

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

**Wednesday, August 14, 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 3:02 P.M.

Members present: Ron Romley (Chair), Jim Flood, Bill Mitchell, Cheri Romley, Ed Steinback and John James. Sue Mitchell had an excused absence.

Guests present: District 4 Supervisor Craig Brown, Chino Valley Council member Mike Best and Nancy Best

**3. APPROVAL OF MINUTES**

**3a.** July 10, 2013 meeting minutes

Bill Mitchell moved, seconded by John James to approve the minutes of July 10, 2013, and passed.

**4. CALL TO THE PUBLIC**

Ron Romley introduced Nancy Best who is volunteering for the new C4 Board

**5. STAFF REPORT - B. Mitchell**

Bill reported both buses had the bike racks installed and we had one bike today. Both buses have current insurance until October 1, 2013.

**6. SUBCOMMITTEE CHAIR REPORTS**

• Administrative - R. Romley

Ron reported he took a full busload to the mall last Tuesday. The Chino Valley Elks would like two buses to transport children to Wal-Mart on Gail Gardner and back leaving at 7:30 a.m. from the Senior Center. R. Romley and J. James will be the drivers and the Board unanimously approved. Ron reported a new P.O. Box 1157 was acquired for the C4, Yavapai Regional Transit, Inc.

• Finance - E. Steinback

Ed advised Transit received the Yavapai Community Foundation grant for \$1,000, which was a match fund for bus shelters, benches, and bike racks. We also received \$5,000 from YRMC and \$10,000 from Yavapai County including office space. Two months have been added to our bus order so the new buses would not be received until January or February.

• Policy & Procedures - J. Flood

Nothing new to report

• Personnel - S. Mitchell

Bill reported Sue needed Cheri's driving record. Cheri stated, "We need to start on advertisement for bus drivers and Transit Manager".

- Marketing - C. Romley

Cheri reported another ad was sold to Bright Start Mini Storage. Cheri will meet with them tomorrow.

- CYMPO update - V. McLane – No report available

## 7. OLD BUSINESS

### 7a. Chino Valley Transit “HELPS” update (\$633.00) - B. Mitchell

Bill reported that presently the HELPS account has \$138. The Lionesses donated \$200 and \$138 from the Senior Foundation. He purchased two (2) senior local tickets and two (2) regional tickets for distribution.

### 7b. Update on bus bike racks - R. Romley

Ron reported he had the bike racks installed at Affinity for \$714. Prescott Alternative Transportation (PAT) donated \$600 from their membership for the match funds. Ron stated we should return \$150 to PAT. Cheri Romley moved, seconded by Bill Mitchell to return \$150 to PAT and it passed.

### 7c. Update on contract with Town of Chino Valley - E. Steinback

Ed gave update on the Separation Contract with Town of Chino Valley. Council approved it on August 13, 2013

### 7d. Update on sponsorships and window advertisements - C. Romley

Cheri advised Bright Star Mini Storage is interested in buying an ad on the bus.

### 7e. Update on pre-employment drug & alcohol tests - E. Steinback & C. Romley

Ed and Cheri have passed their pre-employment Drug and Alcohol test.

### 7f. Update and timeframe for bus shelters purchase & implementation - E. Steinback

Ed advised that bus shelters have been ordered from the Arizona Department of Corrections and they will be constructing them. Location of one of the shelters is the American Legion. Transit is working on having a shelter at Yavapai College.

### 7g. New Board members/drivers – R. Romley

Ron discussed the need for Board members and drivers. Jim Flood will be resigning at the end of August.

### 7h. West Yavapai Guidance Clinic - R. Romley

Ron discussed stopping at the new West Yavapai Guidance Clinic when it opens in October.

### 7i. Territorial Day Parade – R. Romley

Ron advised the committee that Darrell Barwick and John James would be driving the buses the day of the Parade. Darrell will pick up passengers that would like to ride.

## 8. NEW BUSINESS

Ron mentioned the following item:

- New Sponsors for YRT. YRMC \$5,000 and Yavapai County \$10,000
- 2<sup>nd</sup> Annual Transit Recognition Party will be September 6, 2013
- Formulation of 501c(3) & (4) Boards

## 9. NEXT MEETING DATE: September 11, 2013 at the Community Room

## 10. ADJOURNMENT

Cheri Romley moved, seconded by John James to adjourn, passed at 4:05 p.m.

Submitted this August 15, 2013

By: Liz Hart, Town Clerk Assistant