



**GCT Technical Advisory Committee (TAC)**  
**Wednesday, May 20, 2009**  
**1:30 p.m.**  
**Gold Coast Transit Board Room**

## **Meeting Summary**

**TAC Members Present:** Jeff Hereford, City of Ventura; Michael Culver, City of Ojai; Ashley Golden, City of Oxnard, Jason Lott, City of Port Hueneme and Vic Kamhi-VCTC (ex-officio).

**TAC Members Absent:** Kathy Connell, Ventura County.

**GCT Staff Present:** Steve Brown, Planning & Marketing Director; Steve Rosenberg, Director of Administrative Services; Andy Mikkelson, Director of Transit Operations; Chuck McQuary, Transit Planner, and Helene Buchman, Transit Planner.

**Members of the Public:** None

### **1. Call to Order/Introductions**

Chair Jeff Hereford called the meeting to order at 1:35 p.m., and introductions were made.

### **2. Public Comments (items not on the agenda)**

None.

### **3. Committee Members' Comments**

Steve Brown announced that the GCT Vehicle Donation Policy will be released next week to area Non-Profits. Its purpose was to outline specific requirements of the program to those agencies that may consider applying for GCT surplus vehicles in order to develop in-house transportation programs for their clients. TAC was asked to notify GCT of any organizations they would like to receive applications.

Steve also announced that "Rider Alerts" will be distributed on all of our buses next week advising riders of the July 12<sup>th</sup> service changes that are proposed as part of the

budget to be considered at the June 3<sup>rd</sup> Board meeting.

**4. Approval of March 18, 2009 Meeting Summary**

Mike Culver made a motion to approve the March meeting summary. Jeff Hereford seconded the motion, and it passed unanimously.

**5. Review of April 15, 2009 TAC Committee Comments**

Presented for information only, as the April 15<sup>th</sup> meeting was not a formal meeting (lacked a quorum). No action required on this item.

**6. Approval of May 12, 2009 Special Meeting Summary**

Mike Culver made a motion to approve the Special May meeting summary. Jason Lott seconded the motion and it passed unanimously.

**7. Review and Provide input to Staff Proposal for the use of Transit Enhancement Funds in the ARRA Grant- Steve Brown**

Steve provided preliminary information on the projects in the grant and indicated that a more formal process will be available later after reviewing input from the TAC. Currently the projects include transit enhancements to improve bus stops, including improved accessibility on stops that do not meet ADA requirements, and, installation of three position bike racks, assuming their approval by the CHP.

No action will be taken on this item today.

**8. Review and approve Staff Project Requests for 2<sup>nd</sup> half of the ARRA Funds- Steve Brown & Steve Rosenberg**

Steve Rosenberg provided a handout that outlined GCT Program of Projects for FY2009/2010. Included were Federal formula 5307 projects for Planning & Capital Assistance, and 5309 funds for the Maintenance/Operations Facility to modernize our current facility. In addition Steve included a summary of projects requesting ARRA Funds. The ARRA funds include eight new CNG buses, upgrading of fareboxes, replacement of supervisory vehicles, transit enhancements (bus stop improvements), ADA paratransit service (to cover two fiscal years of operating costs) and additional funds for modernization of our existing GCT facility.

Steve noted that additional ARRA funds will be requested to complete the modernization of our current facility.

**9. Consider Designation of One or Two TAC Members to Assist GCT Staff with the Review and Selection of Consultants for the Transit Service Strategy and Plan (TSSP) - Helene Buchman**

Six bids have been received from interested consultants. The selected consultant would develop data at the direction of GCT that would help formulate a strategy. Helene emphasized that the objectives of the TSSP will not necessarily develop a grid of new service plans but would instead provide a review of existing service needs and source data to provide GCT with the basis for a general plan of action, should funding materialize.

Staff is requesting TAC participation in the bid review process to help expedite plan development. Public outreach and review with our local jurisdictions could begin as soon as the end of this calendar year.

None of the members volunteered at the meeting but stated that they would check their schedules and advise Helene if they would be able to participate in the review process.

**10. Provide Input and Clarification from Each Member Agency about Policies for Bus Stop Amenities- Steve Brown**

This item is on the agenda because staff gets many requests from our drivers, and from the general public, for bus stop improvements (trash cans, benches, etc.) throughout our system. We would like to be timely in our response to these requests based on knowledge of each agency's policy (and to direct our questions or requests to the appropriate agency department).

Following discussion on some of the current bus stop needs, Steve Brown suggested each member re-visit their bus stop policies and perhaps find a tie-in to the bus stop amenities that we will be pursuing in our ARRA grant (as noted in Item 7, above).

**11. Review and Approval of Proposed Advertising Policy Changes Responsive to Board Comments- Steve Brown**

This item was deferred until the June TAC meeting.

**12. Review of Service Implementation Plan for the Market Street/Valentine Road Shuttle- Steve Brown**

Steve reviewed the results of the meeting we had with the Ventura Adult Continuing Education and Technology Development Center staff where we presented the outreach program that is currently in development. They were very excited about the new service and volunteered to design the artwork for a brochure being sent to all businesses adjacent to the new route. To support our outreach, they agreed to hold an open house at their facility on June 17<sup>th</sup>. We also advised that an additional stop will be added on

Market/Eastman (was not on the initial bus stop list).

**13. Future Agenda Items**

There will be a TAC meeting in June. As there is no Board meeting scheduled in August it was determined that there will be no need for a TAC meeting in July.

**14. Adjournment**

There being no further business, Chair Hereford adjourned the meeting at 2:50 p.m.

***Minutes Approved:***



**GCT Technical Advisory Committee (TAC)  
Sign-in Sheet  
May 20, 2009, 1:30 p.m.**

Agency Represented	Committee Member		Committee Alternate	
	Initials	Name	Initials	Name
Ojai		Drew Lurie	<i>[Signature]</i>	Michael Culver
Oxnard	<i>[Signature]</i>	<i>for Ashley Golden</i> Martin Erickson		Ken Ortega
Port Hueneme	<i>[Signature]</i>	Jason Lott		Andy Santamaria
San Buenaventura	<i>[Signature]</i>	Jeff Hereford		Tom Mericle Rick Gallegos
County of Ventura		Kathy Connell		Nazir Lalani
VCTC (ex-officio)	<i>[Signature]</i>	Vic Kamhi		Mary Travis
GCT (staff)	<i>[Signature]</i>	Steven Brown	<i>[Signature]</i>	Chuck McQuary Helene Buchman

**Others in attendance:**

Name	Organization	Phone Number
<i>Andrew Mikkelsen</i>	<i>GCT</i>	<i>x 111</i>
<i>Steve Rosenbom</i>	<i>GCT</i>	<i>x 119</i>
<i>[Signature]</i>		