**Transit Advisory Committee**

**Wednesday, February 21, 2018**

**Visalia Transit Center**

**425 E. Oak Avenue**

**Visalia, CA 93291**

**Action Minutes:**

February 21, 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), Albert Aguilera (AA), Derek Davis (DD), and Jim Runyon (JR)

**MEMBERS NOT PRESENT**: Claudine Sahaguan (CS)

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

**GUESTS**: Elizabeth Watlington (EW)

**CALL TO ORDER:** Glen Stewart (GS) called the meeting to order and welcomed new committee member Jim Runyon (JR) who was appointed by Council on February 20, 2018. Glen then asked all attendees to introduce themselves in seating order.

**PUBLIC COMMENT:** None.

**APPROVAL OF JANUARY 17, 2018 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 Melody Murch (MM) and Christine Chavez (CC). The Monthly Report was accepted by all members; no action was taken.

**MV MONTHLY REPORT**: Report was provided by Elizabeth Watlington (EW) 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.

**UNMET NEEDS HEARINGS:** Christine Chavez (CC) discussed the TCAG Unmet Needs hearings to be held on March 19, 2018 and provided materials for TAC members to post with more specific information. No action was taken.

**REVIEW DRAFT LETTER FOR CHANGES TO ADA RESERVATION POLICY FOR DIAL-A-RIDE:** Melody Murch (MM) provided a copy of the draft letter for discussion. The letter is to be sent out in English and Spanish as soon as possible, with another reminder letter to be send 30 days before the first reservation expiration date. No action was taken.

**ITEMS OF INTEREST:**

* TAC members were invited to ride in the St. Patrick’s Day parade on March 17th

**REQUEST FOR FUTURE AGENDA ITEMS:**

* Bring Rates and Fees for review
* RFP 17-18-35 Facilities Maintenance Reviewer request

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

*Minutes prepared by Melody Murch.*

**Committee Attendance (last 12 months)**



“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.