Meeting Summary

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

TAC Members Absent: none.

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

Members of the Public: Nancy Kierstyn Schreiner.

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

Jason Lott introduced Ray Evans who is the Interim Public Works Director for Port Hueneme and will be the TAC alternate. Vic Kamhi introduced Amy Ahdi, VCTC’s new transit planner who will also be an alternate. Martin Erickson updated TAC on the status of the City of Oxnard’s ITS project that is almost complete which will facilitate the movement of traffic throughout the city. It was paid for with Measure O funds. Steve Brown asked that TAC get a tour of the Traffic Management Center sometime in the future.
4. **Staff Comments**

Cynthia Torres told TAC that the ticket exchange event on November 23rd was very well attended and successful. Passengers will be allowed to use their old passes aboard the bus until the end of the year and will be able to exchange them for new ones at the CSC until June 30, 2014.

5. **Approval of the October 2013 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 Proposed Bylaws – Steve Brown**

Two versions of the bylaws were sent out to TAC, the main differences between the two being formatting, eliminating redundancy and correcting Brown Act information. Nancy Kierstyn Schreiner noted that the process for adding an ex-officio member still needs to be decided.

Helene brought up the last sentence in Article 8A, which covers how the jurisdictions will request money from the district for maintenance of transit facilities and bus stops. It states that the amount allocated in FY 14/15 will be used as the base and CPI will be added for each following year. It was agreed upon that jurisdictions will provide their budgets of no more than 10% above the adjusted base year to the district by February 15th of each year. If a jurisdiction plans to request additional funds for a special project, that jurisdiction should let the district know well ahead of time and it will be subject to the GCT capital planning process. Any funds requested in excess of 10% of the base year will go to the Board for approval. This item will now become 8B in the bylaws. In addition to requesting funds for bus stop maintenance, Ojai will also have to request the amount needed to operate the Trolley.

The question was asked whether there should be something to protect the district from jurisdictions arbitrarily requesting too much money. Steve Rosenberg said he will be implementing a process similar to the Program of Projects (POP) in use by VCTC to prevent this.

Jeff asked what the process would be for requesting funding for a project like repainting the transit centers which is expensive but only happens every 10 years. Should the jurisdictions request a little money every year and hold on until they need it or request it all at once? The response was that jurisdictions should ask for it all at once but, let the district know well in advance in order to plan for it. These types of projects could be candidates for CMAQ grants so letting the district know ahead of time is beneficial in order to apply for the funds if that is the chosen path.
Another topic that was discussed was whether anything will change with the Harbor & Beaches dial-a-ride. Martin said it makes sense for it to become a responsibility of GCT but it is in the City of Oxnard’s budget for next couple years.

The revised bylaws will be emailed to TAC and taken to the Board at the December 4th meeting. They are also on the consent agenda for City of Ventura on Jan 13th and will be taken to the City of Oxnard sometime that same month. No dates have been set for the rest of the jurisdictions. This item will come back to TAC in the spring with recommendations from the jurisdictions.

7. Update on New Facility – Chuck McQuary

Chuck informed TAC that out of the 11 statements of qualification that were sent in, three finalists picked by the slating committee were invited to an interview. GCT is now working on getting final questions answered before picking a firm. Once a firm is selected, GCT will begin negotiating costs. The recommendation will tentatively be brought to the Board at a special meeting on December 18th.

Chuck also mentioned that the schedule is quite aggressive in order to get the documents to the City of Oxnard as soon as possible so they can begin working on the environmental documents, which will need to be submitted to the FTA before the summer of 2014.

8. SRTP- Service Standards – Vanessa Rauschenberger

Vanessa went over the timeline for all the SRTP related milestones such as finalizing the Service Standards, completing the Bus Stop Guidelines, doing community outreach and completing the SRTP document. She described the edits that had been made to the Service Standards since the last TAC meeting. The main objective of the Service Standards is to provide guidance to staff to make recommendations, since the adopted criteria will provide the basis to make strategic decisions. All routes will be evaluated on a ridership performance measure as well as an economic measure that will measure the subsidy per route. We also want to take advantage new data and technology we have and the Service Standards will help facilitate that.

Chuck said that it would be a good idea to have a strategic planning session in the spring before the SRTP is finalized and adopted.

9. Review Revised and New Staff Position Descriptions – Steve Brown

Steve informed TAC that GCT would like to revise the Human Resources Administrator position approved in the budget to make it a Director position. With this move, human resource functions would be removed from the Administrative Services Department
and become its own department. This is an area where GCT is lacking manpower and hiring this position will take stress off the Administrative Services Department and most importantly will help GCT to increase professionalism, increase employee recognition, promote employees, and have a seamless hiring process.

GCT has also identified a need to hire a Facility Project Manager to help us in the process of designing and building a new facility. Up to this point, we have been using consultants and contract employees but the project has not been getting the attention it needs. We intend to look for someone with specific expertise. It will be a short recruitment and we already have some interest in the position. The position will be fully grant funded, as will most of Chuck’s time. The position would be a Limited Term position and would last about three years.

Jeff Hereford made a motion to approve the item. Martin Erickson seconded the motion and it passed unanimously.


Steve presented the dates and mentioned that the January and September meetings have been moved to the second week to accommodate New Years Day and the California League of Cities Annual Conference and Expo. Jason Lott made a motion to approve the draft meeting schedule. Drew Lurie seconded the motion and it passed unanimously.

11. **Development Updates – Claire Johnson-Winegar**

Claire updated TAC that construction on the Village has been delayed so detouring around the site will continue until January 20th.

12. **Future Agenda Items**

- Bus Stop Standards
- Election of New Chair

14. **Adjournment**

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

*Minutes Approved:*
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<td>Ojai</td>
<td>Drew Lurie</td>
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<td>County of Ventura</td>
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<td>VCTC (ex-officio)</td>
<td>Vic Kamhi</td>
<td>Amy Auld</td>
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<td>Aaron Bonfiglio</td>
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<td>GCT (staff)</td>
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<td>Claire Johnson-Winegar</td>
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Others in attendance:

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