

**TRANSIT ADVISORY COMMITTEE
PUBLIC MEETING MINUTES
WEDNESDAY July 18, 2012
3:00 P.M.**

Ed Steinback called the meeting to order at 3:03 p.m.

Members present: John James, Bill Mitchell, Sue Mitchell, Ed Steinback (chair)

Members absent: Jim Flood, Ron Romley, Cheryl Romley

3. APPROVAL OF MINUTES

3a. June 20, 2012

John James moved Sue Mitchell seconded to approve minutes as corrected. Passed

4. CALL TO THE PUBLIC- No public comments

5. STAFF REPORT

Ed Steinback advised the Town is previewing the employment agreement.

6. SUBCOMMITTEE CHAIR REPORTS

- Administrative - R. Romley

Ron Romley received a request to change meetings from the first and third Wednesday to the second and fourth Wednesday of the month. The committee discussed having only one meeting a month on the first Wednesday of the month. Topic tabled until August 1 meeting for decision on date and frequency of meetings.

- Finance - E. Steinback

Ed Steinback reported on the local route June ridership consistent with May ridership, which accounts for over 70% of total ridership there was a slight reduction in riders on the region route. He will provide the financial aspects at the next meeting.

- Policy & Procedures – J. Flood

Ed Steinback has a copy of the driver's manual, which he will get to Jim Flood who is working on the manual.

- Personnel - S. Mitchell

Sue Mitchell advised on July 11 Mike Ruggio took the random D&A test at Palmer Investigation office. Bill Mitchell advised there was some confusion as to which is the correct test form. Vicky McLane volunteered to contact ADOT to see which form is necessary.

On Friday July 13, Mike Ruggio presented a first aid and CPR class, another class is needed for drivers who were unable to attend this class.

- Marketing – C. Romley

- CYMPO update - V. McLane

Vicky McLane advised CYMPO elected official do not meet in the summer, there is nothing new to report.

7. OLD BUSINESS

7a. Update on advertisements and sponsorship for bus - E. Steinback

Ed Steinback advised the advertisement contract is with the Town's lawyers for review.

7b. Update on bus shelters and procurement procedures - E. Steinback
No changes on the bus shelters and procurement procedures.

7c. Update on NAZCARE and riders for NAZCARE - V. Mclean
Vicky McLane and Ron Romley met with Roberta Howard, NAZCARE is interested in Transit they are concerned on how to purchase tickets. The committee discussed buying a Pass vs. a ticket for distribution to clients. The Pass is valid for 11 one-way trips, 10 paid and (1) one free ride.

7d. Update on interfaith council discussions - E. Steinback
No update at this time Ed is trying to make contact with Elsie.

7e. Update on volunteer rider program including new volunteers - B. Mitchell
Bill Mitchell advised Dee is a volunteer rider she was a great help. Darryl advised his wife would be a volunteer rider. Sue Mitchell advised Bo is also a volunteer rider.

7f. Discussion on another passenger survey using volunteer riders - E. Steinback
Darryl requested simplifying the driver's manifest. Ed and Cheryl are working to simplify the driver's manifest and will present to the drivers for review. The committee discussed developing another passenger survey. Bill suggested using volunteers after they are secure in assisting with the volunteer rider program.

7g. Report on 1st Aid & CPR class – M. Ruggio
Mike Ruggio advised there were a few audio-visual problems but the class went well. He is in contact with Sara who advised that TAC needs to maintain the class records but they will cover all expenses, copies etc. He will send information on class participants, get a registry number and all attending will receive their card. Vicky McLane advised she has a list of people interested in taking the First-Aid & CPR class.

7h. Discussions concerning a date for PASS & DD for all driver with 2 years of driving, early September - E. Steinback
The committee discussed having a PASS & DD class; time and date were not established.

8. NEW BUSINESS

Darryl advised a possible conflict with his schedule due to other obligations he requested keeping Wednesday as his day to drive.

Future agenda topic

- Change meeting date and occurrence to once a month on the first Wednesday of the month.
- Discussion of driver's manifest draft form

9. NEXT MEETING DATE

9a. August 1, 2012

10. ADJOURNMENT

William Mitchell moved Sue Mitchell seconded to adjourn. Passed at 3:47.

Submitted this August 7, 2012

By: Liz Hart, Town Clerk Assistant