

**TRANSIT ADVISORY COMMITTEE
MEETING MINUTES
WEDNESDAY, AUGUST 1, 2012
3:00 P.M.**

Ron Romley called the meeting to order at 3:01p.m.

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

3. APPROVAL OF MINUTES

3a. July 18, 2012 meeting John James moved Ed Steinback seconded to approve the minutes. Cheryl Romley and Ron Romley abstained, as they were not present.

4. CALL TO THE PUBLIC - no public comments

5. STAFF REPORT

Bill Mitchell advised on Tuesday bus 61 is going to have the molding tape on the roof fixed the other bus will go down about two days later. He requested Ed Steinback get with Spencer Guest regarding the Transit domains. Ron Romley advised for the next week or two drivers should drive whichever bus is available, as the buses will be going through checkup and repairs for tires, waterproofing, and the step.

6. SUBCOMMITTEE CHAIR REPORTS

- Administrative - R. Romley

Ron asked if there were any riders interested in the Territorial Day Parade. The committee discussed developing a list of interested parties and coordinating a pick up schedule for them, parade theme and dressing up. The parade is Saturday, September 1 at 9 a.m. the staging area is at Heritage Middle School. Ron reported on a meeting with ADOT. Sara remains the contact for first aid, PASS, and defensive driving. The new 5311 contact is Tracy Young. Tracy informed them there are new rules for 5311 mostly affecting administration DDEs, small business enterprises, and bidding.

Ron advised they are getting ready for the next ADOT contact, January, and may need additional help. Ron asked that Transit consider what options they want to take in using the new grant money. Friday run and mid route to Prescott, brochures need printing.

Ron discussed the Town's grant writer, Stephen Whisenhunt, newspaper article and meeting with the Town manager Robert Smith regarding Transits standings with grant funding.

Ron reported on the inherent problem of the Braun ramp and having to give it a "tug".

Ron advised he is updating the Transit Emergency Action Plan contact list. The keep the list on the bus for use if there is any emergency problem regarding the bus.

- Finance - E. Steinback

Ed Steinback advised he attended the ADOT D-B conference there new administration changes. He reported that Transit is required to account for all expenditures back to ADOT regardless if it is a disadvantage business or not. ADOT is implementing a system for SBE - Small Business Enterprises, which also needs accountability.

Ed advised that by October 1 Transit must be a certified recipient in order to continue receiving funds. He will find out more information on preparation requirements.

Ed reported another topic discussed at the conference was route deviations for all persons regardless of disability, charging more for deviations, and limiting the number of deviations per bus. Vicky McLane will investigate deviation policy further and report to Transit.

Ed reported he received a note from Sheri Turner regarding construction on E. Road to North from Porcupine pass to Road 1 East the construction scheduled to last until November. Ron Romley advised the Town considered two options running a parallel route to the construction site or creating a detour route.

Ed advised July rider figures are constant to June's at 172. June reimbursement was sent to ADOT last week. He has an upcoming meeting with Joe Duffy, Town finance director and Pat Walker next week. Ed requested notification as to when a bus goes into maintenance so he knows to expect a purchase order.

- Policy & Procedures – J. Flood

Transit discussed the completion of the policy and procedures manual.

- Personnel - S. Mitchell

Ron Romley reminded the board members if their term is up to get their application to the Town clerk's office for re-up.

Ron advised Ed Steinback's position as the Transit manager is up for approval on August 14 Council meeting to avoid conflict of interest Ron asked for nominations for the vice chair position. John James volunteered.

- Marketing – C. Romley

Cheryl Romley requested anyone noticing Transit brochures getting low at any of the centers to let her know so she could refill them.

- CYMPO update - V. McLane

Vicky McLane advised that NASCARE bought three (3) passes for their clients' use the clients are not deviation riders. The committee discussed ways of identifying client destination and ticket ownership.

7. OLD BUSINESS

7a. Update on Transit Manager - R. Romley

Ron advised Ed Steinback's position as the Transit manager is up for approval on August 14 Council meeting.

7b. Update on advertisements and sponsorships - C. Romley

Cheryl Romley advised the Town attorney approved the advertisement and sponsorship contract. She will speak with Tom (print shop) regarding procedures and if he is ready for the advertisements, and contact the list of people who said they wanted to advertise. Ron advised they have contacted some organization regarding sponsorship and will be contacting others. He stated if Transit could get four (4) sponsors for \$2,500 dollars that will equal the match money for the next year. Ed Steinback mentioned sponsorship contracts should be under a 501C3 format and included in their sponsorship an advertisement window.

7c. Update on bus shelters and procurement procedures - E. Steinback

Ron Romley advised he received an email from Matt Carpenter regarding vendors.

Ed Steinback advised the Cottonwood manager would provide a contact number for having the shelters built inexpensively. The Town has the appropriate procurement procedures and bid process, which need following. The committee discussed the possible locations for the bus shelters suggested were Del Rio, Cactus Wren, and the American Legion.

7d. Update on interfaith council discussions - E. Steinback

No update at this time.

7e. Update on Volunteer Rider program including new volunteers - B. Mitchell

The drivers stated they appreciate the volunteer riders, as they are very helpful. Currently Dee volunteered to ride on Wednesday. Ron Romley will contact Matt Santos to get an article into the paper looking for additional rider volunteers. He recommended developing a list of volunteers and days of participation.

7f. Establish date for PASS and Defensive Driving class for drivers with certifications more than two years old – R. Romley

The committee discussed having the classes on consecutive Mondays in September.

7g. Update regarding Transit Foundation - B. Mitchell / E. Steinback\

Transit Foundation current balance is \$28.75. Ron Romley advised the Senior Foundation wishes to donate money to the Transit Foundation. The bank will waive fees if Transit is a 501C3 organization.

8. NEW BUSINESS

8a. Changing meeting dates for the advisory board – R. Romley

Ron Romley advised with the changes in staffing the idea of having meetings once a month. Cheryl Romley moved Sue Mitchell seconded to change the meetings from twice a month to once a month starting in September on the seconded Wednesday of the month. Passed.

8b. Manifest report changes. General discussion

The committee discussed form changes they would like to see on the driver's manifest.

9. NEXT MEETING DATE: August 15, 2012

Sue Mitchell advised she would not be able to attend that meeting.

10. ADJOURNMENT

Cheryl Romley moved Bill Mitchell seconded to adjourn the meeting at 4:35 p.m. Passed.

Submitted this August 16, 2012

By: Liz Hart, Town Clerk Assistant