

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

**Wednesday, January 9, 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.

John James called the meeting to order at 3:04 P.M.

Members present: John James (Vice-Chair), Bill Mitchell, Jim Flood, Sue Mitchell, Ed Steinback
Members absent: Ron Romley, Cheryl Romley
Guest present: District 4 Supervisor Craig Brown

3. APPROVAL OF MINUTES

3a. December 12, 2012 meeting minutes

Sue Mitchell moved, seconded by Bill Mitchell to approve the minutes of December 12, 2012.

4. CALL TO THE PUBLIC – No public comment.

5. STAFF REPORT

Bill Mitchell thanked Craig Brown for his contribution to the December free rides. Transit Advisory Committee was able to provide 227 free rides.

6. SUBCOMMITTEE CHAIR REPORTS

- Administrative - R. Romley – No report available.
- Finance - E. Steinback

Ed highlighted the information provided to Council at the year-end presentation. He advised ADOT is performing a site visit to review Transit's records on January 14 or 15.

- Policy & Procedures - J. Flood

Vicky advised Sheri and she are working with Lindsay on a drivers' manual, which will need Transit vetting.

- Personnel - S. Mitchell

Sue advised there are still two drivers who have not submitted their driving record to her.

- Marketing - C. Romley - No report available.

- CYMPO - V. McLane

Vicky reported that ADOT asked CYMPO to comment on the Chino Valley Transit application. Chris Bridges is assisting in a marketing packet at no cost to Transit.

7. OLD BUSINESS

7a. Transit funds update - B. Mitchell & R. Romley

Bill Mitchell advised \$ 20.25 available in Transit Foundation for tickets. \$20.00 donated to December ridership to finish off what was owed to the Town. County Supervisor Craig Brown donated \$200.00 to the December ridership.

7b. Town's Audit team update - E. Steinback - No report available.

7c. Interfaith Council update - R. Romley - No report available.

7d. Transit's website and Town's Memorandum of Understandings update - E. Steinback

Ed advised the website is with the Town's IT person in order to move to the new site. He is working with Sharon Sargent-Flack regarding the MOU.

7e. Chino Valley Transit & Yavapai Regional Transit update - R. Romley & E. Steinback

Ed advised Transit turned in the grant and there a couple of questions asked regarding incomplete information on the form. He is working on a marketing packet, which focused on the economic benefits of a transit system and a presentation for the NACOG Economic Development Council on February 9, 2013.

7f. LTAF funds update - E. Steinback

Ed advised Transit has enough funds to carry through to the end of the grant year.

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

Vicky advised the bike rack information pending the Intermountain Bike Club meeting.

7h. Discussion as to rider survey - R. Romley - No report available.

7i. Drivers Check rides - R. Romley

John James reminded the drivers that Ron would shadow them on a route checking their safety compliance, at this time one check is completed.

8. NEW BUSINESS

9. NEXT MEETING DATE: February 13, 2013

10. ADJOURNMENT

Bill Mitchell moved, seconded by Ed Steinback to adjourn, passed at 3:43 P.M.

Submitted this 13th day of February 2013

By: Liz Hart, Town Clerk Assistant