AGENDA

1. Call to Order/Introductions  ACTION
2. Public Comments  INFO
3. Committee Member Comments  INFO
4. Staff Comments  INFO
5. Approval of September 16, 2015 Meeting Summary  ACTION
6. Update of TAC Policies & Procedures – Claire Johnson-Winegar  INFO/ACTION
7. Schedule Change Updates – Austin Novstrup  INFO
8. Demonstration of Information at Bus Stops – Matt Miller  INFO
9. Short Range Transit Plan – Claire Johnson-Winegar  INFO
10. CSC Construction Update – Reed Caldwell  INFO
11. Development Updates – Claire Johnson-Winegar  INFO
12. Future Agenda Items  ACTION
13. Adjournment  ACTION
DATE October 21, 2015
TO GCTD TAC
FROM Claire Johnson-Winegar, Planning Manager
SUBJECT TAC Policies and Procedures

I. Executive Summary
The TAC policies and procedures have not been updated recently. This item is to review updates to the policies and procedures that include:

- Updating South Coast Area Transit to Gold Coast Transit District
- Replacing one of the responsibilities of TAC from making recommendations on the annual short range transit plan to making recommendations on strategic planning reports, including the Short Range Transit Plan

II. Recommended Action
It is recommended that TAC provide input on any updates members would like to see in the Policies and Procedures or approve the updated TAC Policies and Procedures.
MISSION STATEMENT:
To provide advisory assistance and recommendations to the Gold Coast Transit District Board and staff on technical and policy issues affecting the interests of member jurisdictions, and to serve as a communication linkage between member jurisdictions and GCTD.

Membership / Appointment / Staff Support
Each member jurisdiction shall be entitled to representation on the TAC. The City Manager or Chief Administrative Officer of each member jurisdiction shall appoint a representative and alternate(s) to represent their respective jurisdiction. The GCTD General Manager shall appoint a GCTD staff member to provide staff assistance to the TAC. The GCTD General Manager will have authority to determine the appropriate level of staff support consistent with enabling the TAC to carry out its responsibilities. The Ventura County Transportation Commission Executive Director may designate staff to serve in ex-officio capacity for the purpose of providing information on state and federal funding requirements and options, transportation and transit planning, and other requests.

Responsibilities of the TAC
1. Review and make recommendations to GCTD Board and staff on:
   a. annual operating and capital budgets
   b. strategic planning reports, including the Short Range Transit Plan
   c. other policy or operational matters which may be referred to the TAC by the GCTD Board or staff.

2. Serve as a forum for discussion and input on public transit issues, member agency concerns and ideas for improving public transportation services.

Operating Guidelines
1. Meetings
   Meetings of the TAC shall be held on a monthly basis (unless canceled due to lack of business) at a time and place determined by the Committee. All meetings shall be called and noticed in accordance with Section 54952.3 of the State Government Code ("Brown Act"). All members, including GCTD staff and VCTC ex-officio members, shall
be notified of all meetings.

2. **Quorum**
   A simple majority of member agencies present shall constitute a quorum for conducting meetings.

3. **Officers**
   The TAC shall designate a chairperson and a vice-chairperson. The chair shall be responsible for calling meetings, presiding at meetings, establishing subcommittees as necessary, and reporting to the GCTD Board as necessary. The vice-chair shall serve as chair in the absence of the chairperson.

4. **Agendas, Notices, Meeting Minutes and Written Communications**
   The GCTD staff member(s) assigned to the TAC shall be responsible for preparing agendas for meetings (with assistance from the chairperson), providing proper notice and keeping meeting minutes which shall be reviewed and signed by the chairperson. Additionally, from time to time the TAC may request that the GCTD staff member on the TAC prepare written communications, subject to review and approval by the chairperson, on behalf of the TAC.

5. **Distribution of Meeting Minutes and Written Communications**
   Approved minutes of all TAC meetings, as well as copies of all written correspondence prepared on behalf of the TAC, shall be distributed to all TAC members, members of the GCTD Board, the GCTD General Manager and member agency City Managers, Chief Administrative Officer (or other designated agency representatives). The distribution of these materials shall be a responsibility of GCTD staff.

6. **Committee Action / Reports**
   TAC shall generally operate on a consensus basis. However, in the event of disagreements among member jurisdictions, separate reports may be prepared, by the member(s), outlining the area(s) of disagreement and the basis for the disagreement.

7. **Amendments**
   The TAC may recommend, and the GCTD Board may approve, amendments to these procedure and policy guidelines as necessary.

8. **Relationship to GCTD and Member Jurisdictions**
   The TAC is created by the GCTD Board and shall have no powers of existence separate or apart from that of GCTD. Participation on the TAC does not prevent members in their capacity as member agency staff from making recommendations to the GCTD Board on behalf of member jurisdiction(s) that may differ from those of the TAC. Participation on the TAC shall not prevent member agencies from dealing directly with GCTD on issues that are member agency specific.