

**Transit Advisory Committee**  
**Wednesday,**  
**April 18, 2018**  
**Visalia Transit Center**  
**425 E. Oak Avenue**  
**Visalia, CA 93291**

**Action Minutes:**

April 18, 2018

Meeting called to order: 5:30 PM

**MEMBERS ATTENDING:** Chairperson: Glen Stewart (GS), Vice Chairperson: Ed Jones (EJ), Michael Esquibel (ME), Karen Varner (KV), Claudine Sahaguan (CS), Derek Davis (DD), and Jim Runyon (JR)

**MEMBERS NOT PRESENT:** Albert Aguilera (AA)

**CITY STAFF PRESENT:** Melody Murch (MM), Christine Chavez (CC), and Laura Vermillion (LV)

**GUESTS:** Tracy Harrell (TH), Elizabeth Watlington (EW) and Barbara Barns (BB)

**CALL TO ORDER:** Glen Stewart (GS) called the meeting to order and asked Melody Murch (MM), to introduce Laura Vermillion, the new Office Assistant for Visalia Transit. Glen then asked all attendees to introduce themselves in seating order.

**PUBLIC COMMENT:** Tracy Harrell (TH) commented on the VLINE's good defensive drivers. She stated that drivers Bobby and Melanie are helpful, attentive and thoughtful to riders. Both Glen Stewart (GS) and Barbara Barns (BB) agreed with Tracy Harrell's (TH) remarks.

**APPROVAL OF MARCH 21, 2018 MINUTES:** Jim Runyon (JR) motioned to approve the minutes as written. The motion was seconded by Derek Davis (DD). Motion approved 7-0.

**VISALIA TRANSIT MONTHLY REPORT:** Report was provided by Melody Murch (MM) and Christine Chavez (CC). Barbara Barns (BB) expressed concerns that buses on Goshen route are not sticking to scheduled time points and continued closure of stops in Farmersville due to construction are troublesome. The Monthly Report was accepted by all members; no action was taken.

**MV MONTHLY REPORT:** Report was provided by Elizabeth Watlington (EW) of MV. The report was accepted by all members; no action was taken.

**MONTHLY MARKETING REPORT:** Report was provided by Christine Chavez (CC) and accepted by all members; no action was taken.

**DISCUSSION OF UNMET NEEDS FROM TCAG:** Melody Murch (MM) brought the DRAFT City of Visalia response to the unmet needs received by TCAG during their unmet needs process. Christine explained the purpose of the unmet needs process conducted by TCAG. The City of Visalia response will be sent to TCAG by May 7, 2018. No action was taken.

**DISCUSSION OF SEQUOIA SHUTTLE 2018 SEASON LAUNCH EVENTS:** Christine Chavez (CC) discussed plans for the 2018 season start on May 24th and participation of the TAC in the opening day service. The public is welcome to participate in the first day of service kickoff at \$5 for a round trip ticket to/from the Sequoia's on Thursday, May 24. To reserve your seat call the Visalia Transit office at 559-713-4577. No action was taken.

### ITEMS OF INTEREST:

- Christine Chavez (CC) announced a casting call for “How-To” videos to be filmed for posting on the Visalia Transit website and social media. Glen Stewart (GS), Derek Davis (DD), Tracy Harrell (TH) and Karen Varner (KV) volunteered to participate in the filming.
- Melody Murch (MM) reminded committee members of the appreciation dinner for committees and commissions to be held at the Convention Center May 24<sup>th</sup> at 5:30pm.
- Melody Murch (MM) announced the City will no longer provide snacks at the monthly TAC meetings.
- The TAC members discussed arranging to purchase their own TAC shirts with the VT logo. Derek Davis (DD) volunteered to coordinate the order of TAC shirts.

### REQUEST FOR FUTURE AGENDA ITEMS:

- Glen reminded members that new TAC officers are to be elected in June 2018.

**Meeting was adjourned at 6:20 p.m.**

*Minutes prepared by Melody Murch.*

### Committee Attendance (last 12 months)

Member Name	May 2017	June 2017	July 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018
Albert Aguilera					A	P	P	P	P	P	P	A
Claudine Sahaguan	P	P	P	P	P	P	A	P	P	A	A	P
Derek Davis	P	P	P	P	P	P	A	A	P	P	P	P
Ed Jones	P	P	P	P	P	P	P	P	P	P	P	P
Glen Stewart	P	P	A	P	P	P	P	P	P	P	P	P
Jim Runyon										P	P	P
Karen Varner	P	P	P	P	P	P	P	P	P	P	P	P
Michael Esquibel	P	P	P	P	P	P	P	P	P	P	P	P

“In order for a commission/committee to meet, conduct business and take action, a quorum must be present. A quorum is generally defined as a majority (one more than half) of appointed members to the particular advisory body.” As such, the Transit Advisory Committee, which has nine appointed positions, must have a minimum of five members present to reach a quorum.

Effective April 1, 2012, excessive absenteeism, which is defined to mean missing three consecutive regular meetings or four regular meetings in a 12 month period, shall constitute resignation of the member and the member shall be considered removed from the advisory board.