

CITY OF DOUGLAS TRANSIT ADVISORY COMMITTEE MEETING  
TUESDAY, FEBRUARY 26, 2013 - 10:30 A.M.  
CITY HALL COUNCIL CHAMBERS  
425 10<sup>TH</sup> STREET, DOUGLAS, AZ 85607

**MINUTES**

1. CALL TO ORDER

The meeting was called to order at 10:33 a.m. by Humberto Rivera, Transit Manager.

2. ROLL CALL

Members present: Corinna Carbajal, Connie Gastelum, Gary Clark, Linda Conwell, Danny Morales, and Humberto Rivera.

Staff present: Jessica Urrea, Christina Gomez, Lauren Ortega

3. CALL TO THE PUBLIC

There were no members of the public present.

4. NEW BUSINESS

A. Discussion on procedure for appointing new members

Christina Gomez, NHGT Director, explained the procedure for appointing members to the TAC. The City Attorney is working on a resolution that will be presented to the Mayor and Council at the next meeting, for formal appointment of the board members.

Corinna Carbajal provided the board members with a brochure which was given to Bisbee TAC members, "Roles and Responsibilities of the Transit Board Members".

Connie Gastelum explained that the role of the board is basically advisory. It's important to have members on the board that represent all areas of the community, including the ridership.

B. Management Report

Humberto Rivera presented the management report, and discussed the drivers and employees that have been hired to run the program. He described the vehicles that are currently in operation, the condition that they were received in from Catholic Community Services, and the repairs that have been made to all vehicles. He also reported that the City of Douglas had leased four vehicles from Yuma and some of them have also had some problems, which have been

repaired. Yuma then requested two of the vehicles back, and traded two smaller vehicles for them.

Mr. Rivera also presented the quarterly ridership reports. The numbers have been consistent over the last three months.

Danny Morales recommended exploring the use of credit cards for purchasing bus tickets. Drivers can be equipped with smart phones which are equipped to be able to take credit card payments.

Christina Gomez went over the expenses report. At the end of December, expenses should have been at 25%. We finished the quarter at 17% of budget.

### C. Survey

Humberto Rivera presented a survey that is being handed out to riders. The survey asks several questions pertaining to customer service and is in both English and Spanish.

## 5. STAFF COMMENTS

Christina Gomez notified the board members that the City Transit office will be moving from the Bakery Building at 1116 G Avenue, to the Douglas Visitor Center, effective April 1<sup>st</sup>.

## 6. MEMBER'S COMMENTS

Connie Gastelum stated that she will be doing the audits for SEAGO AAA. She also mentioned that several agencies are currently having their site reviews done by ADOT.

Gary Clark asked if there is a possibility for using one of the City mechanics to provide repairs to DARC vehicles. The group discussed the possibility of entering into an IGA to collaborate on funding for a mechanic's position.

Danny Morales would like to see a letter written to some of the most frequent merchants, requesting funds or merchandise towards the program's matching funds.

Jessica Urrea recommended promoting the Elfrida program more. There are only a few ladies taking advantage of that route.

## 7. NEXT MEETING/POTENTIAL ITEMS FOR NEXT AGENDA

The next meeting was scheduled for May 14, 2013 at 10:30 a.m.

## 8. ADJOURNMENT - The meeting adjourned at 11:43 a.m.