**TRANSIT ADVISORY COMMITTEE**
**PUBLIC MEETING MINUTES**
**WEDNESDAY APRIL 4, 2012**
**3:00 P.M.**

Ron Romley called the meeting to order at 3:02p.m.

**ROLL CALL**
Members present: Ron Romley (chair), Cheryl Romley, Ed Steinback, William Mitchell, John James

**APPROVAL OF MINUTES**
Cheryl Romley moved, John James seconded to approve the March 21 minutes. Passed

**4. CALL TO THE PUBLIC –** No response from the public.

**5. STAFF REPORT –** No staff report available**.**

**6. SUBCOMMITTEE CHAIR REPORTS**

- Administrative - R. Romley

Ron Romley advised he received the contract from NACOG. He needs to contact the Town Manager, to go over the contract and connect with Ed Steinback to go over expenses. Contract might have to go to Town's Attorney. Three drivers have yet to provide a copy of their driver's license and they need to complete their Drug and Alcohol class sometime later in the week. Vicky McLane asked about the status on CPR and First Aid program. Ron Romley advised he is trying to get two people in touch with each other in order to fulfill ADOT's requirements for the classes. The alternative is to use the fire department, which would be more expensive.

- Finance - E. Steinback

Ed Steinback advised Vera Smith is no longer with the Town and works for the Grand Canyon Association.

- Policy & Procedures – J. Flood

Ron Romley advised that a computer-system based on a 40-hour workweek schedules the random drug test. Transit drivers do not work a 40-hour workweek. The concern is testing drivers when they are not on duty and failing the test, the drivers are banned from driving until the testing results were cleared. Ron Romley requested drivers to call him immediately if they are contacted for testing on their days off or, if Palmer Investigation comes to Chino for testing. Vicky McLane will contact ADOT regarding volunteer drivers being subject to the stricter guidelines.

- Personnel - S. Mitchell

Suellen Mitchell advised that Jim Flood has turned in his application to serve on the Transit Board and Mike Tobey has turned in his official resignation from the Board.

- Marketing – Vacant

Cheryl Romley advised Transit sent out policy and procedures for advertising as required by Council. It is a modified version of the Northern Arizona Intergovernmental Public Transportation (NAIPTA) program. The committee needs to pursue cost of advertising to include printing, placement, and removal.
Ed Steinback recommended making a list of items Transit is interested in doing advertising wise. Cheryl Romley reported she spoke with Shannon Gansz regarding the swim and ride. The issue being the time the swim class ends and the bus route ends.

- CYMPO update - V. McLane

ADOT has expressed concerns regarding Town of Chino Valley not putting money into the system and that a Transit Manager has not been hired. ADOT feels the Town should put in the local match for LTAF funds.

## 7. OLD BUSINESS

**7a.** Update on Yavapai County Community Foundation Grant - C. Romley

Cheryl Romley advised the grant was entered in time but issues with West Yavapai Guidance Clinic have come up and Transit might have to withdraw their request. Vicky McLane advised Adult Care Service might be a substitute for use of funding. Two other agencies she can contact might qualify funding guidelines.

**7b**. New uniforms & hats

John James modeled the new hat. Ron Romley reminded drivers to make sure their name is on the list when they pick up their uniform for auditing purposes.

**7c**. Draft policy on bus advertisements - J. Flood

The committee discussed and edited the drafted bus advertisement policy. Ron Romley will send the revised draft to the Town manager for review and placement on Council's consent agenda.

Ed Steinback moved Cheryl Romley seconded to accept the edited advertising policy and procedures as edited by the committee at today's meeting. Passed

**7d.** Update on gas losses

The committee discussed the policy of filling the bus gas tank daily, as there are instances where the bus was left with less than half a tank of gas. William Mitchell advised there are gaps in the mileage recorded. Other Town departments are using the bus without our knowledge, and not filling the bus with fuel.

**7e.** Reimbursement for bus mileage for PASS classes. R. Romley

Ron Romley requested reimbursement information for bus mileage Sara Allred, from ADOT, has not contacted him with the information for reimbursement. The committee discussed other funding.

## 8. NEW BUSINESS

**8a.** Resignation of Mike Tobey

Mike Tobey sent a letter resigning from the Board leaving an opening on the Board he will probably remain a member of Transit.

**8b.** Recruitment of new Board members

Suellen Mitchell has volunteered to take Mike Tobey's place on the Board. Ron asked the Board to start talking to friends asking them to get involved with the community and help with Transit operations.

Next meeting April 18, 2012

## 9. ADJOURNMENT

John James moved, Cheryl Romley seconded. Passed at 4:05 pm

Submitted this 7th day of May 2012

By: Liz Hart, Town Clerk Assistant