



**GCT Technical Advisory Committee (TAC)
Wednesday, February 17, 2010
1:30 p.m.
Gold Coast Transit Board Room**

Meeting Summary

TAC Members Present: Jeff Hereford, City of Ventura; Drew Lurie, City of Ojai; Kathy Connell, Ventura County; Jason Lott, City of Port Hueneme, and Martin Erickson, City of Oxnard.

TAC Members Absent: Vic Kamhi, VCTC (ex-officio).

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

Members of the Public: None

1. Call to Order/Introductions

Chair Jeff Hereford called the TAC meeting to order at 1:30 p.m. and introductions were made.

2. Public Comments (items not on the agenda)

None.

3. Committee Members' Comments

Martin Erickson thanked Andy Mikkelson and the GCT Operations department for providing electric wheelchairs to the City of Oxnard for a special disability training class.

4. Approval of February 17, 2009 Meeting Summary

Kathy Connell made a motion to approve the February meeting summary. Jason Lott seconded the motion, and it passed unanimously.

5. Discuss Board Response to Staff Strategic Planning Recommendations and Next Steps- Steve Brown/Helene Buchman

Steve Brown reported that staff plans to have recommendations for revised GCT Goals for the Board to review at its March meeting. These will reflect the changes to the Goals arising from discussions at the December Strategic Planning Session and the February Board meeting. At the March Board meeting Steve plans to discuss how the revised Goals will help staff in developing the FY2010/11 Budget. Helene added that the Strategic Plan should provide staff with the framework in the planning of, and recommendations for, future GCT service. No further action by TAC will be required until after the March Board meeting.

6. Update on Vineyard Corridor Study- Helene Buchman

Helene provided a handout from the consultant (The Solis Group) under contract to GCT to conduct community outreach in support of the Study. The handout describes the timeline for the phases proposed in the outreach as well as the activities planned for each phase. The handout is for information only; no further action is required at this time.

7. Consider "Fair Share" Cost Allocation Alternatives- Steve Rosenberg

Steve Rosenberg outlined GCT's existing cost-sharing formula for the JPA wherein fixed-route service reflects allocation of cost based on the percentage of revenue miles in each jurisdiction. During development the FY09-10 budget last year, members incurred higher proportional costs without increasing service because service reductions occurred within other member governments.

Again this year member agencies will be faced with reduced TDA allocations. Staff has been tasked with presenting the Board with options for addressing what has become known as the "Fair Share" issue. The objective is to replace the current cost allocation formula with one which will be less sensitive to significant changes in service.

The following alternatives were presented for TAC review:

- 1 Allocate costs using a two or three-year average of the percentage of revenue miles in each jurisdiction.
- 2 Allocate operations and maintenance costs based on that budget year's percentage of miles in each jurisdiction, and allocate administrative, planning and marketing costs based on a rolling two or three year average of the percentage of revenue miles in each jurisdiction.
- 3 Allocate operations and maintenance costs based on that budget year's percentage of revenue miles in each jurisdiction, and allocate administrative, planning and marketing costs based on population in each jurisdiction.

- 4 Allocate operations and maintenance costs based on that budget year's percentage of revenue miles in each jurisdiction, and allocate administrative, planning and marketing costs based on fixed percentages which could come either from a base year or as the result of a negotiated agreement.

It was later agreed that Steve would distribute via e-mail the following three different "base year" scenarios that would include member percentage allocations based on the following:

- o FY08-09 Single Base Year
- o FY06-07 through FY08-09 Three Year Average
- o FY04-07 through FY08-09 Five Year Average

Steve requested each TAC member to review the above options and provide their informal preference for GCT staff to consider in making recommendations to the Board. Steve suggested that if the Board can agree on either a "base-year" or a negotiated base approach, it may prove to be more stable than a rolling average approach which would continue to be subject to potentially erratic funding in subsequent years.

8. Consider Option for Pulling Ahead FY08-09 Carryover Funds - Steve Rosenberg

Steve Rosenberg reviewed the request from the February Board meeting to possibly access FY08-09 carryover funds for use in the current budget year as opposed to the existing practice of carrying them forward to FY10-11. The carryover funds are the claimed TDA funds that are in excess of the actual funds expended by GCT in a prior year. In accordance with TDA regulations, GCT deducts the excess amount in the fiscal year which follows publication of the audited financials. Accordingly, the carryover from FY08-09 would be applied to FY10-11.

There is a provision in the regulations that would provide the possibility of the same year repayment, but the demand would have to come from VCTC and not from an individual member. In as much as the repayment request was from the City of Ventura, Steve suggested a meeting among the City, GCT and VCTC to review their request.

Because there are delays in receiving federal grant funds, GCT has historically used the carryover as one of the means to manage its cash flow. It is of added importance this year because the carryover can serve to mitigate the impact of some of the service cuts that are likely in FY10-11. Therefore, GCT will recommend that the FY08-09 carryover be returned to its members as credit to their FY10-11 contribution.

9. Discussion and Possible Approval of Staff Recommendations for Potential Service Reductions/Restructuring Strategies for FY2010/11 Budget-Steve Brown

Steve Brown reported that recommendations for service reductions or restructuring will be

contingent upon careful evaluation of ongoing ridership characteristics. Staff is currently evaluating new ridership reports being developed by an outside contractor that will provide data in support of any recommended changes. The reports are now in the final stages of completion. While staff recommendations were not available in time for this TAC meeting, they will be available for TAC review at the March meeting.

10. Future Agenda Items

Steve Rosenberg will report on his discussions with VCTC on the potential ways to differentiate and change the reporting of farebox ratios for fixed route and paratransit service by mode.

11. Adjournment

There being no further business, Chair Hereford adjourned the meeting at 3:10 p.m.

Minutes Approved:



**GCT Technical Advisory Committee (TAC)
Sign-in Sheet
February 17, 2010, 1:30 p.m.**

Agency Represented	Committee Member		Committee Alternate	
	Initials	Name	Initials	Name
Ojai	<i>DL</i>	Drew Lurie		Michael Culver
Oxnard	<i>ME</i>	Martin Erickson		Ashley Golden
Port Hueneme	<i>JL</i>	Jason Lott		Andy Santamaria
San Buenaventura	<i>JH</i>	Jeff Hereford		Tom Mericle Rick Gallegos
County of Ventura	<i>KC</i>	Kathy Connell		Butch Britt
VCTC (ex-officio)		Vic Kamhi		Mary Travis
GCT (staff)	<i>SB</i>	Steven Brown	<i>CM</i> <i>HB</i>	Chuck McQuary Helene Buchman

Others in attendance:

Name	Organization	Phone Number
<i>Steve Rosenberg</i>	<i>GCT</i>	<i>x119</i>
<i>Andrew Mickelson</i>	<i>GCT</i>	<i>x111</i>