

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

**Wednesday, February 13, 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 3:03 P.M.

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

Members absent: Jim Flood

Guest present: District 4 Supervisor Craig Brown

3. APPROVAL OF MINUTES

3a. January 9, 2013 meeting minutes

Cheryl Romley moved, seconded by John James to approve the January 9, 2013 minutes with corrections.

4. CALL TO THE PUBLIC

District 4 Supervisor Craig Brown advised beginning February 27 the County would start the emergency roadway repairs at Hells Canyon Bridge on State Route 89. He asked about the status of the 207 money from the Tribe.

5. STAFF REPORT

The Board discussed

- The need for advertising at Yavapai College that the bus would stop there upon request
- Removal of the YMCA from the bus schedule
- Adding the medical center to the bus schedule

Bill reported that the ADOT bus inspection found that the rear storage box is loose and needs securing, and the driver must have a seat belt cutter available for his immediate use. Transit received kudos from ADOT regarding the buses cleanliness. He reported the following funds available: \$65.25 in transit fund, money in the Transit Foundation, a senior regional ticket, and a senior local ticket available for donation.

6. SUBCOMMITTEE CHAIR REPORTS

- Administrative - R. Romley

Ron reported on the following topics:

- Policy needed regarding driving safety in inclement weather. Any questions involving driver safety need to contact the dispatcher. Complaint bus left before time noted on brochure. Bus driver speeding through a school zone.

- Finance - E. Steinback – Nothing to report

- Policy & Procedures – J. Flood

Cheryl Romley and Vicky McLane are working on the drivers' manual.

- Personnel - S. Mitchell

Sue advised all the motor vehicle reports have been turned in and Bill Mitchell is due to update his driver's license by May. Cheryl Romley advised the need to advertise for more bus drivers. Ron Romley suggested a policy that every two years drivers turn in new driving record.

- Marketing – C. Romley

Cheryl Romley advised the Granite Mountain's paid ad is on the bus and the second ad is due to go on the other bus this week. Tom's Print Shop is placing a "your ad here" sign on each of the buses to help promote bus advertising. The buses need the CV Transit logo displayed to differentiate them from other buses.

- CYMPO update - V. McLane – No report available

Ron reported transit is attending the CYMPO coordination council, which coordinates Non-profit organizations together for networking.

7. OLD BUSINESS

7a. Transit fund update - Bill Mitchell – See previous staff report

7b. Transit website movement - E. Steinback

Ed advised the change from the Town server to an independent website is completed. . The Board discussed

- Activating the counter for access hits
- Website E-mail set-up for dispatch, personnel, marketing, etc.
- Bus schedule

7c. Memorandum of Understanding update with the Town - E. Steinback

Ed advised the MOU is in draft form and should be complete by next week for preview by Town's attorneys.

7d. YRT update - R. Romley, E. Steinback

Ron reported that KDA marketing firm from Phoenix volunteered to work with Transit to produce a marketing packet for organizational presentations. On March 4, Transit will attend a County meeting, held at 1015 Fair Street, Prescott at 9:00 a.m., to explain Transit's plans and the benefits to the County. Transit applied for a portion of 207-money, which comes from Tribal for the community. Transit has also applied for another grant from Yavapai County Community Foundation (YCCF) and other organization.

7e. Discussion on driver problems - R. Romley, B Mitchell – Discussed earlier

7f. Update on Intermountain Bike Club/ bus bike racks - V. McLean – No report available

8. NEW BUSINESS – No new business

9. NEXT MEETING DATE: March 13, 2013

10. ADJOURNMENT

Cheryl Romley moved, seconded by John James to adjourn, and passed at 4:00 P.M.

Submitted this 14th day of March, 2013

By: Liz Hart, Town Clerk Assistant