

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

**Wednesday, December 12, 2012
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 3:00 P.M.

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

Members absent: Ed Steinback

Guest present: District 4 Supervisor Craig Brown, Mark O'Connor

3. APPROVAL OF MINUTES

3a. November 14, 2012 meeting minutes

Cheryl Romley moved, seconded by Sue Mitchell to approve the minutes.

4. CALL TO THE PUBLIC

5. STAFF REPORT

Bill Mitchell reported on the following topics:

- A request for a bus stop at Bowen Chiropractic and Wellness Center.
- Transit bench/shelter on Del Rio Drive.
- Route deviation to Bright Star development.

6. SUBCOMMITTEE CHAIR REPORTS

- Administrative - R. Romley

Ron welcomed Mike Ruggio back to Transit. Ron reported on the meeting with ADOT who advised any additional riders on a second bus must continue on the route and not directly to their destination. Also reported on the efforts to secure a "Park & Ride" location and the current policy of eating food on the bus.

- Finance - E. Steinback – no report available
- Policy & Procedures - J. Flood

Policy & procedures manual pending additional work. Cheryl reported contact information regarding complaints, by law, must be displayed on the bus.

- Personnel - S. Mitchell

Sue advised she is missing MDV Driver records, from two of the drivers.

- Marketing - C. Romley

Cheryl reported that the first ad is ready to be placed on the bus and she has identified sponsors for Yavapai Regional Transit (YRT).

- CYMPO update - V. McLane

Ron advised that Transit turned in the YRT grant along with letters of support along with one letter of opposition. He thanked Vicky for her work in the YRT grant. Grant funding is pending on match money and Cheryl is working with different organizations to get the match money.

7. OLD BUSINESS

7a. Update on Transit funds - B. Mitchell & R. Romley

Bill advised that the current balance in the Transit fund is \$45.25 and he has available tickets for the local and regional route. Ron reported that Chino Valley Foundation for Seniors donated \$136.00 to the YRT fund it can only on that account.

7b. Update on Town's audit team - E. Steinback

Town audit is completed but Transit was not audited.

7c. Update on Interfaith Council - R. Romley – No new information

7d. Update on Transit's website and Memorandum of Understandings with the Town - E. Steinback

Ron advised the Transit Website is on at two locations ChinoValleyTransit.org and on the Town's web site. The Memorandum of Understandings is pending receiving the grant. The Town needs to sign off on some items in order for reimbursed from ADOT.

7e. Update regarding the Chino Valley Transit & Yavapai Regional Transit meeting - R. Romley & E. Steinback

7f. Update on LTAF funds - E. Steinback

There is currently enough money in the LTAF funds to carry Transit to the end of the grant period.

7g. Update on Intermountain Bike Club & bus bike racks - V. McLane

Vicky advised the Intermountain Bike Club discussed purchasing bus bike racks; agenda item approval is scheduled for their January meeting. Upon approval, Transit will pay for the installation of the racks.

8. NEW BUSINESS

8a. Rider survey discussion - R. Romley

Ron will mail the letters of support from Transit riders to Tracy Young (ADOT).

8b. Driver's check rides - R. Romley

Ron advised on driver check rides, he would shadow the drivers confirming they are satisfying the Defensive drivers check sheet.

9. NEXT MEETING DATE: January 9, 2013

10. ADJOURNMENT

Cheryl Romley moved, seconded by Sue Mitchell to adjourn, passed at 3:55 P.M.

Submitted this 10th day of January 2013

By: Liz Hart, Town Clerk Assistant