

**TOWN OF CHINO VALLEY
TRANSIT ADVISORY COMMITTEE
REGULAR MEETING MINUTES
WEDNESDAY, AUGUST 15, 2012,
3:00 P.M.**

The Transit Advisory Committee convened for a regular meeting on Wednesday, August 15, 2012 at 3:00 P.M. in the Chino Valley Community Center Conference room, located at 1527 N. Road 1 East, Chino Valley, Arizona, 86323.

Ron Romley called the meeting to order at 3:00P.M.

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

Members absent: Ed Steinback

Guest present: Craig Brown

3. APPROVAL OF MINUTES

3a. August 1, 2012 meeting

Cheryl Romley moved, seconded by Bill Mitchell to approve the minutes of the August 1, 2012 meeting.

4. CALL TO THE PUBLIC –

Craig Brown addressed the Transit Advisory Committee regarding his concerns for a transit system in the area.

5. STAFF REPORT –

Bill Mitchell advised bus 61 repairs have been completed the new step has been added, bus 60 will be picked up on 8-16-12 for step repair. Bill Mitchell expressed concern on the 5% grade at the Cactus Wren bus stop.

6. SUBCOMMITTEE CHAIR REPORTS

- Administrative - R. Romley

Ron Romley advised at the Appointments Committee meeting held on 8-16-12 questions were raised having Ed Steinback on the Board and being a contract employee with the Town. Mike Ruggio volunteered to turn the bus signs on Purple Sage and Ken Drive to eliminate that bus stop due to the detour. Ron advised on August 29 the Senior Center will use one of the buses to take people to Phoenix for a Diamondbacks' game. Ron advised on Monday volunteer rider Bo assisted with the manifest, packages, clipping the tickets, and tying the wheelchairs down. Ron reminded the drivers they are responsible for the hookups even with the volunteer riders help. Transit will get their own PO Box and ADOT vendor to cut down on the confusion on mail delivery and reimbursement.

- Finance - E. Steinback – No report available

- Policy & Procedures – J. Flood –

Ed Steinback is working on the policy and procedures manual and Jim Flood is working on the drivers' manual.

- Personnel - S. Mitchell

Ron Romley advised that within the next month all drivers must submit a copy of their driver's license and MVD driving record to Sue Mitchell, the MVD driving record needs a yearly update.

- Marketing – C. Romley

Cheryl Romley advised that at Council's last meeting they approved the advertising policy and procedures some modifications were made to the advertising contract. She is working with Tom's Print Shop on a brochure showing the windows available for advertising and an advertising procedure. Upon completion, Transit can work on sponsorships. Cost of sponsorships is \$2500.00 and the sponsor's logo placement is on the rear of the bus. Transit is looking for a way to provide a tax credit with the sponsorship.

- CYMPO update - V. McLane

Vicky McLane advised she sent two samples of rider surveys and she has another one to look at. Transit would like to simplify the surveys and have the volunteer riders assist in their completion. She advised there are two cancellations on Mike's first aid CPR class. She mentioned that on August 23 Karen Brewer at Adult Care Services is offering behavioral health training. Vicky clarified that FTA Section 5311 rules require that one end of a trip must be in a rural area. A Prescott-to-Prescott trip is not eligible for reimbursement under 5311.

7. OLD BUSINESS

- 7a. Update on Transit Manager/Dispatcher contract - E. Steinback

Ron Romley advised the Transit Manager/Dispatcher contract and Ed Steinback's Transit presentation are bundled for the August 23 Council meeting.

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

The topic was covered under marketing report.

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

Ron Romley advised there were a minimum of six shelters in Cottonwood addressed and ready for installation. Vicky McLane advised she would check on the ADOT procurement process. A contractor for installation is needed as Public Works will not pour the concrete slab or erect the shelter.

- 7d. Update on interfaith council discussions - E. Steinback – No report available

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

Vicky McLane suggested contacting Barbara McGuire for contact with the interfaith council. Bill Mitchell is the volunteer riders' contact.

- 7f. Date for PASS and Defensive Driving class for drivers with certifications more than two years old. September 10-17 – R. Romley

Ron advised the PASS class is on September 10 and the Defensive Driving class is on September 17.

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

Transit Foundation sponsors riders who cannot afford to ride the bus. Transit Foundation is working on establishing a 501C. Vicky McLane advised there is a concern using the word foundation a more appropriate word might be scholarship fund.

- 7h. New detour for construction at Road 2 North and Porcupine Pass - R. Romley

Ron advised the drivers on the route the buses would follow during the road detour with an alternate route for special pick-ups.

- 7i. Discussion concerning audit team from Town - R. Romley/ E. Steinback

The Town audit team will talk to every department head regarding money taken from the general fund. We are taking match money from LTAF funds approximately \$7,000.00

8. NEW BUSINESS

- 8a. Updated emergency action plan – J. Flood

Pending future agenda

9. NEXT MEETING DATE - September 5, 2012

10. ADJOURNMENT

Jim Flood moved, seconded by Cheryl Romley to adjourn the meeting passed at 4:00 P.M.

Submitted this September 25, 2012

By: Liz Hart, Town Clerk Assistant