

**Transit Advisory Committee  
Wednesday, October 18, 2017  
Visalia Transit Operations Facility  
525 N. Cain Street  
Visalia, CA 93291**

**Action Minutes:**

October 18, 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), Albert Aguilera (AA)

**MEMBERS NOT PRESENT:** None.

**CITY STAFF PRESENT:** Christine Chavez (CC) and Melody Murch (MM)

**GUESTS:** Patsy Chester, Judith Weese (MV), and Elizabeth Watlington (MV)

**CALL TO ORDER:** Glen Stewart (GS) called the meeting to order and asked all attendees to introduce themselves in seating order.

**PUBLIC COMMENT:** Patsy Chester who lives on E Westcott St and is a past member of the TAC thanked Visalia Transit for their marvelous work.

**APPROVAL OF SEPTEMBER 20, 2017 MINUTES:** Ed Jones (EJ) motioned to approve the minutes as written. The motion was seconded by Karen Varner (KV). Motion approved 7-0.

**VISALIA TRANSIT MONTHLY REPORT:** Report was provided by Christine Chavez (CC). Glen Stewart requested the Short Range Transit Plan be brought back to the TAC for a recommendation prior to its presentation to Council. The Monthly Report was accepted by all members; no action was taken.

**MV MONTHLY REPORT:** Report was provided by Elizabeth Watlington of MV and 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.

**SEQUOIA SHUTTLE RECAP:** Christine Chavez (CC) gave a report on Sequoia Shuttle and Internal Service Ridership. She noted the Sequoia service has passed the milestone of having provided 4 million rides to park visitors since its inception. The report was accepted by all members and no action was taken.

**INVITATION TO ATTEND MV SAFETY TRAINING IN NOVEMBER 2017:** Elizabeth Watlington of MV extended an invitation to TAC committee members to attend MV's November 2017 Driver Safety Training to discuss the service they provide to ADA passengers. The invitation was accepted by committee members Karen Varner (KV), Derek Davis (DD), and Glen Stewart (GS) who all plan to attend.

**TOUR OF OPERATIONS FACILITY:** A tour of the Transit Operations and Maintenance Facility was conducted by Christine Chavez (CC) with the assistance of MV staff.

**ITEMS OF INTEREST:**

- Melody Murch (MM) announced the new Transit Accounting Assistant (AA) will begin work on Monday October 23<sup>rd</sup> and that 2 Office Assistants will be leaving Transit soon, one for another City

position, and the other will be retiring. Glen Stewart asked the new AA be brought to next month's TAC meeting for an introduction.

- Christine Chavez (CC) announced that new transit guides are in the process of being printed.
- Derek Davis (DD) recognized the good work and helpfulness of several DAR drivers and dispatchers. Glen Stewart (GS) added his agreement to this, along with the recognition of additional drivers.

#### **REQUEST FOR FUTURE AGENDA ITEMS:**

- TAC review and recommendation on Short Range Transit Plan

**Meeting was adjourned at 6:30 p.m.**

*Minutes prepared by Melody Murch.*

**Next meeting:**

-----  
**Wednesday, November 15, 2017**

**Visalia Transit Center  
425 E Oak Ave, Suite 201, Visalia, CA  
5:30 pm**

#### **Committee Attendance (last 12 months)**

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