



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

TUESDAY, JANUARY 14, 2014 -- 1:30 PM – 3:30 PM

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

Staff Contact: Mary Travis (805)642-1591 ext. 102 or mtravis@goventura.org

- Item # 1 CALL TO ORDER**
- Item # 2 SELF INTRODUCTIONS**
- Item # 3 PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**
- Item # 4.a. APPROVAL OF 10/8/13 MEETING SUMMARY**
- Item # 4.b. APPROVAL OF 11/12/13 MEETING SUMMARY**
- # 4.c. APPROVAL OF 12/10/13 MEETING SUMMARY**
- Responsible staff: Mary Travis**
- Item # 5 REVIEW OF ADOPTED TRANSPORTATION DEVELOPMENT ACT (TDA)**
ANNUAL UNMET TRANSIT NEEDS PUBLIC HEARING TRAINING AND
PUBLIC OUTREACH SESSIONS (Handout at Meeting)
Responsible staff: Mary Travis
- Item # 6 CHAIRMAN'S REPORT**
- Item # 7 STAFF REPORT**
- Item # 8 COMMITTEE MEMBER REPORTS**
- Item # 9 ADJOURNMENT**

The next meeting will be Tuesday, MARCH 11, 2014 - same time, same place!!

ALSO, REMEMBER THE UNMET TRANSIT NEEDS PUBLIC HEARING ON
MONDAY, FEBRUARY 24, 2014, 1:30 – 3:30 PM, CAMARILLO CITY HALL!!!

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.

Item # 4.a.
Action

**CTAC/SSTAC MEETING SUMMARY
October 8, 2013**

Item # 1 CALL TO ORDER

Susan White Wood, VCTC Chair, called the meeting to order at 2 PM, and welcomed everyone.

Item # 2 SELF INTRODUCTIONS

The committee members and staff introduced themselves..

Item # 3 PUBLIC COMMENTS (for items not on agenda)

There were no public comments.

Item # 4 REVIEW OF 6/11/13 MEETING SUMMARY

The meeting summary was approved; there were no changes.

Item # 5 REVIEW OF FY 13/14 CTAC/SSTAC MEETING SCHEDULE

Mary Travis, VCTC staff, presented the FY 13/14 CTAC/SSTAC meeting schedule and reviewed the topics to be discussed over the fiscal year. Committee members are encouraged to suggest additional topics, and there might be other changes during the year. Because the 2014 meeting dates needed to be corrected, a revised schedule will be handed out at the next meeting. With the corrections, the Committee then approved the meeting schedule.

Item # 6 INITIAL DISCUSSION OF ANNUAL TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS PUBIC HEARING PRACTICES AND OUTREACH

Mary Travis, VCTC staff, introduced Carlos Hernandez with COH & Associates and Kirsten Ayars with Ayars & Associates. Carlos and Kirsten have been selected by the Commission to do a thorough review of the annual process for determining unmet transit needs each year. Because the Commission would like improvements to be in place for the FY 14/15 public hearing process in the Spring, this project is on a fast-track for completion.

Carlos and Kirsten will be checking with other counties in California for “best-practices” and conferring with a wide range of local agencies and individuals as well as the Commissioners for their suggestions on improvements. In particular, the public outreach and description of what an “unmet transit needs public hearing” should accomplish will be the focus of interest.

At the November meeting, the consultants will return with the draft report so Committee members are encouraged to contact them with any comments as soon as possible.

Item # 7 INITIAL DISCUSSION OF ANNUAL ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 3 BICYCLE AND PEDESTRIAN FUNDS

Mary Travis, VCTC staff, mentioned the Commission has expressed interest in reviewing the annual allocation of TDA Article 3 bicycle/pedestrian funds. The Commission has assigned to CTAC/SSTAC the responsibility to rank Article 3 project applications each year. The overall question is, should more ambitious and multi-agency projects be emphasized or should the Commission continue to support multiple smaller projects? This discussion will continue at the November meeting.

Item # 8 CHAIRMAN’S REPORT

Chair White Wood thanked the committee for all their participation and encouraged them to continue to attend local and/or County meetings where transportation issues might be discussed. She also mentioned the VCTC newsletter comes out monthly and can be found on the Commission website.

Item # 9 STAFF REPORT

Mary Travis, VCTC staff, mentioned there will be big changes to Ventura County transit services over the next year as we get closer to the July 1, 2014 date when the majority of the Transportation Development Act (TDA) funds will be used locally just for transit and not for local streets.

Item # 10 COMMITTEE MEMBER REPORTS

There were no Committee reports.

Item # 11 ADJOURNMENT

The meeting was adjourned at 3:00 PM.

Item # 4.b.
Action

**CTAC/SSTAC MEETING SUMMARY
November 12, 2013**

Item # 1 CALL TO ORDER

Miranda Patton, Vice-Chair, called the meeting to order at 1:35 PM and welcomed everyone.

Item # 2 SELF INTRODUCTIONS

The committee members and staff introduced themselves..

Item # 3 PUBLIC COMMENTS (for items not on agenda)

There were no public comments.

Item # 4 REVIEW OF 10/8/13 MEETING SUMMARY

Action on the meeting summary was postponed to the next meeting because of lack of quorum.

Item # 5 REVIEW OF FY 13/14 CTAC/SSTAC MEETING SCHEDULE

Mary Travis, VCTC staff, presented the FY 13/14 CTAC/SSTAC meeting schedule and reviewed the topics to be discussed over the fiscal year. Committee members are encouraged to suggest additional topics, and there might be other changes during the year. Because the 2014 meeting dates needed to be corrected, a revised schedule will be handed out at the next meeting. With the corrections, the Committee then approved the meeting schedule.

Item # 6 REVIEW OF RECOMMENDATIONS FOR ANNUAL TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS PUBLIC HEARING PRACTICES, DEFINITIONS AND OUTREACH

Mary Travis, VCTC staff, introduced Carlos Hernandez with COH & Associates and Kirsten Ayars with Ayars & Associates. Carlos and Kirsten have been selected by the Commission to do a thorough review of the annual process for determining unmet transit needs each year. Because the Commission would like improvements to be in place for the FY 14/15 public hearing process in the Spring, this project is on a fast-track for completion.

Carlos and Kirsten reviewed the results of their research and recommendations for improvements to the definitions of "Unmet Transit Need" and "Reasonable to Meet". They both expressed their appreciation for the individuals and agencies willing to work with the Commission to improve the annual process despite the perceived lack of response to the needs discussed in the past. The biggest change will be to the public participation process, where the Commission will partner with interested agencies and transit operators to better explain the annual hearing and what specific testimony is most useful and productive to planning agencies.

The overall goal is to make the public hearing process less “legal” and more citizen-oriented along with developing findings as a continuing year-long activity.

Item # 7 INITIAL DISCUSSION OF ANNUAL ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 3 BICYCLE AND PEDESTRIAN FUNDS

Mary Travis, VCTC staff, mentioned the Commission has expressed interest in reviewing the annual allocation of TDA Article 3 bicycle/pedestrian funds. The Commission has assigned to CTAC/SSTAC the responsibility to rank Article 3 project applications each year. The overall question is, should more ambitious and multi-agency projects be emphasized or should the Commission continue to support multiple smaller projects? This discussion will continue at the November meeting.

Item # 8 CHAIRMAN’S REPORT

Vice-Chair Patton mentioned Chair White Wood is taking some medical leave but should be back at the helm in a month or two. She thanked the committee for all their participation.

Item # 9 STAFF REPORT

There was no staff report.

Item # 10 COMMITTEE MEMBER REPORTS

There were no Committee reports.

Item # 11 ADJOURNMENT

The meeting was adjourned at 2:45 PM.

Item # 4.c.
Action

**CTAC/SSTAC MEETING SUMMARY
December 10, 2013**

Item # 1 CALL TO ORDER

Miranda Patton, Vice-Chair, called the meeting to order at 1:40 PM and welcomed everyone.

Item # 2 SELF INTRODUCTIONS

The committee members and staff introduced themselves..

Item # 3 PUBLIC COMMENTS (for items not on agenda)

There were no public comments.

Item # 4a.b. REVIEW OF 10/8/13 and 11/12/13 MEETING SUMMARIES

Action on the meeting summaries was postponed to the next meeting because of lack of quorum.

**Item # 5 REVIEW OF RECOMMENDATIONS FOR ANNUAL TRANSPORTATION
DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS PUBIC HEARING
PRACTICES, DEFINITIONS AND OUTREACH**

Mary Travis, VCTC staff, reminded the Committee about the presentation last month from Carlos Hernandez with COH & Associates and Kirsten Ayars with Ayars & Associates. Carlos and Kirsten were selected by the Commission to do a thorough review of the annual process for determining unmet transit needs each year.

Travis then reviewed the final recommendations for improvements to the definitions of "Unmet Transit Need" and "Reasonable to Meet". The biggest change will be to the public participation process, where the Commission will partner with interested agencies and transit operators to better explain the annual hearing and what specific testimony is most useful and productive to planning agencies.

The overall goal is to make the public hearing process less "legal" and more citizen-oriented along with developing findings as a continuing year-long activity.

**Item # 7 DISCUSSION OF ANNUAL ALLOCATION OF TRANSPORTATION
DEVELOPMENT ACT (TDA) ARTICLE 3 BICYCLE AND PEDESTRIAN FUNDS**

Mary Travis, VCTC staff, gave an overview of the annual process used to rank for allocation the TDA Article 3 bicycle/pedestrian funds. The Commission has assigned to CTAC/SSTAC the responsibility to rank Article 3 project applications each year. In keeping with the discussion last month on this topic, the Committee was presented with a more concise ranking sheet and the process for achieving the most worthy submittals from the cities/County for consideration each fiscal year.

Item # 8 CHAIRMAN'S REPORT

Vice-Chair Patton mentioned Chair White Wood is taking some medical leave but should be back at the helm in a month or two. She thanked the committee for all their participation.

Item # 9 STAFF REPORT

There was no staff report.

Item # 10 COMMITTEE MEMBER REPORTS

There were no Committee reports.

Item # 11 ADJOURNMENT

The meeting was adjourned at 2:45 PM.