GCT Technical Advisory Committee (TAC)  
Wednesday, April 17, 2013  
1:30 p.m.  
Gold Coast Transit Board Room

Meeting Summary

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

TAC Members Absent: None.

GCT Staff Present: Steve Brown, General Manager; Steve Rosenberg, Director of Administrative Services; Helene Buchman, Director of Planning and Marketing; Andrew Mikkelson, Director of Operations; Margaret Heath, Paratransit and Special Projects Manager; Vanessa Rauschenberger, Claire Johnson-Winegar, Transit Planners, 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 1:35 p.m. and introductions were made.

2. Public Comments (items not on the agenda)

None.

3. Committee Members’ Comments

Jeff Hereford announced that the City of Ventura is moving along in designing and constructing new umbrella-like shelters for the VTC that will provide more shelter. These will be in addition to the current structures in-place.
4. **Staff Comments**

Steve Brown informed TAC that GCT’s longtime driver Grace Goodrow passed away recently and the memorial is planned for Saturday April 20, 2013.

He also mentioned that the paratransit contract is almost up and staff is recommending using a one-year option to extend the contract since GCT will most likely become a district soon and it will give us time to decide what the best path for the future is. A report and recommendation will be presented at the May TAC meeting, for action by the Board in June. Margaret Heath mentioned that there have been some issues in the past with the contractor but they have been corrected and she is happy with the current staff.

5. **Approval of the March 2013 Meeting Summary**

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

6. **Update on AB 664- Helene Buchman**

Helene Buchman distributed copies of a letter of support for the district from Santa Barbara MTD and a draft of the current language for AB 664 (Williams), which would allow Gold Coast Transit to become a District in place of a Joint Powers Authority (JPA). The changes to the bill include clarification to the amendment language regarding the unincorporated areas.

This amended version went to the VCTC where there was a lot of discussion, specifically regarding the supermajority needed for a jurisdiction to exit the district. While GCT does not want jurisdictions joining and exiting the district frequently, the main concern of the Commission was that if a supermajority was needed for jurisdictions to leave the district, some jurisdictions might be discouraged from joining. Because of this, the language has been amended and sent to Assemblyman Williams but it is not currently in the bill, and only will be if it is approved by Assemblyman Williams.

Kathy Connell asked if AB 664 and SB 203 were contingent upon each other. Helene replied that they were not, but it was still possible and could happen at any time, though our lobbyist hasn’t heard anything.

7. **Discuss New Fare Media- Steve Brown and Helene Buchman**

Steve B. said that delivery of the fareboxes has been made and the installation will take place in mid May. There will be two phases, the first will be selling the day pass on board the bus and changing over to an electronic transfer ticket. The second phase will
be changing the fare media passes and some of the fare categories. Helene expressed that we will do a lot of outreach before the fareboxes go into the buses, including doing demos. Jeff asked if we would be able to do demos at the outreach meetings and Helene replied that we plan to bring the fareboxes to the meetings.

Vic Kamhi asked if we would be primarily using the dip slot as opposed to the swipe slot, which was answered no, it will depend on the type of pass. Vanessa Rauschenberger proceeded to go over all the potential types of new fare media (Phase 2), including a 1-ride ticket, 15-ride ticket, stored value card, 31-day pass, and a change card. Vic said since a lot of passengers are used to the GoVentura epurse, it should be easy for them to use the stored value card. Vanessa said some of the benefits of a change card are that it is attractive to new riders, who don't necessarily carry or know to have the right change. She also suggested that by renaming the Senior/Disabled category to Reduced Fare emphasizes the benefits of the pass as opposed to the limitations of the passenger. GCT will accept the old passes for a while but the length has not been determined.

Steve B. said we will go to our vendors and agencies that sell and/or give away our passes and change everything out beforehand. Vic asked if we will be selling passes on the phone and/or online. Steve B. answered that that will not happen right away but perhaps in the future, and potentially in conjunction with the Smartcard that we are working with VCTC on. Vic then informed TAC that the fareboxes will be installed on the VISTA buses after the current contract runs out and Steve recommended the Solutions for Transit consultants that GCT is using.

8. Route 11 Reconfiguration Update- Vanessa Rauschenberger

Vanessa explained that we have been delayed on analyzing Route 11 because we have run into issues hiring the surveyors but we hope to have them surveying next week.

9. ACCESS Medical Trips Only- Margaret Heath

Margaret distributed four different maps showing different options of zones for this program. The recommended one would make Ojai, Ventura, Oxnard, El Rio, and Port Hueneme each their own zone because it would be least confusing. Each zone would be $3 each way and the qualification would be a “medical need.” Kathy and Martin thought it was a good idea, and they agreed that it was best to keep it as simple as possible. Kathy made a motion to approve and Martin seconded. The motion passed unanimously.

10. Discussions on Fiscal Year 2013/2014 Budget- Steve Rosenberg

Steve R. first informed TAC that the FY 2012-13 budget was under budget by $3 million and proceeded to explain that it was due to three major things: the Alternative Fuels
Excise Tax credit which had expired and later been reinstated, and CNG prices at an all time low; operations scheduling efficiency, which is due to scheduling of many more straight 8 hour runs, and the efficiency of the new scheduling software; and the Maintenance department being 3-5 people under budgeted staffing levels due mostly to retirements. He did mention that despite Maintenance being understaffed, they are still meeting their preventative maintenance obligations. He proceeded to describe four options: carrying the balance over, deferring some of the 5307 grant from 2012-13 to 2013-14, reallocating a designated amount to the Capital Reserve, and a combination of the three. His recommendation was to defer $400,000 from the 5307 grant from 2013-13 to 2013-14, $1,000,000 to the Capital Reserve, and the rest be carryover. Martin thought it seemed reasonable and Kathy had some questions about the process, to which Steve R. said the next step would be doing a budget change to the current year’s budget and taking that to the Board.

Steve R. then went through a slideshow detailing revenue premises, service premises, and staffing issues needing to be addressed. Kathy and Jeff thought everything made sense but noted that the County has had no raises since ’08 and only cuts, and the City of Ventura has had a hiring freeze. This will now be presented to the Board at the next meeting in May, and will come back to TAC after if there are any edits. It will go to the Board for final approval in June.

11. Community Outreach for Spring 2013- Cynthia Torres

Cynthia passed out a potential schedule of spring community meetings. She stressed that she wants to make sure that the meetings take place before the farebox installation. Meetings are planned for Ventura and Oxnard as well as outreach to the entire service area before the fareboxes are installed (discussed further in item 7). She also mentioned that GCT plans to work with CAUSE and ASERT, as well as our Transit Guides to promote the new fareboxes.

12. Future Agenda Items

- New Fareboxes Installation and New Fare Media
- FY2013/2014 Budget Review

13. Adjournment

Chair Connell adjourned the meeting at 4:00 p.m.

Minutes Approved:
**GCT Technical Advisory Committee (TAC)**  
Sign-in Sheet  
March 20, 2013 1:30 p.m.

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<tr>
<th>Agency Represented</th>
<th>Committee Member</th>
<th>Committee Alternate</th>
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<tbody>
<tr>
<td>Ojai</td>
<td>Drew Lurie</td>
<td>TBD</td>
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<td>Oxnard</td>
<td>Martin Erickson</td>
<td>Ashley Golden</td>
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<td>Port Hueneme</td>
<td>Jason Lott</td>
<td>Andy Santamaria</td>
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<td>San Buenaventura</td>
<td>Jeff Hereford</td>
<td>Tom Mericle</td>
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<td>Rick Gallegos</td>
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<td>County of Ventura</td>
<td>Kathy Connell</td>
<td>David Fleisch</td>
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<td>VCTC (ex-officio)</td>
<td>Vic Kamhi</td>
<td>Myra Montejano</td>
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<td>GCT (staff)</td>
<td>Helene Buchman</td>
<td>Chuck McQuary</td>
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<td>Vanessa Rauschenberger</td>
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<td>Claire Johnson-Winegar</td>
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**Others in attendance:**

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<tbody>
<tr>
<td>Andra McKenlton</td>
<td>GCT</td>
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<tr>
<td>Herring</td>
<td>GCT</td>
<td>x/20</td>
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<tr>
<td>Steven Brown</td>
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<td>Steve Rosenbap</td>
<td>GCT</td>
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<td>Cynthia Jen</td>
<td>GCT</td>
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