

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

Action Minutes:

June 20, 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), and Jim Runyon (JR)

MEMBERS NOT PRESENT: Derek Davis (DD)

CITY STAFF PRESENT: Melody Murch (MM) and City Manager, Randy Groom (RG)

GUESTS: Georgenia Bettencourt (GB), Sue Shaw (SS), and Barbara Barns (BB)

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

PUBLIC COMMENT: Randy Groom addressed the meeting saying he's glad to be back at the City of Visalia. Barbara Barns commented that MV is doing a good job switching out buses to keep air conditioning running.

APPROVAL OF MAY 16, 2018 MINUTES: Jim Runyon (JR) motioned to approve the minutes as written. The motion was seconded by Albert Aguilera (AA). Motion approved 7-0.

REVIEW MONTHLY REPORTS: The Visalia Transit, MV and Marketing Reports were reviewed by TAC members prior to the meeting. Discussion was held on the progress of construction in Farmersville and the disruption being caused for the Farmersville bus stops. No changes were requested and no action was taken.

COMMITTEE REAPPOINTMENTS AND ELECTIONS:

- Claudine Sahaguan (CS) expressed regret that she will not be seeking another term with TAC. Ed Jones motioned for the reappointment of Michael Esquibel (ME) and Derek Davis (DD). The motion was seconded by Karen Varner. Motion passed 7-0.
- ? nominated Michael Esquibel for the position of TAC Chairman. No other nominations were made, and a vote was taken. Michael Esquibel was elected to the position of Chairmen by a 7-0 vote.

- ? nominated Albert Aguilera for the position of TAC Vice Chair. Michael Esquibel (ME) nominated Karen Varner for the position of Vice Chair. A vote was taken and 3 votes were made for Albert Aguilera and 4 votes for Karen Varner. The new TAC Vice Chair is Karen Varner.

TRANSIT POLICY UPDATES: The TAC reviewed, discussed and commented on all three policy updates.

- **MARIJUANA:** The committee reviewed the new Marijuana Policy put in place to address the proper procedure to be followed by bus drivers when customers are transporting marijuana.
- **SERVICE REFUSAL POLICY:** The TAC reviewed FTA requirements for refusal of service and discussed the purpose and framework for a service refusal policy to be drafted. The need to include an appeal process was discussed. Glen Stewart requested the draft Service Refusal Policy be brought back to the TAC for review.
- **TRESPASS ENFORCEMENT PROGRAM:** The TAC reviewed the applications for participation in the TEP which will allow enforcement of trespassing law on Transit property and assist with discouraging vagrancy at the Transit Center.

JULY 2018 COUNCIL ITEMS:

- **OPS AND MAINTENANCE LANDSCAPING:** The committee reviewed the information provided on the new landscaping installed at the Operations and Maintenance Facility. No action was taken.
- **DOWNTOWN SECURITY AGREEMENT (DRAFT):** The draft agreement for overnight security services at the Transit Center was reviewed by TAC members prior to the meeting. Jim Runyon (JR) motioned to recommend that Council approve the agreement. The motion was seconded by Michael Esquibel. Motion approved 7-0.

ITEMS OF INTEREST:

- Melody Murch (MM) announced the location of the next TAC meeting would be across the street in the Administration Board room to accommodate the public hearing for Fixed Route changes to take effect on August 4, 2018.
- Melody Murch passed information from Derek Davis (DD) concerning T-Shirts ordered by the TAC.

REQUEST FOR FUTURE AGENDA ITEMS:

- Melody Murch (MM) will bring back the Service Refusal Policy for discussion next meeting.

- The Public Hearing for the Fixed Route changes and fare increases will be held at the July 2018 TAC meeting.

Meeting was adjourned at 6:35 p.m.

Minutes prepared by Melody Murch.

Committee Attendance (last 12 months)

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