



Item #1

**MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING  
WEDNESDAY, JUNE 3, 2020 – 10:00 A.M.  
THIS MEETING WAS HELD VIA-ZOOM**

**Call to Order**

Chair Will Berg called the regular meeting of the Board of Directors of Gold Coast Transit District to order at 10:16 AM at the GCTD Administrative Facility, 1901 Auto Center Drive, Oxnard, California. Due to COVID-19 this meeting was also made Via-Zoom for the public.

**Roll Call Present– via Zoom**

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

**Staff Present – via Zoom**

Steven Brown, General Manager  
Steven DeBaun, General Counsel  
Vanessa Rauschenberger, Director of Planning & Marketing  
Debbie Williams, Human Resources Director  
James Beck, Director of Operations and Maintenance  
Matt Miller, Planning Manager  
Marlena Kohler, Purchasing Manager  
Angelica Delgado, Clerk of the Board

**Employee Recognition**

There were no employee recognitions.

**General Public Comment Period**

Doug Overton and Danny Carrillo spoke during the general public comments.

**Board of Directors Reports**

There were no reports from the Board of Directors.

**General Manager Reports**

Mr. Brown stated Roxanna Ibarra, a former employee was given a ceremonial bus stop sign for her exceptional 19 years of service.

Mr. Brown stated that a passenger who wishes to remain anonymous wanted to thank the Operators for their great service and thanked them by providing lunch. The passenger uses the bus every day to and from work and wanted to show her gratitude.

**GOLD COAST TRANSIT DISTRICT**

CITY OF OJAI | CITY OF OXNARD | CITY OF PORT HUENEME | CITY OF VENTURA | COUNTY OF VENTURA  
1901 AUTO CENTER DRIVE, OXNARD, CA 93036-7966 | P 805.483.3959 | F 805.487.0925 | GCTD.ORG

**Consent Agenda**

1. Consider Approval of Minutes of May 6, 2020 Board of Directors Meeting
2. Consider Approval of Expenditures for the Month of March 2020
3. Consider Approval of Treasurer’s Report for March 2020
4. Consider Approval of Budget Income Statement for Month Ending March 2020
5. Consider Approval of Financial Statements & Schedule of Money Transfers for March 2020

Vice-Chair Randy Haney moved to approve Consent Agenda Items 1 through 5. Director Bryan MacDonald seconded the motion.

**The motion passed unanimously.**

**Formal Items**

6. **Consider Approval of Resolution 2020-03 Authorizing Staff to Submit Federal Emergency Management Administration (FEMA) Funding Reimbursement Request - Mathew Miller, Planning Manger**

Mr. Miller stated since the outset of the outbreak, GCTD has taken several steps to protect the public and its employees from exposure to Covid-19. The steps include supplying all employees with personal protective equipment (PPE), enhanced interior and exterior cleaning of all transit vehicles several times a day and making hand sanitizer available throughout GCTD headquarters. As the threat of Covid-19 remains constant, GCTD expects costs associated with protecting the health of passengers and staff to also remain constant.

Mr. Miller stated GCTD is working with California Governor’s Office of Emergency Services (Cal OES), submitted a RPA to FEMA in April and will begin submitting projects for reimbursement, which will include costs for the purchase of PPE, cleaning supplies and equipment, and any other supplies and equipment related to responding in the outbreak. Projects are submitted to Cal OES, which uses FEMA funds to reimburse 75% of the cost of eligible projects started or completed beginning January 20, 2020 until the emergency declaration is closed.

Before any projects can be submitted for reimbursement a resolution from the GCTD Board of Directors authorizing the District to pursue and accept funds under the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act. must be adopted and submitted.

**IT IS RECOMMENDED that the Board adopt resolution 2020-03 authorizing the General Manager to apply for and accept reimbursement of funds for expenses related to GCTD’s response to the COVID-19 outbreak, under the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.**

Director Bryan MacDonald moved to Consider Approval of Resolution 2020-03 Authorizing Staff to Submit Federal Emergency Management Administration (FEMA) Funding Reimbursement Request. Vice Chair Randy Haney seconded the motion.

**The motion passed unanimously.**

**7. Review and Discuss GCTD’s Draft FY 2020-2021 Operating Budget – Michelle Pierret, Acting Director of Finance and Vanessa Rauschenberger, Director of Planning & Marketing**

Ms. Pierret presented a Review and Discuss Draft for FY 2020-2021 for GCTD Operating Budget.

Ms. Pierret stated as a result of the economic impact of COVID-19, GCTD’s traditional funding sources, passenger fares, state grants from Gas Taxes, Local Transportation Funds (LTF) which typically comprise 80% of GCTD Operating budget are anticipated to be significantly reduced. As a result of this unprecedented economic impact, the Federal government passed the CARES-Act as a one-time “life-line” for the public to continue to provide essential service. As the economy and communities reopen, GCTD is planning for careful use of these funds to help in the event the economic rebound lasts multiple years.

Ms. Pierret stated while the economic effects of COVID-19 on our traditional funding sources GCTD rely upon annually have been upended, staff has developed a DRAFT FY 2020-21 budget that is balanced, and prioritizes a strengthening of the ability to provide core services to the community and ensures GCTD is able to sustainably service the community as it solves new challenges.

Director Bryan MacDonald moved to Review and Discuss GCTD’s Draft FY 2020-2021 Operating Budget. Director Cheryl Heitman seconded the motion.

**The motion passed unanimously.**

**8. Consider Approval of GCTD’s Public Transportation Agency Safety Plan (PTASP) and Approval of Resolution 2020-04 for PTASP Certification – Alex Zaretsky, Human Resources and Risk Manager**

Mr. Zaretsky provided the Gold Coast Transit District (GCTD) Board of Directors information on the Federal Transit Administration (FTA) required Public Transportation Agency Safety Plan (PTASP). The new rule effective on July 19, 2019 initially required PTASP plans be completed and submitted to the FTA by July 20, 2020. Under the rule, state DOT’s are required to prepare plans on behalf of bus operators with fewer than 100 peak-hour buses, unless a bus operator volunteers to prepare their own plan. GCTD qualifies for the State DOT plan. However, after careful consideration GCTD elected to prepare its own plan to avoid any unintended consequences. The state DOT plan is likely not to provide options for customization specific to GCTD operations and could possibly impact future funding and oversight at Triennial Performance Reviews requiring state DOT involvement.

Mr. Zaretsky stated the PTAS Plan (PTASP) incorporates a previously developed Transit Asset Management Plan (TAM) that was approved by the GCTD Board of Directors in 2018. An element of the PTASP will be to achieve and maintain a capital asset State of Good Repair (SGR). The TAM, the development of a PTASP was the first step in what will be an ongoing process that requires constant monitoring to achieve and maintain GCTD’s safety performance targets identified in the PTASP. GCTD uses FTA Section 5307 funding to pay our paratransit provider for provision of ADA paratransit service, this requirement extends to MV Transit’s GO ACCESS operations as well.

Vice Chair Randy Haney move to Approve of GCTD's Public Transportation Agency Safety Plan (PTASP) and Approval of Resolution 2020-04 for PTASP Certification. Director John Zaragoza seconded the motion.

**The motion passed unanimously.**

**9. Consider Award of Contract To Best Best & Krieger LLP For General Counsel Services – Marlena Kohler, Purchasing Manager and DBE Officer**

Before this item was presented to the Board, General Counsel DeBaun logged off of the Zoom meeting.

Ms. Kohler stated a competitive bid process for General Counsel Services began with the issuance of Request for Proposal (RFP) 19-09 on February 10, 2020. The purpose of this RFP was to locate a qualified law firm and/or attorney to provide legal services for general counsel, and labor negotiations, as required by Gold Coast Transit District's Board of Directors, These services are for a two (2) year base period and three one-year option periods. The RFP was publicized in Transit Talent, on our website, and on the Public Purchase website. Three (3) proposals were received. All proposals were evaluated and considered responsive. An evaluation team independently evaluated and scored each proposal. At the conclusion of the evaluation process, Best, Best & Krieger received the highest score overall. Their proposal is considered fair and reasonable based on adequate competition.

**IT IS RECOMMENDED that the Board authorize award of a contract to Best, Best & Krieger for General Counsel Services for a two year base period and three one-year option periods for a total not-to-exceed amount of \$550,000 for the two-year base period, the three options years, if exercised and any contingencies that may arise in the course of the contract.**

Director Bryan MacDonald moved to Consider Award of Contract To Best Best & Krieger LLP For General Counsel Services. Director Joh Zaragoza seconded the motion.

**The motion passed unanimously.** General Counsel DeBaun then rejoined the meeting via Zoom.

**INFORMATIONAL ITEMS**

**10. Receive and File FY 2017- FY 2019 Triennial Performance Audit as Prepared by Moore and Associates – Steven Brown, General Manager**

Mr. Brown stated In 2019, the Ventura County Transportation Commission (VCTC) selected Moore and Associates, Inc. to prepare Triennial Performance Audits of itself as the Regional Transportation Planning Agency (RTPA) for Ventura County as well as the nine public transit programs to which it allocates TD funding.

The California Public Utilities Code requires a recipient of Transportation Development Act (TDA) Article 4 funding to complete an independent audit on a three-year cycle in order to maintain funding eligibility. This audit is designed to be an independent and objective evaluation of GCTD as a public transit operator providing operator management with

information of the economy, efficiency, and effectiveness of its programs across the prior three-year period.

Based on discussions with District staff, analysis of program performance, and a review of program compliance and functions, the audit team submits no findings for GCTD.

**The report was received and filed.**

**11. Receive and File FY 2018-2019 TDA Compliance Audit Reports for GCTD's Five (5) Member Jurisdictions – Michelle Pierret, Acting Director of Finance**

Ms. Pierret presented the Gold Coast Transit District (GCTD) Board of Directors information on TDA Compliance Audits for each of GCTD's five member jurisdictions (Oxnard, San Buenaventura, Ojai, Port Hueneme and the County of Ventura) that receive TDA Article 4 Local Transportation Funds (LTF) from GCTD.

**The report was received and filed.**

**12. Receive Presentation on Draft "Building Transit Supportive Communities Plan" – Beatris Megerdichian, Transit Planner**

Ms. Megerdichian presented the Gold Coast Transit District (GCTD) Board of Directors summarizing key highlights of the Building Transit Supportive Communities Plan. The development of the Plan included analysis of existing transit-supportive land uses and identifying land use characteristics in the GCTD service area that support high ridership stops.

**The report was received and filed.**

**13. Report of Contracts Awarded – Tanya Hawk, Buyer**

Ms. Hawk stated in compliance with the 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 applicable contract has been awarded to Contractor Pride Industrial for Facility Janitorial and Cleaning services.

**The report was received and filed.**

**14. Receive and File Report on GCTD Response COVID-19 – James Beck, Director of Operations and Maintenance**

Mr. Beck provided an update on actions GCTD's staff have taken in response to COVID-19. As GCTD prepares for the County reopening and restoring service levels.

**The report was received and filed.**

**CLOSED SESSION**

**15. Employee Performance Evaluation. Title: General Manager**

**16. Conference with Labor Negotiator, District representatives: General Manager or designee. Employee organizations: SEIU Local 721 and International Brotherhood of Teamsters Local 186**

General Counsel Steve DeBaun stated that there was no reportable action from the Closed Session.

There being no further business, Chair Will Berg adjourned the meeting at 12:08 PM.

Minutes recorded by: Angelica Delgado, Clerk of the Board of Directors

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Steven P. Brown  
Secretary of the Board of Directors

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Will Berg, Chair  
Board of Directors

Unless otherwise determined by the Board of Directors, the next meeting of the GCTD Board of Directors will be held on **July 1, 2020 10:00 AM at the Gold Coast Transit District Board Room, 1901 Auto Center Drive, Oxnard, CA 93036**. Copies of administrative reports relating to the Board agenda are available on-line at [www.gctd.org](http://www.gctd.org) or from the Clerk of the Board, Gold Coast Transit District, 1901 Auto Center Drive, Oxnard, CA 93036.