



## **AGENDA**

### **CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE/ SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (CTAC/SSTAC)**

**TUESDAY, MARCH 12, 2019 -- 1:30 PM – 3:30 PM**

County Government Center – Hall of Justice  
**Pacific Meeting Room**  
800 South Victoria Avenue, Ventura, CA 93009

- 1. CALL TO ORDER**
- 2. SELF INTRODUCTIONS**
- 3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**
- 4. APPROVAL OF 1/8/19 MEETING SUMMARY – PG. 3**
- 5. APPROVAL OF 10/16/18 MEETING SUMMARY - PG. 5**
- 6. APPROVAL OF 11/13/18 MEETING SUMMARY – PG. 7**
- 7. UNMET TRANSIT NEEDS UPDATE – PG. 9**
- 8. COLLEGE RIDE PROGRAM UPDATE - Oral Report**
- 9. CMAQ PROJECT STATUS UPDATE – PG. 13**
- 10. DISCUSSION OF CTAC/SSTAC QUORUM - PG. 17**
- 11. CHAIRMAN'S REPORT**
- 12. COMMITTEE MEMBER REPORTS**
- 13. ADJOURN TO APRIL 9, 2019**

*In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Commission meeting, please contact the Clerk of the Board at (805) 642-1591 ext 101. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.*

***THIS PAGE INTENTIONALLY LEFT BLANK***



Item #4

## MEETING SUMMARY

**CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE/  
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (CTAC/SSTAC)**

**TUESDAY, JANUARY 8, 2019 -- 1:30 PM – 3:30 PM**

County Government Center

Hall of Administration Atlantic Meeting Room

800 South Victoria Avenue, Ventura, CA 93009

### 1. CALL TO ORDER

**Members Present:** Chair Miranda Patton, City of Camarillo  
Todd Oberson, City of Thousand Oaks  
Chaise Rasheed, City of Thousand Oaks  
Chera Minkler, City of Ventura  
Sandra Aldana, VCTC At-Large Member (by phone)  
Jennifer Martinez, Independent Living Resource Center  
Mike Culver, Mobility Management  
Jason Sagar, Area Agency on Aging

### 2. SELF INTRODUCTIONS

### 3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA – *No Public Comments*

### 4. APPROVAL OF 10/16/18 MEETING SUMMARY - *No Quorum*

### 5. APPROVAL OF 11/13/18 MEETING SUMMARY – *No Quorum*

### 6. APPROVE FY 2018/19 MEETING SCHEDULE – *No Quorum*

### 7. MOBILITY PRESENTATION BY THE ARC OF VENTURA COUNTY

Eric Rodriguez and Mara Rupert discussed mobility issues and physical barriers within the county. The ability to purchase a bus pass online, convenient route stops with benches and some covers, and the NextBus App have helped make travel easier.

Travel is made more difficult by

- Sometimes rude or impatient bus drivers
- Drivers will move the bus before passengers are fully seated
- Accessible seating is sometimes used by able-bodied people and drivers are unwilling to enforce the rules
- Disembarking with a group of 4 or 5 can take some time

Physical Barriers

- Sidewalks that are not maintained are a safety hazard and cause people to use the street instead of the sidewalk.
- Sidewalks that lack cut outs for wheelchair accessibility

Co-Advocates of Ventura County is willing to do diversity training or have a discussion about barriers with drivers. Rachel Simon, Author of *Riding the Bus with My Sister* is also available for speaking and training.

**8. CHAIRMAN'S REPORT - None**

**9. COMMITTEE MEMBER REPORTS - None**

**10. ADJOURN TO MARCH 12, 2019**



Item #5

**MEETING SUMMARY**  
**CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE/  
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (CTAC/SSTAC)**  
**TUESDAY, NOVEMBER 13, 2018 -- 1:30 PM – 3:30 PM**

County Government Center – Hall of Justice  
**Pacific Meeting Room**  
800 South Victoria Avenue, Ventura, CA 93009

1. **CALL TO ORDER**
2. **SELF INTRODUCTIONS**
3. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA- *None***
4. **APPROVAL OF 10/16/18 MEETING SUMMARY - *No Quorum***
5. **PROPOSITION 6 RESULTS – *Receive and File***  
Peter DeHaan was pleased to report that Proposition 6 failed and that committed SB 1 Project Funds would remain in place.

The state has committed that over the next five years Ventura County will receive the following from SB 1:

- \$120 million for the ten cities and the county to better maintain their streets and roads.
- \$69 million to fully-fund the Rice Avenue Bridge over the railroad at Fifth Street in Oxnard.
- \$25 million for transit operations and maintenance.
- \$3 million for active transportation (bicycle/pedestrian) projects.

In addition to these specific SB 1 commitments in Ventura County, the county will benefit from the following other transportation programs that are committed for funding at least in part by SB 1, and include work within or in close proximity to this county:

- \$5.75 billion over the next five years statewide for state highways rehabilitation and operational improvements.
- \$764 million for the Metrolink SCORE project to expand system capacity, including Ventura County Line improvements in the vicinity of Simi Valley.
- \$247 million to widen the Route 5 Freeway in Santa Clarita in Los Angeles County.
- \$148 million for capacity and reliability enhancements to the LOSSAN North (“Amtrak Pacific Surfliner”) Corridor between Los Angeles and San Luis Obispo, including improvements in Oxnard and Camarillo.
- \$104 million to widen the Route 101 Freeway through Carpinteria and Summerland in Santa Barbara County.
- \$9 million for enhanced bus service between Ventura County, Santa Barbara, and Goleta.

**6. 101 PROJECT UPDATE – *Receive and File***

Steve DeGeorge presented an overview of the project and the Project Approval/Environmental Document Phase. In January 2014, Caltrans completed a Project Study Report (PSR) for widening U.S. 101 roughly between State Route 23 in Thousand Oaks and State Route 33 in San Buenaventura. The PSR is a broad preliminary report suggesting a range of alternatives that could relieve congestion on U.S. 101. The PSR recommended alternatives that included up to two High Occupancy Vehicle (HOV) Lanes, auxillary lanes and a number of bridge or other structure widenings.

Continuing to move the project forward, VCTC adopted a series of funding agreements that would allow VCTC to take full ownership of the 101 widening and manage the project in partnership with Caltrans. In June of 2018 after a lengthy Request for Proposal (RFP) and contracting process, the VCTC entered into an agreement with WSP USA Inc. to conduct the U.S. 101 HOV Project Approval/Environmental Document (PAED) Phase to widen U.S. 101. The PAED phase of the widening will narrow the project alternatives, select a preferred alternative and complete the environmental documentation for the project.

As the project moves forward staff will bring periodic updates to the CTAC and keep it apprised as to the project development and opportunities for public input.

**7. APPROVE FY 2018/19 MEETING SCHEDULE – *No Quorum***

**8. REVIEW OF CTAC/SSTAC OPERATING RULES –**

A question was raised as to the number of members present required for a quorum. Staff has made several attempts to fill vacant positions with little success. Staff will confer with legal counsel to explore how CTAC/SSTAC would be able to establish a quorum at a number of participants that is less than “a majority of the members”.

**9. CHAIRMAN’S REPORT**

**10. COMMITTEE MEMBER REPORTS**

**11. ADJOURN TO JANUARY 8, 2019**



Item #6

## **MEETING SUMMARY**

### **CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE/ SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (CTAC/SSTAC)**

**TUESDAY, OCTOBER 16, 2018 -- 1:30 PM – 3:30 PM**

County Government Center  
Hall of Administration Atlantic Meeting Room  
800 South Victoria Avenue, Ventura, CA 93009

**1. CALL TO ORDER**

**2. SELF INTRODUCTIONS**

**3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

Curtis Adler, Camarillo resident came to observe the meeting. He attended VCTC's VC Future Leaders Summit, held earlier in the month for Ventura County College Students. He is a rookie entrepreneur with current intentions of starting up a non-profit and distant intentions of furthering his education. He voiced his concern that he feels our bus stops are in disrepair.

**4. FY 2018/19 ELECTION OF CHAIR AND VICE CHAIR**

Susan Leech nominated Miranda Patton for Chair and Deuk Perrin for Vice Chair. Both accepted the nominations. The nomination was seconded by Todd Oberson and passed unanimously.

**5. SB 1 UPDATE**

Peter DeHaan provided information on the impacts to Ventura County should Proposition 6 be approved by the voters.

**6. APPROVAL OF 5/8/18 MEETING SUMMARY**

Deuk Perrin made a motion to approve the summary. The motion was seconded by Susan Leech and passed unanimously.

**7. APPROVE FY 18/19 UNMET TRANSIT NEEDS PUBLIC HEARING SCHEDULE, PROCEDURES, AND DEFINITIONS OF "UNMET TRANSIT NEEDS" AND "REASONABLE TO MEET"**

Chaise Rasheed made a motion to approve the FY 18/19 Unmet Transit Needs Hearing Schedule, Procedures and Definitions. The motion was seconded by Sandra Aldana and passed unanimously.

**8. DISCUSSION OF ITEMS FOR FUTURE AGENDAS**

Topics discussed to be included on FY 18/19 agendas are:

- Discussion of CTAC/SSTAC Operating Rules
- Student Pass Update
- A Presentation from the Association for Retarded Citizens (ARC) about Barriers and Walkways
- Cities CMAQ Project Status
- Rice Road Project Update
- Ojai Active Transportation Projects
- Freeway Service Patrol

**CTAC/SSTAC**  
**March 12, 2019**  
**Item #6**  
**Page #2**

**9. CHAIRMAN'S REPORT**

Miranda Patton reported that she attends the VCTC meetings on a regular basis to keep informed on transportation issues.

**10. COMMITTEE MEMBER REPORTS**

Susan Leech commented that there will be a public hearing in the City of Ojai tonight to approve their Active Transportation Projects.

**11. ADJOURN TO NOVEMBER 13, 2018**





Item #7

March 12, 2019

**MEMO TO: CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE/SOCIAL SERVICES  
TRANSPORTATION ADVISORY COUNCIL (CTAC/SSTAC)**

**FROM: CLAIRE GRASTY, PROGRAM MANAGER**

**SUBJECT: FISCAL YEAR 2019/2020 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET  
TRANSIT NEEDS FINDINGS**

**RECOMMENDATION:**

- Review and Approve the draft Fiscal Year (FY) 2019/20120 Unmet Transit Needs Findings and staff recommendation

**DISCUSSION:**

As part of the annually required Unmet Transit Needs Findings, the Citizen's Transportation Advisory Committee/Social Service Transportation Advisory Committee (CTAC/SSTAC) is required to review and comment on the recommendations which are proposed to be presented to the Commission. The Unmet Transit Needs Assessment is attached.

Pursuant to Senate Bill 203, the cities of Santa Paula, Fillmore, Moorpark, and Camarillo are subject to the Unmet Needs process. Additionally, on June 11, 2018, legislation allowed Thousand Oaks to spend TDA fund on streets and roads and they therefore now participate in the process as well. VCTC Intercity service does not utilize Article 8 funds for non-transit purposes; however, service requests for the regional service it provides are included in the process. The Gold Coast Transit District (GCTD), City of Ojai and the City of Simi Valley do not utilize or claim TDA Article 8 funds for non-transit purposes and their service is not subject to the Unmet Transit Needs process.

**Adopted Criteria**

In order for a request to be considered an Unmet Transit Need, it must meet either of the two following definitions and must receive at least 15 requests for general public service or 10 requests for disabled service:

- Public transit services not currently provided to reach employment, medical assistance, shop for food or clothing, to obtain social services such as health care, county welfare programs and education programs. Service must be needed by and benefit the general public.
- Service expansions including new routes, significant modifications to existing routes, and major increases in service hours and frequency

If they fulfill the above criteria, the need must also be determined to be reasonable to meet.

**Public Input Process**

For FY 19-20, the public comment period for the annual process was held from December 17, 2018 – February 11, 2019, though any comments received throughout the year (before the public comment period) were also included.

VCTC collected public input online, over the phone and in person. VCTC hosted an online survey where over 100 surveys were collected. A social media campaign was conducted that reached nearly 25,000 people. A significant number of comments were received through Facebook, email/website, Instagram and over the phone. VCTC also conducted five community meetings (in Moorpark, Camarillo, Santa Paula, Thousand Oaks and Fillmore) and held a public hearing. Articles and/or public notices were printed in the VC Star, Acorn and Vida.

**Analysis**

Staff screened each comment received based on the criteria; one request met the 15-comment threshold: service to Santa Clarita. Most comments requested service from Fillmore to Santa Clarita, while some requested the service start in Ventura. However, since this is a regional service traveling a significant distance, this request is not reasonable to meet as the service cannot be provided with the existing fleet and would require additional buses. This service is a regional need and while Santa Paula and Fillmore may have LTF funds not being spent on transit, this route would serve more than those two cities and would require funding above what is allocated to them, potentially highlighting a structural issue with TDA law and the Unmet Needs process. VCTC will begin the process to plan for the future implementation of this route by working with partners such as Fillmore, Santa Paula, Santa Clarita and the Gold Coast Transit District to plan for the implementation of this route, including applying for grant funding for the additional buses required and for operations of the route.

VCTC and the operators value all comments and public input as they are essential to improving public transit in Ventura County. The transit providers receive comments about their service through this process and take all feedback received into consideration for future planning purposes.

Comments received spanned a range of service requests from increased frequency to better information. While not at a level to be defined as an Unmet Transit Need, frequently requested comments received were in the following areas:

- Connectivity between Fillmore – Moorpark
- Additional service on the East West Connector
- Weekend or additional Metrolink service
- Later or extended service on the Highway 126 route

Demand expressed for some of these service expansions has been limited and in this case staff is recommending continued monitoring of the ridership demand before pursuing extensive analysis of cost-effectiveness.

The most frequent comments that are not applicable to the Unmet Transit Needs process but are nonetheless valuable for the operators are the following:

- More frequency and extended service on the Coastal Express
- More frequency on numerous routes and services
- Later service
- Improved service to LA county
- Bus stop improvements

**CTAC/SSTAC**  
**March 12, 2019**  
**Item #7**  
**Page #3**

**RECOMMENDATION**

At this time, staff is recommending that there are no Unmet Transit Needs that are reasonable to meet. Staff will present the recommendation to the Commission in June for approval and determination that Transportation Development Act funds can be allocated for streets and roads purposes in cities fewer than 100,000 persons and Thousand Oaks.

***THIS PAGE INTENTIONALLY LEFT BLANK***



Item #9

March 12, 2019

**MEMO TO: CITIZENS ADVISORY COMMITTEE**

**FROM: PETER DE HAAN, PROGRAMMING DIRECTOR**

**SUBJECT: STATUS OF PROJECTS FUNDED WITH TDA ARTICLE 3 AND CMAQ  
IN 2017 CALL FOR PROJECTS**

**RECOMMENDATION:**

- Receive and file.

**BACKGROUND:**

On September 12, 2017, the Committee approved recommended project scores for bicycle and pedestrian projects to be funded with Congestion Mitigation and Air Quality (CMAQ) funds as well as TDA Article 3 funds. The Commission approved the highest scoring projects for funding, with the projects slightly below the funding cutoff being approved as a shelf list in case of project cancellation or if needed to avoid a loss of funds to the county. Attachment A provides the list of approved projects as well as the shelf list.

Due to delay in delivery CMAQ projects there is a threat that the county could lose funds if there is an unobligated apportionment balance as of September 30, 2019. To prevent this loss of funds, the Commission has approved funding projects on the shelf list that can obligate funds by September 30<sup>th</sup>, specifically the transit shelf list as well as the design of the Springville Bike Path in Camarillo. The Commission also approved cost increases to certain previously-approved projects that can use additional CMAQ by the deadline. A couple of projects, namely Sespe Street and Potrero Road, have experienced cost decreases.

**DISCUSSION:**

Attachment B provides the status report for the obligation of CMAQ projects. To date there have been four of the approved projects that have obligated funds, meaning that those projects have authorization to go out to contract. Within the next three months there are large number of projects that are anticipated to be obligated.

As for the TDA Article 3 funds, since those projects are not federal, there is no requirement for funds to be authorized by Caltrans in advance, and the funds are allocated by VCTC based on the fiscal year they were programmed as shown in Attachment A.

RECOMMENDED CMAQ / TDA ARTICLE 3 PROJECTSTRANSIT

Project Name:	Agency:	Committee Score:	CMAQ Funds:
Ventura Road Transit Service Operations for 2 of 3 years	Gold Coast Transit	75	2,436,095
VCTC Intercity Purchase 3 Buses	VCTC	65	1,892,859
Midlife Engine Replacement and Service Life Extension – 14 buses	Gold Coast Transit District	65	1,821,046

Total: \$6,150,000

BIKE/PEDESTRIAN/TRAFFIC FLOW

Project Name:	Agency:	Committee Score:	TDA Article 3 Carryover – 17/18	TDA Article 3 18/19	CMAQ	Total Funds:
Conejo School Rd & Willow Lane Sidewalk / Bike Lane	Thousand Oaks	82	252,500		1,709,150	1,961,650
Arroyo Drive Pedestrian Improvements Design	Moorpark	74		531,180		531,180
Central Avenue Pedestrian Improvement	Ventura County	71			880,874	880,874
Potrero Road Bike Lanes	Ventura County	70			1,394,217	1,394,217
Rancho Road Pedestrian and Bicycle Improvements	Thousand Oaks	68			659,314	659,314
Santa Paula High School Neighborhood Pedestrian Improvements	Santa Paula	66	266,000			266,000
Casitas Vista Road Bike Lanes	Ventura County	60	11,991		488,686	500,677
Moorpark Road Bike Lane / Sidewalk	Thousand Oaks	59			390,815	390,815
Wells Road Bus Stop Pedestrian Improvements	S. Buenaventura	59			309,855	309,855
West Los Angeles Avenue Bike Lanes / Sidewalk	Simi Valley	57	160,580		1,239,420	1,400,000
Sespe Street Bike Lanes	Ventura County	55			567,418	567,418

Total: \$8,862,000

RECOMMENDED CMAQ / TDA ARTICLE 3 SHELF LIST PROJECTS

TRANSIT

Project Name:	Agency:	Committee Score:	CMAQ Funds:
Midlife Engine Replacement and Service Life Extension – 12 buses	Gold Coast Transit	65	1,451,095
Ventura Road Transit Service Operations for 3rd of 3 years	Gold Coast Transit	75*	1,218,047

\* Ventura Road 3<sup>rd</sup> year funds placed lower as funds are not needed for two years.

Total: \$2,669,142

BIKE/PEDESTRIAN/TRAFFIC FLOW

Project Name:	Agency:	Committee Score:	CMAQ or TDA Article 3 Funds:
Sespe Street Bike Lanes	Ventura County	55	114,572
Rice Road Bike Lanes	Ventura County	53	1,156,202
Springville Bike Trail Phase 2	Camarillo	52	1,372,215
Los Feliz Drive Sidewalk	Thousand Oaks	52	711,780

Total: \$3,354,769

**CMAQ Projects Already Obligated**  
(FROM 2017 CALL FOR PROJECTS)

Project Title	Agency	Obligation	Amount	Current Project Status
Central Avenue Ped Impr Design	County	Jan-18	\$85,000	PE Obligated; PES Package submitted 12-20-17; Environmental underway; expected Env Clearance Dec-18
VCTC Intercity Purchase 3 Buses	VCTC	Feb-18	\$1,892,859	Bus on order.
Bus Rehabilitation	Gold Coast Transit	May-18	\$1,821,000	Bus rebuild underway
Ventura Road Bus Line Stop Improvements	Oxnard	Jul-18	\$442,650	City preparing bid documents.

**Upcoming CMAQ Projects FY 2018/19**

Project Title	Agency	Planned Obligation	Amount	Current Project Status
West LA Avenue Bike Lanes	Simi Valley	Mar-19	\$1,239,420	RFA Submitted
Ventura Road Bus Line	Gold Coast Transit	Mar-19	\$3,211,492	Funding request underway. Anticipated service start 1/2020
Central Avenue Ped Impr Design Incr	County	Mar-19	\$150,000	
Sespe Street Bike Lane	County	Mar-19	\$436,000	Design in Progress - PES Package to be submitted in October of 2018
Wells Road Bus Stop Impr Con	S.B. Ventura	Apr-19	\$243,455	In design, Env approved, RFA submittal December 2018
Ventura Road Bus Stops Incr	Oxnard	Apr-19	\$77,571	City preparing bid documents.
Central Avenue Ped Impr Con	County	Apr-19	\$796,770	PE Obligated; PES Package submitted 12-20-17; Environmental underway; expected Env Clearance Dec-18
Bus Rehabilitation	Gold Coast Transit	Apr-19	\$1,451,095	
Springville Bikepath Design	Camarillo	Apr-19	\$400,000	Waiting for TIP Amendment to submit authorization.
Potrero Road Bike Lanes	County	May-19	\$643,000	PES Package submitted Jan-18; Environmental underway; Env Clearance approved

**FY 19/20 and Beyond**

Project Title	Agency	Planned Obligation	Amount	Current Project Status
Conejo School Road / Willow Lane Sidewalk / Bike Lanes	Thousand Oaks	Oct-19	\$1,709,150	City to submit Request for ATP Time extension and move CON to 19/20.
Rancho Road Bike Path	Thousand Oaks	May-19	\$1,552,989	
Casitas Vista Bike Lanes	County	Nov-19	\$488,686	Design in Progress - PES Package to be submitted in October of 2019





Item # 10

March 12, 2019

**TO: CTAC/SSTAC**  
**FROM: DONNA ZIMMERMANN, VCTC STAFF**  
**SUBJECT: CTAC/SSTAC QUORUM**

**RECOMMENDATION:**

Request VCTC to consider amending CTAC/SSTAC Operating Rules to

- Remove the requirements for alternates from each of the ten cities and from the County.
- Eliminate Alternates and reduce the number of members required for a quorum
- Reduce the minimum number of meetings to four (4), to be set respectively in January, April, June, and September of each year, with the ability to add meetings as necessary.

**BACKGROUND:**

The CTAC/SSTAC has continually struggled to increase membership by reaching out to cities and the County to fill vacancies. Two cities and the County have had no representation for several years, while three cities have been very diligent in making appointments and following up to be sure their members attend.

The current operating rules for CTAC/SSTAC stipulate a quorum is a majority of the APPOINTED members. Currently there are 20 appointed members, excluding alternates. Therefore, a quorum of the committee is 11. Of the 20 appointees, there are approximately 13 members who attend frequently, however it is very rare to have 11 members in attendance at any meeting. This makes it difficult to approve action items, as they must be carried over to subsequent meetings until such time there is a quorum.

Below are sections from the CTAC/SSTAC Operating rules regarding the composition, responsibilities and meetings of the Committee. The specific changes recommended by staff are noted in bullet points and *italics* below.

**MEMBERSHIP**

The membership of the CTAC/SSTAC shall be as follows: The CTAC shall consist ***of two representatives and one alternate from each of the ten cities*** and two representatives and an alternate from ***the County***. There are two "***at large***" members appointed by the VCTC.

- *It is recommended that the Commission consider amending this section to remove the requirements for alternates from each of the ten cities and from the County.*

**Current Representation:**

**CAMARILLO**

Miranda Patton  
Jameson Lingl  
(Alt. – Vacant)

**FILLMORE**

Marissa Rodriguez  
(Vacant)  
(Alt. – Vacant)

**MOORPARK**

Josh Donner  
Yuri Yurovski  
(Alt.- Vacant)

**OJAI**

Susan Leech  
Michael Hercher  
(Alt. – Vacant)

**OXNARD**

(Vacant)  
(Vacant)  
(Alt. – Vacant)

**COUNTY MEMBERS**

(Vacant)  
(Vacant)

**PORT HUENEME**

(Vacant)  
(Vacant)  
(Alt. – Vacant)

**SAN BUENAVENTURA**

Chera Minkler  
Robert Corley  
Gregory Abille(Alt)

**SANTA PAULA**

Joseph Alexander  
(Vacant)  
(Alt.- Vacant)

**SIMI VALLEY**

Deuk Perrin  
David Kern  
(Alt - vacant.)

**THOUSAND OAKS**

Todd Oberson  
Chaise Rasheed  
Anoel Khorshid (Alt)

**VCTC AT-LARGE MEMBERS**

Sandra Aldana  
(Vacant)

**SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC)**

There are also representatives from social services agencies and/or the transit dependent population, appointed by the VCTC in conformance with the State Code of Regulations as the SSTAC. The members shall include representatives as specified by State law for: one ***potential transit user who is 60 years of age or older***, one ***potential transit user who is disabled***, ***two social service providers for seniors*** including, if possible, a senior transit provider, ***two social services providers for the disabled*** including, if possible, a transit provider for the disabled, and ***one social service provider for persons of limited means***. The VCTC can also appoint additional members at its discretion.

**Current Representation:**

- **THE ARC**  
Eric Rodriguez
- **AREA AGENCY ON AGING**  
Jason Sagar
- **MOBILITY MANAGEMENT**  
Mike Culver

**INDEPENDENT LIVING RESOURCE CENTER**

Alexa Martin/Jennifer Martinez

**CARE GIVERS**

Tammy Glenn/Courtney Darrough

## DUTIES AND RESPONSIBILITIES OF THE COMMITTEE

It shall be the duty and responsibility of this Committee to:

1. Review current information relative to the field of public transit (***Local Transportation Providers give periodic updates***)
2. Work with Ventura County entities on a variety of subregional and regional plans (***i.e., Comprehensive Transportation Plan, Bicycle Wayfinding Project, 101 Corridor Project***)
3. Every two years, review and provide input to the applications for Transportation Development Act (TDA) and Congestion Mitigation and Air Quality (CMAQ) bicycle/pedestrian funds. (***May 2020***)
4. Participate annually to identify the unmet transit needs in Ventura County for transit dependent and transit disadvantaged persons, including the elderly, persons with disabilities and persons of limited means. (***February***)
5. ***Review annually the unmet transit needs findings in accordance with State law. Recommend action to be taken by the VCTC on the unmet transit needs findings. (April)***
6. Advise VCTC on coordination and consolidation of specialized transportation services.
7. Serve as liaisons within their respective jurisdictions (***Members are encouraged to interact with their respective city staff***)
8. Review annually the Congestion Management Program (CMP) update, and recommend action to the VCTC. (***CMP is no longer updated annually. CTAC/SSTAC will be given an opportunity to review when the next update is performed.***)
9. Other such duties as may be requested by the VCTC.

## IX. QUORUM

A ***majority of the members appointed*** to the Committee.

- *There are currently 20 appointed members on the CTAC. It is recommended that the Commission consider eliminating Alternates and reducing the number of members required for a quorum. For example, the Commission may consider amending this requirement to state the following:*

*“A quorum is a majority of the members actually appointed to the Committee, but not more than one person per city, one person for the County, and not more than one person for each of the social service agencies on the SSTAC as actually appointed by VCTC.*

*In the event that a majority of the above actually appointed members are not present at a meeting, a quorum is a majority of those actually appointed members who are in attendance of the meeting.”*

**X. MEETINGS**

Meetings of the CTAC/SSTAC shall be held *at least six times per year*, the second Tuesday of the month at 1:30 PM at the Ventura County Government Center, or as noticed. The CTAC/SSTAC may be dark in July and August. All meetings shall be called, noticed and conducted in the manner described in Section 54952.3 of the Government Code, also known as the "Brown Act".

- *It is recommended that the Commission consider reducing the minimum number of meetings to four (4), to be set respectively in January, April, June, and September of each year, with the ability to add meetings as necessary.*