

MINUTES OF THE TRANSIT ADVISORY COMMITTEE OF THE CITY OF COOLIDGE

A public meeting of the City of Coolidge Transit Advisory Committee was convened on **Thursday, April 28, 2016, 4 p.m.** at the **Coolidge Transit Facility, 365 W. Palo Verde Avenue, Coolidge, Arizona**

Present at the meeting were the following members:

Ruben Felix	Olivia Guerrero
Lynn Parsons	Dave Nulton
Kim Rodriguez	Vallarie Woolridge
John Santibanez	

Absent were:

None

Staff and public presents were:

Tina Munoz, ADOT
Michael Meyer, City of Coolidge Transit Manager
Jill Dusenberry, City of Coolidge Special Projects/Grants Director

CALL TO ORDER

Meeting was called to order at 4 pm; recording all members present. Jill Dusenberry, Special Projects/Grants Director opened the meeting since this is the first meeting of the committee.

APPROVAL OF MINUTES

Since this is the first meeting of the committee; no minutes were available for approval.

REPORTS

Jill Dusenberry welcomed all the committee members and thanked everyone for their interest in serving on the committee. No staff report was provided since this was the first meeting of the committee.

BUSINESS

Member Introductions (Discussion)

Committee members introduced themselves and commented on why they applied to serve on this committee.

Election of Officers (Discussion and Action)

Jill Dusenberry identified that officers need to be elected for the committee. Ms. Dusenberry explained that the City of Coolidge City Code calls for the selection of the following offices: Chairman, Vice-Chairman and Secretary. Dave Nulton moved and Lynn Parson seconded that the committee elect a Chair, Vice-Chair and that staff serves as the Secretary. Motion passed unanimously.

Nominations were then taken for Chair. Lynn Parson moved that Olivia Guerrero be selected as Chair. Vallarie Woolridge seconded the motion. No additional nominations were received. Motion passed unanimously. Ms. Guerrero requested that staff continue to run the meeting.

Nominations for Vice Chair were then taken. Lynn Parson moved that Kim Rodriguez be elected Vice Chair and asked if anyone else was interested in serving. Rueben Felix stated he would be interested in serving. Dave Nulton nominated Ruben Felix, Vallarie Woolridge seconded. Olive Guerrero seconded Lynn Parson motion for Kim Rodriguez to serve as Vice Chairs. No further nomination were received. A vote of hands was observed. Rueben Felix received 5 votes; Kim Rodriguez received 2 votes.

Meeting Dates and Frequency

Ms. Dusenberry opened the discussion regarding the committee members availability to meet. Mr. Nulton asked staff how often the committee would be meeting. Ms. Dusenberry identified that ADOT requires that the TAC meet at least once a quarter and that she expected we may need to meet more often for the first couple of months to provide an opportunity for the TAC members to become familiar with the Federal and State requirements for the Transit Program.

Members then identified their availability. The committee decided that they would like to meet monthly for the next 4 months and then see if quarterly is an option after that. The next meeting will be held on May 12th starting at 4 pm.

Review ADOT 5311 Guidebook – Rural Public Transit Program FFY 2016 Funding Cycle (Discussion)

Ms. Dusenberry shared that staff has provided a copy of the ADOT 5311 Guidebook and a power point summary for your review. Ms. Dusenberry shared with the committee that the guidebook provides guidance to agencies applying for funding from ADOT and is a good resource to start with. Ms. Munoz shared with the committee that the guidebook only highlights items that are required to operate a successful transit program and that there are more detailed Federal Circulars that must be complied with as well. Ms. Dusenberry stated the committee can begin learning about the transit programs structure at our next meeting and that whenever possible the materials to be discussed at committee meetings will be provided one week in advance so committee members have time to review all the materials before the meeting.

Identify Agenda Items for Future Meetings (Discussion and Action)

Committee members were given the opportunity to identify future agenda items. The following items were identified for future meetings:

- Ridership and demographic information
- Overview of routes and services
- Transit Plan
- Budget and application
- Staffing – organizational chart
- Facility tour
- Bus tour
- Cart video
- Website discussion

Mr. Nulton asked who should be contacted to coordinate agenda items. Ms. Dusenberry will be the contact for any requests for agenda items and then will coordinate with the Chair.

CALL TO BOARD

None

CALL TO THE PUBLIC

No members of the public were present.

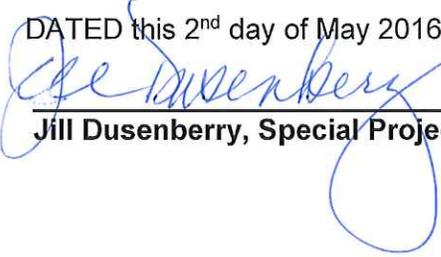
NEXT MEETING DATE

May 12, 2016 4 p.m.

ADJOURNMENT

Meeting adjourned at 4:57 p.m.

DATED this 2nd day of May 2016 – City of Coolidge



Jill Dusenberry, Special Projects/Grants Director