



**GCT Technical Advisory Committee (TAC)
Wednesday, February 19, 2014
1:30 p.m.
Gold Coast Transit Board Room**

Meeting Summary

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

TAC Members Absent: None.

GCT Staff Present: Steve Brown, General Manager; Steve Rosenberg, Director of Administrative Services; Andy Mikkelson, Director of Operations; Reed Caldwell, Facility Project Manager; Vanessa Rauschenberger, Planning Manager; Chuck McQuary and Claire Johnson-Winegar, Transit Planners and Margaret Heath, Paratransit and Special Projects Manager.

Members of the Public: None.

1. Call to Order/Introductions

Chair Drew Lurie called the TAC meeting to order at 1:30 p.m.

2. Public Comments (items not on the agenda)

None.

3. Committee Members' Comments

None.

4. Staff Comments

None.

5. Approval of the February 2014 Meeting Summary

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

6. Review and Discuss Schedule of Draft Bylaws Review at the Cities – Steve Brown

The draft Bylaws have gone to all the councils that have requested it (it will not be going to Ojai and Port Hueneme’s councils). Comments from Ventura and the County have been forwarded to GCT’s general counsel. An ad hoc meeting will be held the 18th or 19th of March.

7. Update on New Facility – Reed Caldwell and Chuck McQuary

Reed gave a handout to all the members regarding the new facility, showing what has been done, contractors, and next steps. He showed concept drawings of what the layout of the yard and buildings will look like. Jeff asked if the City of Oxnard is on board with this and whether there will have to be a Specific Plan amendment. Steve Brown answered yes to both of those questions.

8. Consider ADA Paratransit Contract Extension – Margaret Heath

Margaret explained that staff is still working with MV, discussing options, including renewing for a single year versus renewing for multiple years. She stated that there have been no deficiencies in the current year. This item will be brought back again next month.

9. TDA Budget Discussion – Steve Rosenberg

Steve informed TAC that he has received input from the cities of Oxnard, Ojai, and Ventura, as well as the County. None of the budget proposals from any of those jurisdictions include capital costs. If there are any capital items, they will not be part of the baseline, so as not to skew it.

Steve gauged interest in starting a separate member capital agency reserve for bus stop and transit center improvements and major capital projects. The amount could vary from year to year, and wouldn’t necessarily be a percentage of the budget. The goal would be for these funds to be the match of bigger projects and perhaps fund modest projects. The process would work similar to a call for projects. The member agencies agreed this would be a good idea. Questions were asked about whether this would go into the FTIP and who do would it, and whether cities would adopt capital improvement plans. Those are things that would still have to be worked out.

Other questions were asked about the new TDA budget process, including what

jurisdictions do if they do not use all of their allotted TDA funds for bus stop maintenance. If that is the case, the jurisdictions would most likely use it and keep it as a credit for the next year, but that will continue to be discussed. Another question was whether the jurisdictions will get their money all at once or in monthly payments, which will be worked out as well.

Steve also brought of the issue of whether GCT will have to physically handle the money in the future or would we continue the same process that VCTC does now, which is inform the County how much to cut a check for each jurisdiction. He said that from a previous meeting with Sally De George, it seems that they are asking that GCT handle all of the money. Vic opined that this was because if it was done the current way, VCTC would be responsible for auditing and oversight. It was pointed out that they currently do this and asking GCT to do this in the future would require GCT to take over work that VCTC currently does without the additional funding for it. It was asked whether GCT can claim our money with the County but the answer seemed to be that only VCTC can. It was also asked whether this would change the County auditors relationship with us, which was answered no. VCTC does not currently have to audit GCT and the questions came up whether they would now have to. The next steps are to try to answer these questions. Kathy also suggested getting an opinion on the Article 4 interpretation.

10. New APC Implementation – Vanessa Rauschenberger

Vanessa informed TAC that we are receiving good data from the two demo APC's that have been installed so we are looking to proceed with the option to purchase them. The item will go to the Board in March for approval. Implementation will take place towards the end of March and 1-2 APC's will be installed per day. All of the current APC equipment owned by VCTC will stay. One of the benefits of the UTA APC system is that it does not require drivers to log on so there is less chance of missing data if a driver were not to log on. The system also produces more reports, including dwell time, how far buses are stopping from the stop and on-time performance. The APCs will be purchased using ARRA funds. Vic mentioned that VCTC is following in GCT's footsteps and that GCT has done really good work.

11. Second Quarter Service Evaluation – Vanessa Rauschenberger

Vanessa provided a handout to TAC that gave an overview of the lower performing routes, especially including routes 14, 15 and 17. Staff plans to study those routes specifically to see how ridership can be improved.

12. Review of Draft Bus Stop Guidelines – Claire Johnson-Winegar

Claire noted that we have received feedback from the cities of Oxnard and Port Hueneme and are waiting on feedback from the County and the cities of Ventura and

Ojai. Since some of the feedback received from Oxnard and Port Hueneme has been conflicting, we will bring these specific items back to TAC once we get feedback from the other jurisdictions. Overall, the feedback has been very helpful.

13. Bus Stopper Demo Stops – Claire Johnson-Winegar

GCT will be testing bus stoppers, which are passenger operated reflecting devices that attach to a bus stop pole. They will be placed at ten different stops throughout the GCT service area. Once the final locations are decided, the bus stoppers will be installed.

14. VTC Plans – Jeff Hereford

The new shelter that will be constructed at the VTC will span the area from the restrooms to the bus home artwork. There will be four separate shelters which will include solar powered lighting and will be made with glass panels. The project is grant funded.

15. Development Updates – Claire Johnson-Winegar

Claire updated TAC that construction on the Village has been completed so buses have resumed their regular route. In addition, the northbound Route 6 is also traveling through Wagon Wheel, which it was not doing before.

Vanessa reminded TAC that a County Planning Commission meeting will take place in the industrial area south of Telephone Rd. and west of Los Angeles Ave. that will touch on transportation issues. The meeting is March 6th and a bus will be used to transport meeting attendants to and from the site.

16. Future Agenda Items

TDA Budget Discussion

17. Adjournment

Chair Lurie adjourned the meeting at 3:00 p.m.

Minutes Approved:



**GCT Technical Advisory Committee (TAC)
Sign-in Sheet
February 19, 2014 1:30 p.m.**

Agency Represented	Committee Member		Committee Alternate	
	Initials	Name	Initials	Name
Ojai	DJ	Drew Lurie		TBD
Oxnard	MEK	Martin Erickson		Ashley Golden
Port Hueneme	JL	Jason Lott		Ray Evans
San Buenaventura	J.H.	Jeff Hereford		Tom Mericle Rick Gallegos
County of Ventura	KC	Kathy Connell		David Fleisch
VCTC (ex-officio)	VK	Vic Kamhi	A.A.	Amy Ahdi
GCT (staff)	MH	Margaret Heath	CM VR CM	Chuck McQuary Vanessa Rauschenberger Claire Johnson-Winegar

Others in attendance:

Name	Organization	Phone Number
Steve Brown	GCT	x116
Andy Wickles	GCT	x111
Reed Caldwell	GCT	x117
Steve Rosenbom	GCT	x119