

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

**WEDNESDAY, JANUARY 4, 2012
3:00 P.M.**

The Transit Advisory Committee convened for a regular meeting on **Wednesday, January 4, 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 3P.M.

Members Present: Ron Romley, John James, William Mitchell, Cheryl Romley, Ed Steinback, Michael Tobey

Staff Present: Town Manager Mike Scannell, Liz Hart (recorder)

Guest: Councilmember Lon Turner

3. APPROVAL OF MINUTES

December 7, 2011 minutes were approved with a name correction of William Barlow should be William Mitchell.

4. CALL TO THE PUBLIC No public response.

5. STAFF REPORT No staff report.

6. SUBCOMMITTEE CHAIR REPORTS

- **Administrative - R. Romley**

Ron Romley advised a Passenger Safety and Service (PASS) and Defensive Driver class scheduled for January 17& 18. There are 15 people in the class; three of the drivers are from Chino Valley Transit. He reported that Tom Armstrong resigned his Transit Advisory Committee (TAC) and dispatcher positions. William (Bill) Mitchell is the new dispatcher and TAC needs a part time dispatcher as a backup for Bill. Tom was working on the Drivers' Policy and Procedure manual - sections 3 and 4 are complete. A copy of the manual was sent to all drivers. Ron asked members to be aware of people who would be interested in volunteering as a driver or other position.

- **Finance - E. Steinback**

Ed Steinback advised Shannon Bowe and he set up five purchase orders for future use. TAC needs information on the procedures for handling purchase orders.

- **Policy & Procedures - T. Armstrong** No information available.

- **Personnel - S. Mitchell**

Sue Mitchell advised the incoming Town manager would participate in the selection of the applicants for the Transit manager position.

- **Marketing - M. Tobey**

Mike Tobey advised the finance committee would compile the statistics on the ride program and present them to Council at the February 28 Council meeting. Councilmember Lon Turner will contact Mayor Marley about having the presentation placed on the agenda. The final day for data collection is January 31, 2012. Mike advised that Jason Kelly was ordering new bus stop signs; status of the order is unknown.

- **CYMPO update - V. McLane**

Vicky McLane advised ADOT is having a workshop on January 10. They are looking to purchase web-based dispatch scheduling software for use by all transit programs in the Tri-City area.

7. OLD BUSINESS

7a. Update on new Transit Manager

Hiring for the position of transit manager is postponed until the new Town manager comes into the office, possibly in March. Jason Kelley has agreed keep his position until the new transit manager is hired. TAC objected to the wait. Mike Scannell will contact Human Resources regarding a pre-testing process for the transit manager. He would personally talk to the interim manager and express that this issue is a top priority. The committee expressed concerns regarding ADOT's program support next year if there is not a transit manager.

7b. Report on Free rides in December

The information on the Free Ride program has not been compiled but drivers observed a few new riders and an increased frequency of use with the regular rider.

7c. Discussion concerning 12/13 grant amendment

Ron Romley advised Council approved several items on the 12/13 grant presented at the December meeting. At the next TAC meeting, the committee will discuss specific items to be utilized; i.e. adding an additional trip on the regional route, a Friday local route, and the purchase of a new bus in 2013, etc. Cheryl Romley advised the Chino Valley Medical Center would work with TAC promoting patients to riding the bus. TAC needs to determine the bus schedule and changes and get brochures published. Ed Steinback suggested getting a basic cost per day expenses documentation to see how TAC is faring. He asked how TAC could get on the Channel 13 shows. Mike Scannell directed him to contact Cecilia Watts for Channel 13 programming. Ed advised TAC's Facebook page receives about 20 hits per day. Ron Romley advised there was increased funding in LTAF money - specific amount is unknown at this time.

8. NEW BUSINESS

8a. Discussion concerning sponsors

The committee discussed procedures for soliciting funding from outside sources, such as Unisource, APS, etc. in order to make up for the match money needed for the grant as LTAF money will expire in 2013. Ed Steinback proposed presenting a proposal to Council at the second meeting in February asking them to allow TAC to solicit funds; and showing past, present, and future projects to Council.

The new Town wide phone system is installed and Transit's number is not being forwarded to the cell phone. Mike Scannell will contact the Town's IT about getting the problem resolved.

The next TAC meeting is January 18, 2012

9. ADJOURNMENT

Michael Tobey moved; Ed Steinback seconded; Passed at 4:13 PM.

Submitted this January 4, 2012

By Liz Hart, Town Clerk Assistant