

**Transit Advisory Committee**  
**Wednesday, September 20, 2017**  
**Visalia Transit Center**  
**425 E Oak Avenue, Suite 201**  
**Visalia, CA 93291**

**Action Minutes:**

September 20, 2017

Meeting called to order: 5:30 PM

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

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

**CITY STAFF PRESENT:** Christine Chavez (CC), Melody Murch (MM), and Shannon Pisani (SP)

**GUESTS:** Tracy Harrell, and Elizabeth Watlington (MV)

**CALL TO ORDER:** Glen Stewart (GS) introduced Elizabeth Watlington who is the new General Manager at MV, Visalia Transit's Management and Operations contractor for bus service. All members welcomed her to the meeting.

**PUBLIC COMMENT:** None.

**APPROVAL OF AUGUST 16, 2017 MINUTES:** Ed Jones (EJ) motioned to approve the minutes as written, seconded by Derek Davis (DD). Motion approved 6-0.

**VISALIA TRANSIT MONTHLY REPORT:** Report was provided by Shannon Pisani (SP) with additional comments from Christine Chavez (CC). Derek Davis (DD) inquired whether the new CalTrans FTA 5310 funding received could be used to replace current DAR vehicles. Staff clarified the grant funded was specific to Mobility and mainly intended for funding the Greenline. Also, the current DAR vehicles are fairly new and not scheduled for replacement any time soon. The Monthly Report was accepted by all members; no action was taken.

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

**MONTHLY MARKETING REPORT:** Report was provided by Shannon Pisani (SP) and accepted by all members; no action was taken.

**SEQUOIA SHUTTLE RECAP:** Christine Chavez (CC) requested this item be carried to the October Agency as the full SEKI season ridership information is not yet available.

**CNG STATION MANAGEMENT RFP:** Melody Murch (MM) offered the opportunity for a committee member to be involved in the evaluation of proposals to be received for the CNG Station RFP. The time consuming nature of RFP evaluations was discussed. All members declined to review this current RFP, but asked that future opportunities of this type be brought to the committee membership.

**UPDATE ON TROLLEY SERVICE:** Visalia Transit Staff confirmed the end of Trolley Service at the end of business September 30, 2017 and clarified the Trolley will still be available for special events and will return during the holiday season as the "Holly Trolley".

## COMMITTEE PROCEDURE & MEMBERSHIP:

- Meeting Frequency: Members discussed the possibility of changing the frequency of TAC meetings after the completion of the Short Range Transit Plan. Members all expressed their desire to continue the current meeting schedule and no action was taken.
- New Applicant Interview Questions: The proposed interview questions for future Transit Advisory Committee applicants were reviewed. Discussion between committee members and staff confirmed the proposed questions would be for future applicants to provide guidance for interviewing those interested in serving on the TAC. It was further discussed that the questions are to provide the applicant an opportunity to discuss their prior experience and qualifications but do not represent job requirements. Ed Jones (EJ) requested this item to be added to the September agenda for further discussion. Claudine Sahagun (CS) motioned to approve the interview questions as submitted, seconded by Ed Jones (EJ). Motion approved 6-0.

**ITEMS OF INTEREST:** Glen Stewart (GS) reminded the committee the next meeting will be held at the Operations and Maintenance facility on Cain Street.

## REQUEST FOR FUTURE AGENDA ITEMS:

- Sequoia Shuttle Season-by-Season Comparison (carried from September Meeting)

**Meeting was adjourned at 6:10 p.m.**

*Minutes prepared by Melody Murch.*

**Next meeting:**

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**Wednesday, October 18, 2017**

**Operations and Maintenance Facility  
Conference Room\*  
525 N. Cain Street, Visalia, CA  
5:30 pm**

**\*Meeting will include a facility tour, please wear closed toe shoes**

## Committee Attendance (last 12 months)

Member Name	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	July 2017	Aug 2017
Albert Aguilera												A
Claudine Sahagun		P	P	A	P	P	P		P	P	P	P
Derek Davis	P	P	P	P	P	P	P		P	P	P	P
Ed Jones	P	A	P	P	P	P	P		P	P	P	P
Glen Stewart	P	P	A	P	P	P	P		P	P	A	P
Karen Varner	P	P	P	P	P	A	P		P	P	P	P
Michael Esquibel	P	P	A	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.