



**GCTD Technical Advisory Committee (TAC)
10:00 a.m. - Wednesday, September 20, 2017
Gold Coast Transit District - Board Room**

Meeting Summary

TAC Members Present: Don Villafana, City of Port Hueneme; Treena Gonzalez, County of Ventura; Cynthia Daniels, City of Oxnard; Austin Novstrup, City of Ojai; Jeff Hereford, City of Ventura; and Martin Erickson, VCTC.

TAC Members Absent: None.

GCTD Staff Present: Steven Brown, General Manager; Steve Rosenberg, Director of Finance and Administration; Vanessa Rauschenberger, Director of Planning and Marketing; Claire Johnson-Winegar, Planning Manager; Matt Miller and Beatris Megerdichian, Transit Planners; Margaret Heath-Schoep, Paratransit Manager; Andy Mikkelson, Director of Operators.

Members of the Public: Wendy San, Thousand Oaks Transit

1. Call to Order/Introductions

Vice Chair Treena Gonzalez called the TAC meeting to order at 10:01 a.m.

2. Public Comments (items not on the agenda)

None.

3. Committee Members' Comments

Jeff Hereford informed TAC members that the Ventura Transit Center restroom renovation is moving forward. He also mentioned that paving projects are in the pipeline for Main Street west of Ventura Avenue.

4. Staff Comments

Vanessa Rauschenberger informed members that GCTD Board of Directors approved mobile ticketing pilot with Token Transit. She requested images of local points of interests and landmarks from member jurisdiction that will be used to display and verify the "ticket of day" on the Token Transit app. She requested that the cities verify that they have the rights to use the image and are easily recognizable to the public.

Steve Brown thanked City of Oxnard for their work on reconstructing the bus stop located on Victoria Ave at Gonzales Road for Routes 20 and 21, which has since reopened for service.

Austin Novstrup announced that City of Ojai council has approved fare changes and that they reflect GCTD's fare structure. He also mentioned that service changes will be minor and be effective January 2nd. Austin informed members that he has received tentative approval for advertising on the Ojai Trolley.

5. Approval of the July 2017 Meeting Summary

Austin Novstrup made a motion to approve the July meeting summary. Cynthia Daniels seconded the motion and it passed unanimously.

6. Chair and Vice Chair Election – Claire Johnson-Winegar

Jeff Hereford motioned to nominate Treena Gonzalez as TAC Chair and Cynthia Daniels seconded the motion and it passed unanimously. Treena Gonzalez motioned to nominate Austin Novstrup as Vice Chair and Jeff Hereford seconded the motion and it passed unanimously.

7. Bus Stop Maintenance Agreement – Beatris Megerdichian

Staff recommended TAC members discuss a more formalized process for bus stop maintenance to better maintain bus stops within the GCTD service area. Prior to entering into a Bus Stop Maintenance MOU, GCTD staff would like to discuss existing bus stop maintenance policies and procedures. Beatris provided TAC members a list of questions on existing policies that member jurisdictions may complete and return responses to GCTD.

Cynthia Daniels reminded members that City of Oxnard has limited personnel on staff and may not be in the position to commit to an agreement. She suggested having an expectations list to have the maintenance attainable.

Jeff Hereford mentioned that City of Ventura has one to two staff members devoted to addressing bus stop related issues and is working to increase levels of service. He also mentioned that the security at the Ventura Transit Center has been helpful.

Jeff suggested a Bus Stop Maintenance Memorandum of Understanding (MOU) would be more attainable. He also asked whether GCTD would consider or would like to discuss taking on the responsibility of bus stop maintenance. Steve Brown mentioned that GCTD does not have capacity to take on maintenance.

Treena Gonzalez suggested expanding current Bus Stop Guidelines to include what GCTD's expectations are to improve bus stops conditions regarding safety and maintenance standards as well as frequency of inspection.

Committee members suggested including failure to meet maintenance standards and steps cities could take to address it.

Austin Novstrup suggested devoting personnel solely for bus stop maintenance would allow us to achieve economies of scale.

Don Villafana informed members that City of Port Hueneme utilized Ventura County probation inmates for three days a week to assist in cleaning and landscaping. The City uses 9 to 10 inmates

for \$700 a day for their services. The inmates are accompanied by a city personnel. There are limitations to what the inmates can do but it has proved successful for the city.

8. AVL/AVA Update – Claire Johnson-Winegar

Claire Johnson-Winegar informed members that VCTC is negotiating a contract with Syncromatics. Nextbus currently used by operators in Ventura County will be replaced with Syncromatics. Operations department utilizes the software to track on-time performance through the automatic vehicle locator. Passengers also use the technology to determine real time arrival information. The entire software on the buses, real time arrival passenger information on the website and signs will be replaced as well as the backend data.

Claire provide a list of locations that have been selected for the new real-time arrival signs. The new signage will be solar powered on a standing pole. The majority of the existing locations with Nextbus signs will be replaced in addition to new locations throughout the service area. Once official contract is signed, TAC members suggested providing a demonstration of the system to the member agencies.

9. Grant Opportunities Update – Claire Johnson-Winegar

Claire Johnson-Winegar provided information on the upcoming grant opportunities as well as an update on grant awards.

The Job Access Reverse Commute (JARC) call for projects for service related projects will be released in November. 5310 funding, which is geared toward human services coordinated plan will open at the same time. GCTD has identified projects for both opportunities and is working on prioritizing the projects for each application. Both applications are due 11/15/17.

Claire announced that GCTD was successful in being awarded the Sustainable Communities Grant through Caltrans for First-mile Last-Mile Connectivity Study for Naval Base Ventura County. GCTD is working with SCAG, who is the lead for the grant, to get the project started later this year. Additionally, GCTD was successful in being awarded the Building Transit Supportive Communities Plan through SCAG and will work towards implementing the project.

She noted that GCTD has submitted CMAQ grant applications for two projects which were recommended for funding by the selection committee and Transcom. The projects will go the VCTC Commission for approval at their October meeting. The two projects were Midlife Engine Replacement and Service Life Extension project which includes bus engine replacement for 26 buses and New Ventura Road Service Operations & Bus Stops-Route 23.

Treena Gonzalez asked about the status of the system restructure. Claire informed members that the new Route 23 would allow GCTD to reorganize service in south Oxnard as outlined in the Short Range Transit Plan.

Cap & Trade grant funding opportunity will be available through Affordable Housing and Sustainable Communities Program (AHSC). GCTD met with the City of Ventura Housing Authority to partner with and meet the requirement of the application. She mentioned that 25% of the funds would be devoted to transportation programs. This could include pedestrian and lighting improvements but also be used to purchase buses or operational support for 3 years.

10. Development Updates – Matt Miller

Matt Miller informed members that he has continued to attend the cities of Oxnard and Ventura's Development Advisory Committee (DAC) meetings. GCTD suggested improving pedestrian access by extending the sidewalk to the curb on a development project along Ventura Ave.

Additionally, he mentioned that staff has been working with City of Oxnard on the Las Cortes project to identify placement of stops. He is also working on bus stop improvements at a new Starbucks located on Ventura Road and Channel Islands Blvd.

The Wagon Wheel bridge is still under construction which is expected to last until mid-October. Vanessa Rauschenberger announced that they met with City of Oxnard and VCTC regarding the Park & Ride at Wagon Wheel. The developer suggested moving the proposed Park & Ride, but staff communicated the operational challenges if it were moved.

11. Future Agenda Items

Bus Stop Signs, Token Transit and AVL/AVA update

12. Adjournment

Vice Chair Treena Gonzalez adjourned the meeting at 11:12 a.m.



**GCTD Technical Advisory Committee (TAC)
Sign-in Sheet
September 20, 2017 10:00 a.m.**

Agency Represented	Committee Member		Committee Alternate	
	Initials	Name	Initials	Name
Ojai		Austin Novstrup		Greg Grant
Oxnard		Robert Hearne		Cynthia Daniels
Port Hueneme		Don Villafana		
San Buenaventura		Jeff Hereford		Rick Gallegos
County of Ventura		Treena Gonzalez		David Fleisch
VCTC (ex-officio)		Martin Erickson		Aaron Bonfilio
GCTD (staff)		Vanessa Rauschenberger		Claire Johnson-Winegar Matt Miller Beatris Megerdichian

Others in attendance:

Name	Organization	Phone Number
Margaret Heath Schoep	GCTD	X 120
Andy Mickelson	GCTA	X 111
Steve Rosenbery	GCTD	X 119
Steve Brown	"	X 116
Wendy Sun	City of Thousand Oaks	