

**MINUTES**  
TOWN OF QUARTZSITE  
SPECIAL MEETING OF THE  
**HEALTH & DEVELOPMENT SERVICES BOARD**  
465 NORTH PLYMOUTH AVENUE  
**FRIDAY, JUNE 24, 2016, 3:00 PM**

**CALL TO ORDER** 3:03 p.m.

Chairperson Monica Timberlake called the meeting to order at 3:03 p.m.

**INVOCATION**

Board Member Rita Wilson said the invocation.

**PLEDGE OF ALLEGIANCE**

Board Member Sue McCracken led the Pledge of Allegiance.

**ROLL CALL OF THE BOARD**

Chairperson: Monica Timberlake – Present  
Vice Chairperson: Dave Collier – Present  
Board Member: Sue MacCracken – Present  
Board Member: Suellen Pennington - Present  
Board Member: Rita Wilson – Present  
Board Member: Hank Ayers – Absent  
Board Member: Vacant

Staff Present: Janet Collier, Transit Coordinator; Miguel Castellanos, Deputy Town Clerk.

*All Business Items are open to public discussion when the Chairperson calls for it for each item after the Board has had an opportunity to discuss and possibly act on each item.*

**APPROVAL OF MINUTES**

Board Member Rita Wilson motioned to approve the minutes for the meeting of April 21, 2016 and Vice Chairperson Dave Collier seconded the motion. The motion passed unanimously.

**BUSINESS**

1. Scope of work and responsibilities of the TAC (Transit Advisory Committee).

Janet Collier, Transit Coordinator, described the functions and duties for the TAC.

Vice Chairperson Dave Collier asked if the TAC meetings could be set in advance for the full year so the public will know in advance.

Chairperson Monica Timberlake asked if someone involved with the transit service such as a driver be involved with the TAC meetings. She also asked if a Friends of Transit meetings could be held at the Senior Apartments.

Shanana Rain BearCat asked if the transit service will be ready for July 1<sup>st</sup> as the Rider's Guide states.

Janet Collier answered the service will be ready on July 1<sup>st</sup>.

Chairperson Monica Timberlake asked why Transit is unable to make purchases until the Final Budget is approved.

Janet Collier answered the Town cannot make purchases without a budget.

Vice Chairperson Dave Collier asked if the Board could receive the Transit Policy and Procedure manual so they could become familiarized with it. Janet Collier explained the 5311 grant would require new policy and procedures, which are currently being reviewed by the Town Attorneys. The Board agreed on having TAC meetings August 18, 2016, November 17, 2016, February 16, 2017, and May 18, 2017.

**REPORTS FROM BOARD**

None.

**REPORTS FROM STAFF**

Monthly Transit updates and statistical reports.

Janet Collier, Transit Coordinator, read the April monthly stats to the Board.

Chairperson Monica Timberlake requested to get a copy of stats before the meetings.

Janet Collier read the month of May stats to the Board. She updated the Board on the ticket program. She also told the Board, Public Works Director, Emmett Brinkerhoff was looking into the authorized party to apply for street lights on Kuehn.

**CALL TO THE PUBLIC**

Shanana Rain BearCat informed the Board the Town has set aside \$6,000 for the Quartzsite 150 Celebration. She asked the Board if they would be interested in participating in the Quartzsite 150 Celebration.

**ADJOURNMENT** 3:39 p.m.

Board Member Rita Wilson motioned to adjourn the meeting at 3:39 p.m. and Board Member Suellen Pennington seconded the motion. The motion passed unanimously.

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the meeting of June 24, 2016, of the Health & Development Services Board of the Town of Quartzsite, Arizona, held on June 24, 2016.

I further certify that the meeting was duly called and held and that a quorum was present.

DATED this 21 day of July 2016.

Miguel A. Castellanos  
Miguel Castellanos, Deputy Town Clerk

On behalf of the Board,

Approved:

Monica Timberlake  
Chairperson Timberlake