



MEETING AGENDA

**GCTD Technical Advisory Committee (TAC)
Wednesday, December 21, 2022 – 10:00 a.m.**

Zoom Video Conference Meeting

Join by Computer:

<https://us02web.zoom.us/j/82191318348>

Join by Phone:

+16699009128,,82191318348#

- | | |
|---|---------------|
| 1. Call to Order/Introductions | ACTION |
| 2. Public Comments | INFO |
| 3. Committee Member Comments | INFO |
| 4. Staff Comments | INFO |
| 5. Approval of November 16, 2022 Meeting Summary | ACTION |
| 6. TAC Member Agency Representative and Alternate Designation
Martin Rodriguez, Transit Planner | INFO |
| 7. 2023 TAC Meeting Schedule
Martin Rodriguez, Transit Planner | ACTION |
| 8. Election of Officers
Martin Rodriguez, Transit Planner | ACTION |
| 9. Future Agenda Items | |
| 10. Adjournment | |



GCTD Technical Advisory Committee (TAC)

10:00 a.m. – November 16, 2022

<https://us02web.zoom.us/j/82191318348>

Meeting Summary

TAC Members Present: Susanna Arroyo, County of Ventura; Glenn Derosett, County of Ventura; Phil Pulley, City of Ojai; Sergio Albarran, City of Ventura; Aubrey Smith, VCTC (ex-officio)

TAC Members Absent: City of Port Hueneme, City of Oxnard

GCTD Staff Present: Austin Novstrup, Transit Planner II; Martin Rodriguez, Transit Planner I; Robert Lucio, Mobility Management Coordinator; Margaret Schoep, Paratransit & Special Projects Manager; Cynthia Duque, Director of Planning & Marketing; Allen Schentrup, Finance Manager; Dawn Perkins, Director of Finance; Vanessa Rauschenberger, General Manager

Members of the Public: None

1. Call to Order/Introductions

Phil Pulley called the TAC meeting to order at 10:06am.

2. Public Comments

None.

3. Committee Members Comments

None.

4. Staff Comments

Cynthia Duque announced that GCTD was awarded CMAQ funds to replace buses that are approaching their end of life as well as funds to plan and operate a bus booster service to accommodate the growing demand of ridership because of VCTC's Youth Ride Free Program.

5. Approval of the September 21, 2022 Meeting Summary

Phil Pulley moved to approve the September 21, 2022 Meeting Summary and Sergio Albarran seconded.

6. Fixed-Route & ACCESS Flexible Services Quarterly Update - Cynthia Duque, Director of Planning and Marketing

Cynthia Duque gave a quarterly update on GCTD's fixed-route service and GO ACCESS flexible services. She highlighted that fixed-route ridership has increased by nearly 30% over the same period of last year and is largely due to the launch of VCTC's Youth Ride Free Program. She noted that in August and September, youth riders constituted 10% and 25%, respectively, of total ridership. Similar to fixed-route, GO ACCESS services increased by 5% over the same period as last year, with senior transportation services being the largest in ridership.

7. Update on TDA Budget – Dawn Perkins, Director of Finance

Dawn Perkins announced that GCTD has awarded a new contract to its new auditors which is Nigro & Nigro. She informed TAC members that Nigro & Nigro will send communication to each member agency to prepare a report on TDA audits and to provide a completed report to the State and VCTC.

8. Community Transportation Needs Assessment Proposal – Martin Rodriguez, Transit Planner

Martin Rodriguez gave a presentation on a recently submitted grant proposal to conduct a community transportation needs assessment in an unincorporated area of Ventura County, Nyeland Acres. He shared GCTD has partnered with Nyeland Promise and applied for nearly \$42,000 to conduct an assessment with the goal of making recommendations for clean mobility options. He added that Route 15, which serves this community is lowest performing route in GCTD's service network in terms of unlinked passenger trips per revenue service hour and fare collected per revenue service hour. The methodology for the assessment will be conducted by consultant, GCTD and Nyeland Promise, with Nyeland Promise leading the community outreach component and GCTD leading the transportation access data analysis. Martin informed TAC members that he will share any updates regarding the application status process or if funds are awarded.

9. January 2023 Service Changes Update – Austin Novstrup, Transit Planner

Austin Novstrup informed TAC members of the upcoming service changes. A few routes (1A/B, 4A, 6, 19, 23) will have minor schedule adjustments to address on-time performance. Additionally, Planning has added more trips during peak periods as booster services on Routes 1 and 6, but will not appear on the public schedules in the event GCTD does not have adequate staff to operate staff.

10. Future Agenda Items

Martin Rodriguez mentioned that the Election of Officers and approval of the 2023 meeting calendar will be items in December's meeting. He also mentioned that TAC

member agencies may be polled to consider a new meeting time for 2023 as one member agency has a conflict with the current TAC meeting time and day.

11. Adjournment

Chair Phil Pulley adjourned the meeting at 10:30am.



Item 6

DATE December 21, 2022
TO GCTD Technical Advisory Committee
FROM Martin Rodriguez, Transit Planner
SUBJECT **GCTD Technical Advisory Committee Voting Member Agency Designation**

Summary

GCTD's Technical Advisory Committee (TAC) is made up of a staff member from each of GCTD's five member jurisdictions. The Committee's mission is to provide advisory assistance and recommendations to the GCTD Board and staff on technical and policy issues affecting the interests of member jurisdictions, and to serve as a communication liaison among jurisdictions and GCTD.

The City Manager or Chief Administrative Officer of each member jurisdiction appoints a representative and alternate(s) to represent their respective jurisdiction. The Ventura County Transportation Commission Executive Director designates staff to serve in an ex-officio capacity for the purpose of providing information on state and federal funding requirements and options, transportation and transit planning, and other issues.

With recent changes in staffing within some of GCTD's voting and non-voting member agencies, the appointment of representatives and alternates would assist GCTD with notification and distribution of notices, agendas, meeting minutes and all other written or verbal communication.

The voting members of TAC are representatives of GCTD's five member agencies: the City of Oxnard, the City of Ventura, the City of Port Hueneme, the city of Ojai, and the County of Ventura.

Recommendation

It is recommended that the GCTD Technical Advisory Committee provide the GCTD General Manager with a letter from each TAC member agency with the name and/or position of their designated representative and alternate(s).

GOLD COAST TRANSIT DISTRICT



December 15, 2022

Vanessa Rauschenberger
General Manager
Gold Coast Transit District

Dear Vanessa,
As of December 2022, the designated GCTD Transportation Technical Advisory Committee representative will be John Doe. Jane Doe will serve as the alternate.

Sincerely,

Martin Rodriguez

Martin Rodriguez
Transit Planner

Cc: *John Doe*
Jane Doe

GOLD COAST TRANSIT DISTRICT

CITY OF OJAI | CITY OF OXNARD | CITY OF PORT HUENEME | CITY OF VENTURA | COUNTY OF VENTURA
1901 AUTO CENTER DRIVE, OXNARD, CA 93036-7966 | P 805.483.3959 | F 805.487.0925 | GCTD.ORG



Item 7

DATE December 21, 2022
TO GCTD Technical Advisory Committee
FROM Martin Rodriguez, Transit Planner
SUBJECT **2023 TAC Meeting Schedule**

Summary

The following is the proposed 2023 meeting schedule for TAC's consideration. Meetings will be held virtually using Zoom on the third Wednesday of the month at 10:00 A.M. In April of this year, GCTD's Board of Directors voted to resume in-person meetings with a hybrid option. GCTD has elected to continue to host its TAC meetings virtually for member agency and public participation.

January 18	May 17	September 20
February 15	June 21	October 18
March 15	July – <i>Dark (no meeting)</i>	November 15
April 19	August 16	December 20

Recommendation

It is recommended that the GCTD Technical Advisory Committee consider, amend if necessary, and approve the proposed meeting schedule for the 2023 calendar year.

GOLD COAST TRANSIT DISTRICT



DATE December 21, 2022
TO GCTD Technical Advisory Committee
FROM Martin Rodriguez, Transit Planner
SUBJECT Election of Officers

Summary

Every December, the GCTD TAC elects a new Chair and Vice Chair for the following academic year. The Chair and Vice Chair shall be elected from among the Technical Advisory Committee representatives by majority vote. The nomination and selection of the new officers will occur during this meeting and the newly appointed Chair and Vice Chair will take their position in the January 2023 TAC meeting. Chair for the 2022 calendar year was Phil Pulley, City of Ojai and Vice Chair was Ray Gutierrez, City of Port Hueneme.

Below is a recent history of GCTD TAC Chair and Vice Chairs:

- | | |
|---|---|
| 2021
Chair – Tim Bochum, City of Oxnard
Vice Chair – Treena Taylor, County of Ventura | 2020
Chair – Sergio Albarran, City of Ventura
Debbie O’Leary, City of Oxnard |
| 2019
Chair – Sergio Albarran, City of Ventura
Vice Chair – Ellen Debord, City of Ojai | 2018
Chair –Treena Gonzales, County of Ventura
Vice Chair, Austin Novstrup, City of Ojai |
| 2017
Chair – Jason Lott, City of Port Hueneme
Vice Chair – Treena Gonzales, County of Ventura
*Chair– Treena Gonzales, County of Ventura
*Vice Chair, Austin Novstrup, City of Ojai
<i>*Special Election – September 2017</i> | 2016
Chair – Jeff Hereford, City of Ventura
Vice Chair–Jason Lott, City of Port Hueneme |
| | 2015
Chair – Martin Erickson, City of Oxnard
Vice Chair, Jeff Hereford, City of Ventura |

Recommendation

It is recommended that the GCTD Technical Advisory Committee nominate and elect officers to the Committee.

GOLD COAST TRANSIT DISTRICT