

**MINUTES OF THE REGULAR MEETING
OF THE TRANSIT ADVISORY COMMITTEE
OF THE TOWN OF CHINO VALLEY**

**Wednesday, April 10, 2013
3:00 P.M.**

The Transit Advisory Committee of the Town of Chino Valley, Arizona, convened for a regular meeting in the Chino Valley Community Center conference room, located at 1527 N. Road 1 East, Chino Valley, Arizona.

Ron Romley called the meeting to order at 3:03 P.M.

Members present: Ron Romley (Chair), John James, Bill Mitchell, Cheryl Romley, Ed Steinback, and Sue Mitchell

Guest present: District 4 Supervisor Craig Brown

3. APPROVAL OF MINUTES

3a. March 13, 2013 meeting minutes - correction of next meeting date to April 10, 2013

3b. March 27, 2013 special meeting minutes

Cheryl Romley moved, seconded by Ed Steinback to approve the minutes as corrected.

4. CALL TO THE PUBLIC

District 4 Supervisor Craig Brown mentioned that on the ADOT website there is a project comments section. He encouraged those interested in support of the 5-year plan, 89 south project James Ranch Road to 89A, and having it linked with the existing Chino Valley plan to make comments.

5. STAFF REPORT

William Mitchell advised a problem with the bus red handle it must be locked in place, as there is a potential to damage the circuit board. He needs more \$15.00 senior disabled regional tickets, and transfer passes printed. Cheryl will take to Tom's print shop for printing.

John James reported there was a woman trying to use NACOG vouchers. Ron advised Transit does not have a contract with NACOG and is not accepting NACOG vouchers, which have a \$2.00 value.

Cheryl advised she made a list of activities that citizens could do to help Transit. She created a donation jar to set out when attending events. Some items on the list are grants, contacts, sponsorships, and fundraisers.

6. SUBCOMMITTEE CHAIR REPORTS

- Administrative - R. Romley

Ron advised there are two new regional rider customers using Transit. Prescott Alternative Transportation is putting Transit in their May 4 gala/auction to get match money for the bike racks. He advised he would order name badges using the driver's first name.

- Finance - E. Steinback

Cheryl asked if all checks were turned into the Town and if there is a separate revenue account for those checks. Ed requested email address from all Transit volunteers as the Town is sponsoring a Town volunteers' picnic on May 4 at Memory Park from 11:30A.M. to 1:00 P.M.

- Policy & Procedures - J. Flood

Ron advised Transit is working on a cell phone procedure for the policy manual. Cheryl advised they are continuing to work on a Policy & Procedures manual.

- Personnel - S. Mitchell

Ron advised that he was elected as ADOT's "State Volunteer Trainer of the Year" for all transit systems. Sue advised all drivers are current on their MVD license. Cheryl advised that Diane DeHamer of the Chino Valley Review would do a write up on the volunteer programs. Ron asked that anyone who receives the Courier to confirm that the correct Transit phone number is on the volunteer information page. Sue will confirm that all drivers have a background check in their file.

- Marketing - C. Romley

Cheryl reported on sponsorship contacts and/or window advertisement

- Santa Fe Propane is interested in buying a window
- Transit has an appointment with Tim Barnett and John Amos of the Yavapai Regional Medical Center on May 14
- Meeting pending with the Yavapai College
- She will contact Drake regarding a sponsorship

Cheryl reported that the Granite Mountain sign peeling and Tom's Print shop would fix the problem.

- CYMPO update - V. McLane – No report available.

7. OLD BUSINESS

7a. Transit fund update (\$195) - B. Mitchell

Bill advised he bought two senior local tickets and the Transit fund balance is \$180. Craig and Sandy Brown donated \$100. to the Yavapai Regional Transit fund. Ron Romley also donated \$75. Jolene Nichols has promised her birthday money as a donation to Transit.

7b. Buses, Bike Rack/Bus Shelter Order update - E. Steinback

Ed reported the following:

- He is working with Marcus Hoffman on the new bus order.
- Bike racks are pending quotes they will be ordered as soon as possible.
- Bus shelter manufacturers have ear marked the shelters, he has the quotes for review.
- MOU with the Town would allow the bus shelters erected on the Town's right of way. A contractor will need to pour slab and complete construction.

7c. Memorandum of Understanding to Town - E. Steinback

Ed advised that Transit has created a list and a meeting is scheduled for Wednesday, April 17 to go over the MOU, get approval, and turn over to the lawyers for review.

7d. Update on budget meeting with ADOT (YRT) - E. Steinback, C. Romley, R. Romley

Transit presented the budget phase-in approach to ADOT it has been unofficially approved. Starting October Transit will add a Friday regional route.

7e. Presentation to Yavapai Board of Supervisors/CYMPO/Catholic Charities - R. Romley

Ron advised Yavapai Board of Supervisors voted to provide Transit with a letter of support.

Ron gave a Transit presentation to CYMPO and attended Multimodal Technical Advisory Committee (M-TAC) meeting focusing on getting resuscitation dolls, as the current ones are not adequate. Craig Brown suggested contacting the Emergency Response Coordinator for a resuscitation doll.

Catholic Charities in favor of the program but they are unsure so what help they can provide.

7f. Presentation to NACOG - E. Steinback

Ed advised he gave a presentation to the NACOG Economic Development Council, on the economic benefits of transit to the region. He received positive feedback.

8. NEW BUSINESS

8a. Health and Business Expo April 20th Heritage Middle School - R. Romley

Ron reported on the Health and Business Expo April 20 10:00 A.M. to 3:00 P.M. Transit is sharing the booth with the Town and the bus will be on site. Ron asked for help in staffing the booth.

8b. AZ Transit Conference - E. Steinback – No information at this time

9. NEXT MEETING DATE: May 8, 2013

10. ADJOURNMENT

Cheryl Romley Moved, seconded Sue Mitchell by to adjourn, passed at 4:05 P.M.

Submitted this 13th day of May, 2013

By: *Liz Hart, Town Clerk Assistant*