

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

**Wednesday, July 10, 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 3:00 P.M.

Members present: Ron Romley (Chair), Jim Flood, Bill Mitchell, Cheri Romley, and Ed Steinback. Sue Mitchell and John James arrived at 3:11 P.M.

3. APPROVAL OF MINUTES

3a. June 12, 2013 meeting minutes

Cheryl Romley moved, seconded by Bill Mitchell to approve the June 12, 2013 meeting minutes.

4. CALL TO THE PUBLIC

Ron Romley introduced Dee Fry a volunteer rider who was lauded for her participation.

District 4 Supervisor Craig Brown donated CPR Kits, Resusci Anne, to the Yavapai Regional Transport. He reported there is a good possibility that TAC can move into the CYMPO office.

5. STAFF REPORT - B. Mitchell

Bill reported the maintenance on Bus 61 was completed on Monday, but the bike racks need installation.

6. SUBCOMMITTEE CHAIR REPORTS

- Administrative - R. Romley

Ron reported placing on each of the buses a decal honoring the 19 firefighters who lost their lives. He reminded members of the August 31 Territorial Day parade and some regular riders will also ride on the bus. Transit is looking for volunteer drivers there is a possibility of paid drivers after October. Questions were raised regarding Social Security, FICA, and other benefits. The committee will look further into the situation. Chino Valley Transit official becomes Yavapai Regional Transit on October 1.

Ron advised that he spoke on the local radio station and to the Chamber regarding the transit system. He will speak with Cindy Barks for a newspaper article. He discussed protocol regarding traffic accidents no matter how significant the damage.

- Finance - E. Steinback

Ed advised Transit received the Yavapai Community Foundation grant for \$1,000., which was a match fund for bus shelters, benches, and bike racks. The award presentation is on August 2.

- Policy & Procedures - J. Flood

Cheri advised Transit received a new policy and procedures handbook.

- Personnel - S. Mitchell

The committee discussed outstanding on their pre-employment drug test.

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- Marketing - C. Romley

Cheri reported with the name change Transit needs new name branding, brochure, and letterhead she is looking for a sponsor to pay for these changes. Craig Brown discussed using a graphic designer from the college and dollar off coupon(s) from organizations.

- CYMPO update - V. McLane – No report available

7. OLD BUSINESS

7a. Chino Valley Transit “HELPS” update (\$433.00) - B. Mitchell

Bill reported that presently the HELPS account has \$518. The Lionesses donated \$200 and 138 from the Senior Foundation. He purchased two (2) senior local tickets for distribution and one of the riders purchased a ticket for use.

7b. Update on bus bike racks - R. Romley

Ron reported he picked up the bike racks and delivered them to the shop for installation, a dedication label advised Prescott Alternative Transportation would be added to the bus.

7d. Update on contract with Town of Chino Valley - E. Steinback

Ed advised the contract is in the lawyer’s possession and on the July 23 agenda.

7e. Update on sponsorships and window advertisements - C. Romley

Cheri advised the C3 committee has taken over the sponsorship program. She presented the current advertisement and literature on the program.

7f. Update on pre-employment drug & alcohol tests - E. Steinback & C. Romley

7g. Update on Yavapai Regional Transit website, Facebook and Twitter - E. Steinback

Ed advised that after he purchases the domain name the website could be developed. He is working on a Google transit program. The work should be completed by the next meeting. The committee discussed assigning a single person to manage the information sites.

7h. Update and time frame for bus shelters purchase & implementation - E. Steinback

Ed advised that bus shelters take 4 weeks for delivery from purchase and Transit is currently awaiting the match money, which should be available by August 2. Members are looking for an organization to donate the shelter slab. Locations of the shelters are the American Legion and Del Rio Drive. Transit is working on having shelters at Yavapai College and possibly Wal-Mart

7i. Update on ordering new brochures - C. Romley

Cheri advised she did not order additional brochures during the transition period from Chino Valley Transit to Yavapai Regional Transit. She will get some brochures to the airport, the mall, and other needed sites. Transit will order about 1000 new brochures for distribution.

8. NEW BUSINESS

Ron mentioned the following item:

- West Yavapai guidance clinic
- possible ridership program
- Board members needed for the 501C3 YRT
- Prescott July 4 parade
- Storage of training equipment & books
- Emergency management

9. NEXT MEETING DATE: August14, 2013

10. ADJOURNMENT

Cheri Romley moved, seconded by John James to adjourn, passed at 4:26 p.m.

Submitted this 20th day of August, 2013

By: Liz Hart, Town Clerk Assistant