

**TRANSIT ADVISORY COMMITTEE
MEETING MINUTES
WEDNESDAY APRIL 18, 2012
3:00 P.M.**

Ron Romley called the meeting to order at 3:00 p.m.

ROLL CALL

Members present: Ron Romley (chair), Cheryl Romley, John James, William Mitchell, Ed Steinback, Jim Flood

Approval of the last meeting minutes will also be at the next meeting.

4. **CALL TO THE PUBLIC** - No public in attendance

5. **STAFF REPORT** – No staff report

6. **SUBCOMMITTEE CHAIR REPORTS**

- Administrative - R. Romley

Ron Romley advised the new driver schedule is out. Discussion on May 28 being a holiday and running the buses on the Town recognized holidays. This topic scheduled for new business at the next meeting. The committee discussed seating arrangement scheduling in cases of emergencies, i.e. three wheel chair patrons riding at the same time. Ron Romley confirmed the new drivers have their keys to the bus key box and advised that Mike and Sue need to make two rounds with the drivers to confirm route stops. Ron Romley advised he has a meeting on May 3 with Town Manager Robert Smith and Bernie, interim finance, regarding hiring a Transit Manager and a paid bus dispatcher. There is also a standing meeting with the Robert on the 4th Tuesday of every month. Council approved Jim Flood as a Board member and Sue Mitchell's appointment is pending Council's approval. Ron Romley referred the NACOG voucher program information to Robert for the attorney's review. Ron advised when drivers receive a NACOG voucher the also need to collect the \$2.00 co-pay.

- Finance - E. Steinback

Ed Steinback advised scheduling the Quarterly Report Presentation before Council, tentatively May 22. Cheryl Romley requested clarification on dollar amounts listed in the report. Ed advised they are in-kind figures.

- Policy & Procedures – Jim Flood

Jim Flood advised he would contact Tiffany Resendez, Human Resources, regarding getting a copy of the approved Policy and Procedures.

- Personnel - S. Mitchell

Sue Mitchell advised she is working on a completing a list of driver personnel information she will contact Jason Kelly to get the information he has on drivers.

- Marketing – C. Romley

Cheryl Romley advised the people on the market committee are Ed, Ron, Jim, Vicky. The marketing committee finished the advertising policy, which needs referring to Council.

- CYMPO update - V. McLane

Vicky advised ADOT has expressed concerns regarding the Town's match funds and would like the Town to put the amount of local match needed for next year's grant into the Town's budget. Ron Romley advised the match for the coming year is approximately \$20,000.00. If Transit could raise \$20,000.00 through advertising, grants, sponsors, etc. place the collected money into the Town's budget then the Town should be comfortable budgeting funds. ADOT advised Transit will not continue to provide 50% of

the match with volunteers-in-kind, Vicky advised this is contrary to Federal and State regulation. Ron Romley advised ADOT has a new 5311 manager who may not be familiar with Chino Valley Transit's all-volunteer system and this might be some of the confusion. He advised he is in contact with ADOT and the Town Manager via emails negotiating the 2012/13 grant budget. They are also working on the 5-year plan based on the 3- year plan presented last year.

7. OLD BUSINESS

7a. Update on Yavapai County Community Foundation Grant. C Romley, V. McLean
Vicky advised she is still looking for another agency to fulfill the grant requirements. She is checking with the Learning Center.

7b. Update on bus advertisements. R. Romley, C Romley
Cheryl Romley contacted Tom's Print Shop regarding actual display areas and costs. She distributed brochures, which showed diagrams of display areas on the buses and the fee for materials and installation, not including artwork. She advised after calculating all factors using both buses there is a possible income of \$10,000.00. She will develop a display sheet for potential advertisers listing display positions and costs. A contract needs developing for these advertisers.

The committee discussed the following items:

- Getting the word out regarding the bus advertising plan
- A bi-yearly payment plan
- Advertising local business on local bus and regional advertising on regional buses
- Advertising inside the bus

7c. Update on reimbursement for bus mileage for PASS classes. R. Romley
ADOT agreed to reimburse mileage when using the bus for PASS classes.

7d. Update on 12/13 Grant budget being reviewed by ADOT. R. Romley
ADOT is reviewing the 2012/2013 grant budget. Discussed in prior comments.

8. NEW BUSINESS

The committee discussed the following items:

- Throwing away items left on the bus.
- Cost of bus cleaning supplies.
- Purchasing a waste basket for each bus.
- Seatbelt safety.
- Transit fund to assist patrons who cannot afford bus fee.
- Recognition of National Volunteer Week, yea Transit volunteers.
- Driver convex side mirrors on both buses not extending completely for optimum visibility.

9. ADJOURNMENT

Cheryl Romley moved, Ed Steinback seconded to adjourn meeting 4:12 p.m.

Submitted this 7th day of May, 2012

By: Liz Hart, Town Clerk Assistant