

CITY OF DOUGLAS TRANSIT ADVISORY COMMITTEE MEETING
WEDNESDAY, APRIL 29, 2015 - 10:00 A.M.
VISITORS CENTER
345 16TH STREET, DOUGLAS, AZ 85607

MINUTES

1. CALL TO ORDER
The meeting was called to order at 10:05 a.m. by Humberto Rivera, Transit Manager.
2. ROLL CALL
Members present: Gary Clark, Connie Gastelum, Ryan Kooi, Corinna Carbajal, Linda Conwell, Laurie Botts, Jael Calia.
Staff present: Humberto Rivera, Ana Urquijo, Jessica Urrea.
3. CALL TO THE PUBLIC
There were no members of the public present.
4. APPROVAL OF JANUARY 28, 2015 MINUTES
Minutes approved as presented.
5. NEW BUSINESS: Financial statement handout to board members, question by Gary if we are on target, response by Humberto yes we are, also comment by Humberto regarding budget column amounts do not coincide with final budget by ADOT and line item descriptions set and controlled by ADOT. Question by Corinna about percentage expended for dispatcher under operating Humberto responds that it is 64% Corinna comments that we are going to be over budget, again comment by Humberto in regards to budget column is set by ADOT and does not coincide with our numbers. Question by Corinna if we use e-grant, answer by Humberto we are using same format as last year, Ana asks if anybody has the same issue and mentions that finance should be using e-grants. Comments by board members to check with ADOT for clarification.
RIDERSHIP: Comments by Jessica we are still above last year's numbers and we are doing well and on track to what we projected a 3% increase to get to 60,000 riders but it all depends, people don't want to come out when there's bad weather. College is doing good fall semester is great and spring is ok, we have added a ESL route requested by College we started with 3 or 4 riders now we have around 14 students. Gary asked if we have a contract with College answer yes by Jessica we charge per trip and 35 cents per student.
VEHICLES: Report by Humberto, new vehicle having problem with a/c small leak, need to take to Tucson due to lack of certified a/c shop in Douglas.
EMPLOYEE: Report by Humberto, we have five drivers we have funding for 5 and a half drivers, so we are looking for a part time driver there are times when we are short so we have to cover for that driver. Comment by board member Linda saying that Jessica is a good driver she drives to her sidewalk to open the door.

6. 5311-2015 APPLICATION: Overview of budget presented by Humberto mentions capital requests applied for the other half amount for shelters and benches, audio/video equipment for 4 vehicles. Comment by Jessica regarding incident with a customer that threatened and harassed a driver we were able to see exactly what happened. Question by Gary regarding bay at barn, response by Humberto we are using bay at mechanic's shop replacing an existing lift with a new one. Also requesting supervisor's vehicle equipped with wheelchair ramp. Jael from College questions why a dollar under preventive maintenance, answer by Humberto it's a request form ADOT preventive maintenance amount is under operating, comment by Ryan when he was managing S.V. 5311 was allowed to capitalize preventive maintenance costs.
7. DISCUSSION/ACTION: Updated Civil Rights/Title VI plan. Douglas Rides used template provided by ADOT, Comment by Connie in regards to submitting the updated plan along with grant application to be able to get funded it was a lot of stuff to go through. Jessica mentioned that all of our forms have been updated in our website; decision requested by Humberto, Gary moves to accept the Title VI Plan seconded by Corinna all board members voted yes to approve Plan. Question by Ryan plan mentions 90% are within a ¼ of a mile walking distance to bus stops response by Humberto we have bus stops in Pirtleville and Bay Acres and all over the City of Douglas, comment by Gary if a bench or shelter needs to be at a bus stop, comment by Ana some bus stops don't have a bench or shelter but are published. Connie mentioned that in Pirtleville we have two bus stops and that when she was at CCS she went with Carlos De La Torre and figured out where to put the bus stops so that they would be within walking distance. Gary mentioned that he was happy that City of Douglas took control of Douglas Rides. Ana comment that we have lost some local match funding and will be putting an agenda for an advertising program similar to S.V.

STAFF COMMENTS: Jessica doing outreach presented program to Pinal Hispanic Council on how to use system also to St. Vincent de Paul made two posters one food area and for store. Gary asked if we thought about the prison providing service comments also about the hospital. Connie mentioned that when CCS had a route to the prison there was problems with shifts and only two or three showed up.

MEMBERS COMMENTS: Gary keep up the good work I hear nothing but good news from you one, problem from our program is getting feedback from ADOT it's hard to get a return call Connie part of the problem is that staffing is not there. Connie mentioned how Mike Normand was instrumental in the City of Douglas taking control of CCS. Ana comments looking ahead in a possible connection with S.V. Corinna is waiting for new Bisbee contractor to be in place as soon as that is done they will contact with Douglas and S.V. Jael from Cochise College mentioned that they are coordinating all of their hours on both campuses so they will have a standardized time.

8. NEXT MEETING. Next meeting was proposed for second week of July, 2015
9. ADJOURNMENT. Meeting adjourned at 11:15 a.m