

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

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

Members present: William Mitchell, Michael Tobey, Ron Romley, John James

Members absent: Cheryl Romley, Ed Steinback

Guest present: Mike Ruggio

3. APPROVAL OF MINUTES

Michael Tobey moved, John James seconded, approve minutes of January 18, 2012 minutes

4. CALL TO THE PUBLIC: No public comments

5. STAFF REPORT: No staff report available

6. SUBCOMMITTEE CHAIR REPORTS

• **Administrative - R. Romley**

Ron Romley advised there are two potential drivers going through the process and an additional person who has shown interest in going through the classes. He advised that members must fill out the volunteer form with Human Resource Department. Bus 61 has the new phone number replacing the old number. Ron spoke with Shannon Gansz who agreed to add the new Transit phone number to her phone for 60 days. They contacted Channel 13 upgrading all the new bus numbers. There are two bills, to present to Vera for reimbursement. These are costs to change the phone numbers on the buses as well as making 200 new route schedules with the phone number change. The Town has now received the title and the buses now belong to the Town. Policies and procedures need to be followed but advertising can now be done on the bus. He is looking to set up a meeting with Town Manager.

- **Finance - E. Steinback** – no report available
- **Policy & Procedures** —Ron Romley will follow up with Human Resources to get a copy of Policies and Procedures. Goal is to get a driver's handbook developed.
- **Personnel - S. Mitchell** – no report available. Ron advised new driver Beau Horman
- **Marketing - M. Tobey** —Michael Tobey advised the bus signs are changed. Al Tallman developed a flier to place at doctors' offices for patient referral.
- **CYMPO update - V. McLane** – Cherie and Ed have been working on budget reports, that Jason Kelly sends to Vera Smith, to get a working budget for Transit. Vicky advised she contacted Show Low and NAIPTA for advertising guidelines. Vicky will check on their pricing information for advertising. House Transportation Committee having a meeting on HURF issues and there is interest in introducing a bill to restore LTAF funding.

7. OLD BUSINESS

7a. Update on sponsors to help replace the LTAF II funding.

Finance committee is investigating how sponsor's grants work and addressed procedures on filing for a grant.

7b. Update as to new phone number and changes made. ADOT will not pay for new brochure printing.

7c. Discussion on new route changes; Ron Romley requested someone to chair a committee on a new route. He advised the need to find what time and mileage schedules are. Ron scheduled a drivers' meeting to discuss route changes.

7d. Bus safety inspection update (Bill Mitchell) Bill advised the bus safety inspection is scheduled with ADOT for February 17 at 9:15a.m. in Prescott Valley. He advised there are two (2) seat belt cutters in the first aid kit.

- 7e. Update to report to Town Council (Ed Steinback) Ron Romley advised he and Ed are working on the report for council. He is considering continuing the rider information gathering as it has provided invaluable information.
- 7f. Update on advertising on bus. Ron Romley advised advertising needs approval from Council. Sonora Quest is interested in advertising on the buses.

8. NEW BUSINESS

8a. Backup dispatcher

Cheryl Romley has agreed to be the backup dispatcher when William Mitchell is not available.

Next TAC meeting is February 15 and Ed Steinback will chair that meeting. TAC is slated to give the rider presentation on February 28 looking to postponing presentation until the March 13 Council meeting. Vickie will follow up on bus washing facilities.

Mike Ruggio suggested placing a “No Profanity” sign; Ron suggested adding a “No Smoking” sign.

9. ADJOURNMENT

Meeting adjourned at 4:15p.m.

Dated February 6, 2012

By: Liz Hart, Town Clerk assistant