



**GCTD Technical Advisory Committee (TAC)
10:00 a.m. - Wednesday, February 21, 2018
Gold Coast Transit District - Board Room**

Meeting Summary

TAC Members Present: Treena Gonzalez, County of Ventura; Austin Novstrup, City of Ojai; Sergio Albarran, City of Ventura; and Don Villafana, City of Port Hueneme.

TAC Members Absent: Justin Link, City of Oxnard and Claire Grasty, VCTC

GCTD Staff Present: Steve Rosenberg, Director of Finance and Administration; Vanessa Rauschenberger, Director of Planning and Marketing; Matt Miller, Planning Manager; Beatris Megerdichian, Transit Planner; Cynthia Torres Duque, Marketing Manager; and Andy Mikkelson, Director of Operations

Members of the Public: Wendy San, City of Thousand Oaks

1. Call to Order/Introductions

Chair Treena Gonzalez called the TAC meeting to order at 10:02 a.m.

2. Public Comments (items not on the agenda)

None.

3. Committee Members' Comments

Don Villafana thanked GCTD staff for their patience on receiving the information they needed on various projects. He mentioned that a principal engineer will soon be on board to help accelerate projects.

4. Staff Comments

Matt Miller informed TAC members that GCTD staff has been working on bus stop consolidation for route 6 along Main Street in City of Ventura. Staff will hold a community meeting on February 28, 2018 at the E.P. Foster Library from 6:00pm-7:00pm.

Additionally, Matt mentioned that Planner I/II position has been posted and the first review will be on February 23, 2018.

Treena Gonzalez inquired about social media posts informing passengers about the Bus Stop Consolidation outreach.

Cynthia Torres Duque mentioned that once the information is available, GCTD staff will post on GCTD social media which cities can use to retweet and/or repost.

Sergio Albarran informed members that the bus stop consolidation information can also be posted on the City of Ventura Nextdoor app. Nextdoor is used to inform the public about city-wide projects.

Additionally, Cynthia Torres Duque mentioned that the format of the meeting will be presentation style. The meeting will discuss the purpose of the bus stop consolidation which is to improve travel time for route 6. After the presentation, the public will have an opportunity for questions.

5. Approval of the January 2018 Meeting Summary

Austin Novstrup made a motion to approve the January meeting summary. Sergio Albarran seconded the motion and it passed unanimously.

6. FY 2018-19 Member TDA Budget Input – Steve Rosenberg

Steve Rosenberg provided TAC members a copy of the requested TDA amounts per city and county. Steve mentioned that Treena Gonzales will be sending a revised amount for the County of Ventura's portion. Steve also mentioned that he will be receiving input from City of Ventura sometime within the next few days. City of Oxnard's request is very similar to last year's request. City of Port Hueneme's request is the same as last years. City of Ojai's request is less than last year but are requesting funds for capital projects.

Additionally, Steve Rosenberg provided an overview of the funds requested for capital projects. County of Ventura and City of Port Hueneme requests are the same as last year. Ojai has requested funds for couple of capital projects. Furthermore, Steve informed members that there have been time extension requests by City of Port Hueneme and City of Oxnard.

Sergio Albarran informed TAC members that the City of Ventura would like to purchase four bus stop shelters. He also mentioned that the city would like to provide a full-time security guard at the Ventura Transit Center.

Don Villafana recommended that City of Ventura look to partner with the mall security to provide security services at the Ventura Transit Center. Sergio Albarran mentioned that this has been attempted but security efforts are sporadic.

Andy Mikkelson informed members that the passengers see a major difference in the activity with a designated security at the Ventura Transit Center.

7. Bus Stop Signs Update – Beatris Megerdichian

Beatris Megerdichian gave a presentation to TAC members on the new GCTD bus stop signs. She mentioned that the bus stop signs are part of the rebranding efforts. She pointed out features of the current bus stop sign which lack passenger information, reflectivity and color and brand are inconsistent. Furthermore, she provided an overview of the new bus stop sign features. The new bus stop signs will provide passengers more information, will be highly reflective and will have the new logo and color scheme to match the new brand. The new signs will also incorporate real-time arrival information.

Beatris mentioned that installation will be sometime in March or April and they will be installing over 650 new bus stop signs. She informed TAC members that the bus stop signs will be mounted in same location as current signs. The contractor will notify GCTD of sub-standard signs. GCTD will notify city/county. The contractor will use existing mounting hardware where in good condition.

Sergio Albarran notified members that the City of Ventura would like to see the “quick punch” style hardware for the bus stop sign installation. The city does not use bolts. The “quick punch” hardware is a one-time use hardware and a new one will be required for the new sign installation. Additionally, Sergio Albarran mentioned that the contractor will need to provide a traffic control plan for cases where the contractor may need to close a road or portions of a road to access bus stops. The contractor will need to obtain a permit which may be at no fee.

Don Villafana informed members that the contractor will need to obtain an encroachment permit also at no fee for City of Port Hueneme.

Treena Gonzalez inquired about the 7 feet height requirement for the installation of the new bus stop signs. She asked GCTD staff if bus stop locations have been identified were the city/county is not compliant with the 7 feet requirement or that will be assessed during the bus stop sign installation.

Sergio Albarran mentioned that any sign replacement will need to meet current sign standards.

Beatris Megerdichian informed members that the contractor will be removing the current signs and installing the new bus stop signs at the same time and on the same post and location as the current sign. In other words, the contractor will be swapping the current bus stop signs with the new bus stop signs. If the contractor identifies the sign as substandard, the contractor will then mark off a spreadsheet to notify GCTD the location of each substandard sign. GCTD will then provide this inventory of locations with substandard signs to each city and the county. She mentioned that this process will assist in mitigating any delays associated with installing signs to meet current sign standards. Delays can include waiting for new sign posts to be installed which can take some time due to the necessary utility inspections required to install new posts. She mentioned that to comply with current sign standards at the time of installation will cause significant delays in the installation process which may lead to locations with mismatched bus stop signs or no signs at all.

Sergio Albarran mentioned that swapping the signs and providing the list to the cities will give the cities and the county an opportunity to fix the signs. Additionally, he noted that where agencies can be protected is if they have a documented plan to address that.

Treena Gonzalez inquired about updating the Guide-a-Ride (GAR) schedule panels at the bus stops.

Beatris Megerdichian informed members that the GAR panels will be updated separately from the bus stops signs. The update will correlate with the Syncromatics project and well as service changes that may include schedule changes. She explained that some GAR panels have real-time arrival information that is associated with the current system that will be replaced by the Syncromatics system. Other GAR panels have schedule information which may change depending on the outcome of the next service change.

Treena Gonzalez also inquired about removing the “No Parking” sign from the new bus stop signs. She asked if we anticipate any issues as a result of removing the “No Parking” sign.

Beatris Megerdichian reminded members that the bus stop signs are not meant to enforce parking. She mentioned that GCTD relies on the cities and the county for parking restrictions.

Austin Novstrup questioned whether GCTD is concerned with having parked cars at stops as a result of not having a parking restriction on the bus stop signs.

Matt Miller noted that GCTD’s bus stop inventory identifies locations with and without parking restriction. If parking at bus stops becomes an issue, GCTD will look to the list to recommend adding parking restriction where there is none.

8. Route 23 Update – Matt Miller

Matt Miller reminded members that Route 23 will be a CMAQ funded route that will serve Oxnard College through Port Hueneme to Riverpark and The Collection. The route is planned to be implemented in June of 2019. Matt Miller also notified TAC members that he has met with both City of Oxnard and Port Hueneme to look at bus stop locations and identify the work that needs to be done. Portions of the route in the City of Oxnard will stop at locations near frontage road and/or a channel. Matt mentioned that they assessed the locations for the bus stops and determined the amount of work that needs to be done. The cities are assessing the locations and will be providing cost estimates for each bus stop. After the estimates are received, the bus stop construction will then be prioritized depending on the available funds.

9. Facility Update – Steve Brown

Cynthia Torres Duque mentioned the new facility is moving along well. She also mentioned that GCTD has a scheduled tour with Senator Hanna-Beth Jackson. Both Sergio Albarran and Treena Gonzalez expressed interest in touring the new facility.

10. Development Updates – Matt Miller

Matt Miller updated TAC members on the Development Advisory Committee meetings he has attended. In the City of Oxnard, the Clinicas del Camino Real project included a pull out but there is no planned service to serve the clinic. The developers were requesting service or deviated service to the location.

In the City of Ventura, a development included a bus stop in one direction but not in the opposing direction.

Matt Miller noted that GCTD likes and encourages developers to include transit components within their development plans even when transit service will not be available in the short term but may be available in the future.

Vanessa Rauschenberger informed members that Steve and she attended the LAFCO hearing on Municipal Service Review (MSR). The review includes assessing each city’s sphere of influence. The discussion provided a detailed analysis of over the last five years what some of

the challenges to coordinating transit in the county have been. They discussed some of the improvements and efforts that have been made such as the formation of the Gold Coast Transit District, ECTA and east county coordination, and some technology improvements. The MSR recommended that all cities and the county look to continue that coordination. Furthermore, the MSR provided recommendations such as consolidating transit to a single transit provider for the whole county and cities not part of the Gold Coast Transit District to consider joining or contracting services with Gold Coast Transit District. The recommendations will be taken to VCTC's commission which will include a presentation on county-wide transit collaboration.

11. Future Agenda Items

None.

12. Adjournment

Chair Treena Gonzalez adjourned the meeting at 11:06 a.m.



**GCTD Technical Advisory Committee (TAC)
Sign-in Sheet
February 21, 2018 10:00 a.m.**

Agency Represented	Committee Member		Committee Alternate	
	Initials	Name	Initials	Name
Ojai	AN	Austin Novstrup		Greg Grant
Oxnard		Justin Link		Ryan Kim
Port Hueneme	DV	Don Villafana		
San Buenaventura	SA	Sergio Albarran		Jeff Hereford
County of Ventura	TG	Treena Gonzalez		David Fleisch
VCTC (ex-officio)		Claire Grasty		Aaron Bonfilio
GCTD (staff)		Vanessa Rauschenberger	MM BM	Matt Miller Beatris Megerdichian

Others in attendance:

Name	Organization	Phone Number
Andy Mikkelsen	GCTD	X111
Steve Rosenbom	GCTD	X119
Amelia De	GCTD	X110
DON VILLAFANA	CITY PORT HOENEME	
Wendy San	city of Thousand Oaks	