10, 2018 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of August, 2018
3. Consider Approval of Treasurer's Report for August, 2018
4. Consider Approval of Budget Income Statement for the Month Ending August, 2018
5. Consider Approval of Financial Statements and Schedule of Money Transfers for August, 2018
6. Consider Approval of Quarterly Investment Report for July – September 2018
7. Consider Approval of the General Manager's Expense Report for the month of October, 2018

Director Berg moved to approve Consent Agenda 1 thru 7. Director MacDonald seconded the motion. **The motion passed unanimously.**

Public Comments on Formal Items

There were none.

Formal Items

8. Consider Acceptance of GCTD FY 2017-18 Comprehensive Annual Financial Report (CAFR), TDA Certification and Single Audit Report, as Prepared by Brown Armstrong – Steve L. Rosenberg, Director of Finance and Administration

Mr. Rosenberg stated that the Board of Directors has contracted with Brown Armstrong to audit GCTD's financial operations and prepare GCTD's FY 2017-18 financial statements and Comprehensive Annual Financial Report (CAFR). Brown Armstrong has also conducted TDA audits of GCTD's member jurisdictions, reviewing the use of Local Transportation Funds (LTF) that these members received from GCTD. These member audits are in the process of being conducted, and it is anticipated that member audit reports will be presented to the Board in January or February 2019, depending on the readiness of our members.

Mr. Rosenberg stated that this year the CAFR audit statements contain no negative findings in any area of our financial controls or reporting. Mr. Rosenberg thanked his finance and accounting staff and in particular Ms. Lili Tomen whose hard work and meticulous attention to detail continues to be most responsible for GCTD achieving unqualified positive audit results year after year.

Mr. Rosenberg introduced Mr. Ryan L. Nielsen, CPA of Brown Armstrong Accounting Corp. who made an oral presentation to the Board and discussed the audit findings and the CAFR document. Mr. Nielsen provided information about the TDA certification of GCTD's operations and the Single Audit Report. The TDA certification documents GCTD's compliance with all State TDA requirements, including the Farebox Recovery Ratio (FBRR). GCTD achieved full compliance in this area. Mr. Nielsen also discussed the Single Audit report which is a compliance review required by the Federal government of all agencies receiving at least \$750,000 in federal grant assistance. For the single audit, one deficiency not considered a material weakness was noted. GCTD deferred its biannual fixed asset physical inventory with the intent of performing it in conjunction with preparation for the relocation to the new facility. This issue will be addressed by performing a physical inventory before the end of 2018.

Director Blatz moved to Accept the GCTD Comprehensive Annual Financial Report (CAFR) for FY 2017-18 as prepared by Brown Armstrong. Director Berg seconded the motion. **The motion passed unanimously.**

9. Receive and File Report and Presentation on GCTD's Comprehensive Efficiency Analysis from Dan Boyle & Associates – Matt Miller, Transit Manager

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Mr. Miller stated that in May, GCTD award Dan Boyle & Associates, Inc. a contract to conduct a Comprehensive Efficiency Analysis of GCTD's operations & service planning practices. The effort is being conducted as part of GCTD's relocation from 301 East Third Street to the new Operations and Maintenance Facility located at 1901 Auto Center Drive in north Oxnard. The expected outcomes of this project include identification of agency cost saving opportunities and possible efficiency gain through improved deadhead routing, operator relief procedure, and bus blocking and run cutting.

Mr. Dan Boyle provided the Board of Directors with a presentation on the approach of the study and potential cost savings strategies. Mr. Boyle presented the following options:

1. New relief locations
2. Meal breaks in the field
3. Mixing school trippers in with regular runs
4. Relaxing duty types

Chair Zaragoza suggested GCTD to consider gradual integration of the changes to lessen the impact on the operators and the public.

Director Blatz moved to Receive and File report on the Comprehensive Efficiency Analysis.

Director Berg seconded the motion. **The motion passed unanimously.**

The report was received and filed.

10. Receive and File Report on the First Quarter FY 2018-19 Fixed Route and ACCESS Paratransit Performance Report – Matt Miller, Planning Manager and Margaret Schoep, Paratransit and Special Projects Manager

Mr. Miller provided a presentation on the Fixed-Route for the 1st Quarter FY 2018-19. Mr. Miller answered questions and provided more details about certain areas of the performance, highlighting the projects accomplishments during the 1st quarter FY 2018-19.

The report was received and filed.

11. Construction Update for the GCTD Operations and Maintenance Facility – Reed Caldwell, Director of Engineering and Construction

Mr. Caldwell provided an overview of the progress of recent activities on the GCTD Administration and Operations Facility. Mr. Caldwell provided an updated facility schedule completion date of June 2019. Mr. Caldwell stated that GCTD is waiting for documents back from the City of Oxnard before the construction of the CNG station is underway.

There being no further discussion, Mr. Caldwell recommended that the GCTD Board of Directors receive and file this report.

The report was received and filed.

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INFORMATIONAL ITEMS

There were none.

FUTURE AGENCY ITEMS

There were none.

CLOSED SESSION

12. CONFERENCE WITH AGENCY LABOR NEGOTIATORS pursuant to Government Code §54957.6 – Agency Designated Representatives: General Manager and designees – Employee Organization: Teamsters Local 186

13. CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation Significant exposure to litigation pursuant to Section Government Code §54956.9 (d)(2) No. of Cases: 3

The Board of Directors went into Closed Session at 10:54 A.M.

The Board of Directors re-adjourned into Open Session at 11:41 A.M.

There were no announcements.

There being no further business, Chair Zaragoza adjourned the meeting at 11:41 A.M.

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

Steven P. Brown
Secretary of the Board of Directors

Chair
John C. Zaragoza
Board of Directors

Unless otherwise determined by the Board of Directors, the next meeting of the GCTD Board of Directors will be held on **December 5, 2018 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 Clerk of the Board, Gold Coast Transit District, 301 E. Third Street, Oxnard, CA 93030.