



**GCT Technical Advisory Committee (TAC)
Wednesday, January 15, 2014
1:30 p.m.
Gold Coast Transit Board Room**

Meeting Summary

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

TAC Members Absent: Vic Kamhi, VCTC.

GCT Staff Present: Steve Brown, General Manager; Steve Rosenberg, Director of Administrative Services; Andy Mikkelson, Director of Operations; Chuck McQuary, Vanessa Rauschenberger, Claire Johnson-Winegar, Transit Planners; Margaret Heath, Paratransit and Special Projects Manager, and Cynthia Torres, Marketing and Communications Manager.

Members of the Public: None.

1. Call to Order/Introductions

Chair Kathy Connell called the TAC meeting to order at 1:30 p.m.

2. Public Comments (items not on the agenda)

None.

3. Committee Members' Comments

Jeff Hereford informed TAC that the City of Ventura was working building permits for the improvements to the VTC and it will go out to bid for construction once that is completed. Construction will most likely begin in April or May.

4. Staff Comments

Vanessa Rauschenberger informed TAC of a product called the Bus Stopper that can be

used to help bus drivers see passengers waiting at a stop in the dark. It is attached to the bus stop pole and made of reflective material that the passenger moves up and down to attract the driver's attention. Staff plans to begin a pilot program at 10 of our stops that are in most need of improved lighting.

Steve Rosenberg brought up the February 15th deadline for the jurisdictions to send GCT their budget information. Everyone agreed that they should be able to send everything by the next TAC meeting since the 15th is a Saturday. Jeff brought up the Capital Improvement Plan, and Steve said that though the CIP is separate from the regular budget process, it should be looked at as well.

5. Approval of the November 2013 Meeting Summary

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

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

The draft Bylaws was reviewed at the City of Ventura on January 13th. It was pulled off the consent agenda by Chair Morehouse and good questions were raised by the council members. It is going to the Board of Supervisors and the City of Oxnard on January 28th. The Port Hueneme and Ojai Board members will be asked if they would like the Bylaws to go to their cities as well. The comments received will be synthesized after the Board of Supervisors and City of Oxnard meetings. In addition, Nancy Kierstyn Schreiner will talk to all of the jurisdictions' attorneys all at once to avoid redundancy.

7. Update on New Facility – Chuck McQuary

Chuck informed TAC that MDG is the A & E firm that has been selected to design the new facility. Reed Caldwell has come on board as the Facility Project Manager and will be the lead in negotiations. The Board has authorized Steve Brown to complete negotiations. A design charrette with MDG will take place January 22nd-24th and will help produce the scope of work.

Staff is also working on an MOU with the City of Oxnard for the environmental work. Rincon will be the consultants working on the project and it will be done in a timely fashion in order to get the grant fully obligated by the deadline. 100% design will take about a year and construction will begin after that and take 16-18 months to complete.

8. Planning Department Job Descriptions – Steve Brown

Steve gave an overview of the changes in the new planning job descriptions that were sent out. He clarified that there are no new positions, just revisions to current ones.

The changes in positions reflect the work being done, provides more structure and allows for room to grow. There is no impact to the budget.

Jeff made a motion to approve the updated positions and it passed unanimously.

9. Recommend Approval of Service Standards – Vanessa Rauschenberger

Vanessa handed out the draft of the new quarterly report which now includes a service evaluation report. Also included is a ridership measure and passengers per hour. Kathy asked about the effect of interlining and how that distorts the data. With the implementation of the new fareboxes, the data is much more reliable since the drivers can now only log in a valid route number, making the interlining issue much less of a problem.

Vanessa also handed out some copies of the Service Standards that have previously gone to TAC. She noted that these standards are not the end all, be all for making decisions on service changes, rather, they help define expectations for service and provide direction on when and how to make changes. Ashley Golden suggested replacing “will” with “may” throughout the document.

Ashley made a motion to approve the Service Standards. Jeff seconded the motion and it passed unanimously.

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

Claire presented the Bus Stop Guidelines draft that had been previously sent out. Jason presented edits from the City of Port Hueneme and warned about using careful wording to avoid GCT being liable for bus stops. He suggested referencing State and Federal standards. Ashley said that edits from the City of Oxnard were on their way. All other jurisdictions said they would continue to review them.

11. Overview of Outreach Plan for SRTP – Vanessa Rauschenberger

Vanessa handed out a map of proposed zones that would be targeted for outreach of the Short Range Transit Plan. GCT plans to attend as many community and neighborhood council meetings as possible and use that platform to invite feedback from the community. Staff will synthesize the information received and include that as part of the plan. The outreach will take place in the spring.

12. Elect New Chair for 2014

Drew Lurie was nominated to be the Chair for 2014. Jeff made a motion to approve the meeting summary. Kathy seconded the motion and it passed unanimously. Martin Erickson was nominated to be the Vice Chair. Jeff made a motion to approve the

nominations. Kathy seconded the motion and it passed unanimously.

13. Development Updates – Claire Johnson-Winegar

Claire updated TAC that construction on the Village has been delayed so detouring around the site will continue until February 17th.

Vanessa announced 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 will be held in March and a bus will be used to transport meeting attendants to and from the site.

12. Future Agenda Items

TDA Budget Discussion
Plans for VTC

14. Adjournment

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

Minutes Approved:



**GCT Technical Advisory Committee (TAC)
Sign-in Sheet
January 15, 2014 1:30 p.m.**

Agency Represented	Committee Member		Committee Alternate	
	Initials	Name	Initials	Name
Ojai	DL	Drew Lurie		TBD
Oxnard		Martin Erickson	AG	Ashley Golden
Port Hueneme		Jason Lott		Ray Evans
San Buenaventura	JH	Jeff Hereford		Tom Meriele Rick Gallegos
County of Ventura	KC	Kathy Connell		David Fleisch
VCTC (ex-officio)		Vic Kamhi		Amy Ahdi
GCT (staff)	MSB	MARGARET HEARN Steve Brown	MM W CW	Chuck McQuary Vanessa Rauschenberger Claire Johnson-Winegar

Others in attendance:

Name	Organization	Phone Number
Steve Rosenhelp	ECT ECT	X 19
Andrew Mickelson	GCT	X 11