



DATE: OCTOBER 20, 2016

MEMO TO: TRANSPORTATION TECHNICAL ADVISORY COMMITTEE

FROM: PETER DE HAAN, PROGRAMMING DIRECTOR

SUBJECT: TTAC VOTING MEMBERSHIP DESIGNATION

RECOMMENDATION:

- Provide VCTC staff with an updated designation letter from each voting TTAC member agency, with the name or position of their appointed representative and alternate.

BACKGROUND:

The Transportation Technical Advisory Committee (TTAC) was formed in 1992 at the direction of the Ventura County Transportation Commission (VCTC) to *"act as an advisory body to the VCTC for purposes of reviewing countywide transportation issues, preparing the local agency component of the regional transportation improvement program, and making recommendations to the VCTC regarding various transportation issues."*

Since that time, the bylaws have been revised to update the number of members that comprise a quorum (2000, 2012), redefine voting and non-voting members (2012) and allow agencies to appoint their representatives to TTAC by title or by name (2012). The by-laws also specify that the representatives should be the Public Works Director, City Engineer, Transportation Director, or equivalent at their agency. Members and alternates are to be appointed in writing. Based on the 2012 bylaws revision, the voting members of TTAC are representatives of each city, of the County of Ventura, and of the Oxnard Harbor District (Port of Hueneme).

DISCUSSION:

At this time staff would like to update the TTAC files with designation letters from each agency for the purpose of maintaining accurate records and distributing TTAC related materials to the appropriate persons. Staff requests that voting member agency representatives provide VCTC staff with a letter designating either a person or position to the Transportation Technical Advisory Committee as a representative or alternate.