



**GCTD Technical Advisory Committee (TAC)
10:00 a.m. - Wednesday, January 16, 2019
Gold Coast Transit District - Board Room**

Meeting Summary

TAC Members Present: Treena Gonzalez, County of Ventura; Sergio Albarran, City of Ventura; Ryan Kim, City of Oxnard; and Claire Grasty, VCTC

TAC Members Absent: Don Villafana, City of Port Hueneme; Ellen Debord, City of Ojai

GCTD Staff Present: Steve Brown, General Manager; Vanessa Rauschenberger, Director of Planning and Marketing; Steve Rosenberg, Director of Finance; Andy Mikkelson Operations Manager; Matt Miller, Planning Manager; Austin Novstrup, Transit Planner;

Members of the Public: (none present)

Call to Order/Introductions

Chair Sergio Albarran called the TAC meeting to order at 10:05 a.m.

1. Public Comments (items not on the agenda)

None.

2. Committee Members' Comments

Claire Grasty announced that VCTC is currently conducting outreach for their annual Unmet Needs Process. She explained that VCTC would be holding several meetings around the County with the formal Unmet Needs Hearing occurring during the VCTC meeting February 1st.

Additionally, Claire informed members that VCTC would be providing special weekend train service from East County stations to downtown Los Angeles to meet expected demand for transportation to the Women's March occurring in downtown Los Angeles.

She also informed TAC members that VCTC's new fare schedule had gone into effect on Monday, January 14th. The new fares schedule raised the VCTC fare to \$1.50 and the transition to the new fare schedule was going smoothly.

Claire also provided an update on the implementation of a new FTA safety rule requiring operators to develop and adopt Safety Management Plans by July 2020. VCTC received notice from Caltrans offering to have Caltrans create plans for small operators but Caltrans was strongly encouraging small operators to create their own plans as Caltrans does not have staff to develop plans and would need to use additional 5307 funds in order to complete the task.

Finally, Claire reported that an RFP for an origin destination study was planned to be issued by February 4th, 2019. The study would be conducted beginning spring 2019 with a report finalized by the end of summer or early fall 2019.

Sergio Albarran reported that he had received a request to discuss possible re-routing of service through the Montalvo area.

Sergio also noted that City staff had observed on a number of occasions that buses were dwelling at Ventura Avenue and Main Street and asked that GCTD investigate possible solutions to prevent dwelling at this location.

3. Staff Comments

Vanessa Rauschenberger and Andy Mikkelson reported that GCTD was still evaluating how to proceed with the implementation of a new FTA safety rule requiring operators to develop and adopt Safety Management Plans by July 2020. Gold Coast had received feedback from Caltrans encouraging GCTD to develop its own plan.

Andy Mikkelson reported on weather impacts on operations. Andy reported that only one significant detour had occurred on the route 16 due downed powerlines. The detour prevented service to the Casitas Springs and Oak View communities for approximately 6 hours, but no other routes were impacted.

5. Approval of the December 2018 Meeting Summary

Treena made a motion to approve the December meeting summary. Ryan Kim seconded the motion and it passed unanimously.

6. Request for TDA Budget Input – Steve Rosenberg

Steve Rosenberg provided a letter to each member agency requesting that member agencies provide information on TDA funding requirements for the coming fiscal year. The letter included baseline funding, last year's funding totals, the process for allocating LTF funds and a spreadsheet for each member to complete. Steve reported that he had not received any additional information about anticipated funding levels. Steve requested that the member agencies complete their request by February 15th, 2019.

7. Fixed-Route & Paratransit Service Update – 2nd Quarter FY 2018-19 - Matt Miller and Margaret Heath-Schoep

Matt Miller presented the fixed-route portion of the Service Update for 2nd Quarter FY2018-19. Matt reported that overall ridership increased 6% from 2nd quarter FY2017-18 with the largest increases coming on routes serving the community colleges. Matt attributed the ridership increase to the success of the free College Ride program. Matt emphasized that increases in ridership due to the College Ride program are a positive sign but noted that the program is temporary and that it is important to continue to evaluate GCTD's service in an effort reverse the long-term trend toward lower ridership.

Claire Grasty noted the effect of the Thomas, Woolsey and Hill fires on GCTD's ridership as well as other operators in the county. Claire also explained that VCTC anticipates that there is approximately 2 years of funding for the College Ride Program and that beyond that VCTC's goal is to continue the program with funding coming from each of the participating colleges.

Treena Gonzales noted that the route 22 had not been included in the Passenger per Hour Performance Metric Chart. Matt clarified that not including route 22 in the chart was an oversight and that it would be corrected in the final report.

Margaret Heath presented the paratransit portion of the Service Update for 2nd Quarter FY2018-19. Margaret reported steady increases in ridership with a significant increase in December due effect of the Thomas fire. Margaret also reported that Access was preparing for the roll-out the Interactive Voice Response (IVR) system that would notify passengers prior trips to reduce vehicle dwelling time at pick-ups and reduce passenger anxiety around pick-ups. Additionally, Margaret reported that Access is beginning the process of transitioning to the new contractor approved at the December board meeting. Margaret also noted that Access received Medicare reimbursement funds from the County during the 2nd quarter but that the reimbursement program ended at the beginning of the year.

Ryan Kim motioned to approve the Fixed-Route & Paratransit Service Update Report -2nd Quarter FY-2018-19 with the correction Treena had noted. Treena seconded the motion and it passed unanimously.

8. Proposed Revisions to Bus Stop Guidelines Discussion – Austin Novstrup

Austin Novstrup gave a presentation on the proposed changes to the bus stop guidelines included in a draft document. The presentation highlighted changes that include recommended language for member agencies to include in planning documents, establishing maintenance agreements, modifications to levels of required, requested and desired amenities, and additional amenity alternatives.

Sergio Albarran commented that alternative designs require additional review and approval which due to limits on staff time can make alternative infeasible.

Treena Gonzales commented that the Bus Stop Classification and Recommended Amenities table included in the presentation was frequently referenced by county staff and requested it be included in the draft. Treena also requested a graphic with specific dimensions for amenity placement be added to the draft.

Ryan Kim requested that detailed specifications be included in the guidelines.

9. Facility Update – Vanessa Rauschenberger

Vanessa Rauschenberger reported that the facility is still expected to be complete in the late spring or early summer. Vanessa noted that all the street work for the facility had been completed and that the City of Oxnard had also completed their repaving project in the area.

Steve Brown reported that with the rains the contractors at the new facility had moved indoors and were complete punch list items on the interior of the building.

10. Development Updates – Matt Miller

Matt Miller reported that the City of Oxnard is currently reviewing the zoning boundaries for the downtown area and that GCTD would be providing comments to Oxnard on the plan.

11. Future Agenda Items

Austin Novstrup stated that the Bus Stop guidelines would be returning as a future agenda item.

Steve Rosenberg indicated that the TDA budget item would also be returning as a future agenda item.

12. Adjournment

Chair Sergio Albarran adjourned the meeting at 11:05 a.m.