TRANSIT ADVISORY COMMITTEE
REGULAR MEETING MINUTES
WEDNESDAY, JANUARY 18, 2012
3:00 P.M.

The Transit Advisory Committee convened for a regular meeting on **Wednesday, January 18, 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 300 P.M.

Members present: Ron Romley (chairman), John James, William Mitchell, Cheryl Romley, Ed Steinback, Michael Tobey

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

Guests: Councilmember Mike Best

3. APPROVAL OF MINUTES
January 4, 2012 minutes were approved
Cheryl Romley moved; William Mitchell seconded. Passed

4. CALL TO THE PUBLIC No public response

5. STAFF REPORT No staff report**.**

6. SUBCOMMITTEE CHAIR REPORTS

- **Administrative -** R. Romley

Ron Romley advised Transit Advisory Committee (TAC) received $5,300 dollars for LTAF funds from the County. He received information on a potential driver but advised the importance of having back-up drivers and requested that all members work one day a month to keep refreshed on how TAC operates. William Mitchell with Cheryl's help has taken the position of reporting to ADOT.

- **Finance -** E. Steinback

Ed Steinback advised a delay in the Finance committee presentation to the Council. At this time, they are working up a basic framework for the coming year on goals and ideas, which they will bring to the February TAC meeting for review**.**

- **Policy & Procedures –**

- **Personnel -** S. Mitchell

Sue Mitchell advised Mike Ruggio, William Mitchell, and she took the PASS class and they are now legal to drive. Once Mike completes his first aid

- **Marketing -** M. Tobey

Michael Tobey advised there is an ad in the Chino Valley Review regarding volunteer drivers, and the Courier newspaper is running an ad.

The board discussed having brochures at the Chino Valley Medical Center (CVMC) providing information on the transit system for their patients. Mike Tobey and Al Tallman will contact CVMC confirming their distribution policy and providing brochures to CVMC.

The board discussed a system to make sure there are an adequate supply of brochures at all locations with a Transit display. Michael Tobey will get the updated list and Cheryl Romley volunteered to go around monthly to make sure there is an adequate supply of brochures.

Question on how many brochures were available and a need for reprinting.
Vicky McLane will go to Sir Speedy's to make sure the brochures are available. She will check on the Gateway mall map and the modifications needs to bring the brochure up to date. Ordering new brochures pending contact with ADOT.

William Mitchell received an email via Jason Kelly regarding a letter from Dawn from Chino Valley magazine regarding putting in an article in the magazine.

- **CYMPO** update - V. McLane - nothing to report.

7. OLD BUSINESS

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

Ron Romley advised the need to establish an advertizing policy. Vicky will contact NATA and Show Low to see what their policies are on advertising. Ron advised the need to get with Council to see what they allow for solicitation and sponsorships.

Mike Scannell suggested contacting Council to advise them of plans and get their approval. He advised that in a meeting with Matt Carpenter and Mike Norman they mentioned town of Show Low is a good example of advertising on the bus.

Ron Romley advised New Horizon received two titles for buses allowing them to advertise on their buses. The Board discussed organizations, Sonora Quest and Horizon Elderly Care, interested in advertising on the bus.

Ed Steinback advised in the finance meeting they discussed a sponsorship plan with different levels of payment. Ron Romley advised securing about $20,000 in sponsorships for the grant match.

7b. Update on phone system problem.

William Mitchell advised a problem with the transfer of phone calls to the cell phone. He spoke with Spencer Guest who will look into the system to clear the problem. Until problem is resolved, Shannon Gansz will forward calls to Transit's cell. Mike Scannell will check on how to resolve problem of calls going to Shannon Gansz' phone. He will have Spencer contact William Mitchell on getting the problem fixed.

Ron Romley stressed the need for an assistant dispatcher in case of Bill's illness, vacation, or leaving.

7c. Establish a committee to determine new route changes and costs

Ed Steinback advised needing to finish doing some data copulation and find volunteers to help develop ideas.

7d. Update on Policy and Procedures Manual (Where is it?)

Ron Romley asked if able to get a copy of manual. Mike Scannell to follow up on providing a manual.

8. NEW BUSINESS

Date of next meeting is February 1, 2012.

The Board discussed a plan on how to wash the buses. Ron suggested to washing one bus every other week. He willing to have the bus washed at his home. Sue Mitchell to check on volunteer program to wash bus. Vicky will find out where the school cleans their buses and the cost. Ron Romley will get another broom.

William Mitchell received an email from Jason stating need to have one of the buses safety certified, discussion ensued that both busses have been certified, Vicky will investigate and get back with William Mitchell. Daryl will wash the bus this Friday.

Council presentation on the 28th by Ed Steinback and Ron Romley

9. ADJOURNMENT

The committee adjourned at 3:57PM**.**

Dated this January18, 2012

By Liz Hart, Town Clerk Assistant