

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

**Wednesday, June 12, 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), John James, Bill Mitchell, Cheri Romley, Sue Mitchell, and Ed Steinback.

Members absent: Jim Flood

3. APPROVAL OF MINUTES

3a. May 8, 2013 meeting minutes

Cheri Romley moved, seconded by Bill Mitchell to approve the minutes, passed.

4. CALL TO THE PUBLIC –

Craig Brown spoke on the following topics:

- Award presented to Ron Romley by ADOT
- Purchase of the recitation Annie
- Future office space for the Transit
- Discussed possibility of placing Transit information on the County website

Ron Romley complimented Craig Brown for his support of Transit and the follow-up he provides to the public.

5. STAFF REPORT – B. Mitchell

Bill advised there is a brake problem with bus-60 pending receiving parts for repair. The second bus is due for service within 1000 miles.

6. SUBCOMMITTEE CHAIR REPORTS

- Administrative - R. Romley

Ron reported on the following topics:

- August 31 is the Territorial Day Parade. He is asking for support from drivers and riders
- Transit is looking for additional volunteer drivers
- July 6 & July 13 tentative schedule dates for Passenger Safety and Service (PASS) and Defensive Driver classes respectively
- Town will not maintain busses after October 1, discussed using County fleet for maintenance

- Finance - E. Steinback

Ed reported that the Yavapai Community Foundation would present the grant-match award letter sometime in the first two weeks of July for the purchase of bus shelters, and benches.

- Policy & Procedures - J. Flood –

Ed advised the City of Coolidge is providing a driver’s manual for comparative ideas.

- Personnel - S. Mitchell

Sue advised she has all the missing pre-employment background information. Cheri Romley and Ed Steinback need to complete their pre-employment check.

- Marketing - C. Romley

Cheri Romley advised there are several ad and sponsorship contracts in various stages of completion. Kim Kapin, Yavapai College is considering an ad, promoting the foundation to give a donation and developing a videographer of compelling stories on people who ride the bus. Cheri also discussed estate planning and endowment funding.

- CYMPO update - V. McLane

7. OLD BUSINESS

- 7a.** Transit fund update - B. Mitchell (\$432.50)

Bill advised that there is \$233 dollars available in the Transit fund and \$200 from the senior foundation.

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

Ron advised Transit has a contract and \$600 from Prescott Alternative Transportation for the purchase of bike racks. Bus racks purchase is pending a contract with Cottonwood Transportation and the shop will install the two bike racks.

- 7c.** Update on Memorandum of Understanding with Town - E. Steinback

Ed advised the MOU is with the Town attorney for review.

- 7d.** Update on Sponsors for Yavapai Regional Transit - C Romley, R Romley, E Steinback

Cheri reported on some organizations involved in sponsorship

- Barrett propane
- Checkered Apron
- Storage Solutions
- Chino Heating and Cooling

- 7e.** Update on new bus order - E. Steinback

Ed advised the bus project is moving forward but pending clarification of some details.

8. NEW BUSINESS

The committee discussed the following topics:

- Updating the Yavapai Regional Transport web page
- Purchase of another 500 bus fliers

9. NEXT MEETING DATE: July 10, 2013

10. ADJOURNMENT

Cheri Romley moved, seconded by Ed Steinback to adjourn, passed at 4:05 P.M.

Submitted this July 11, 2013

By: Liz Hart, Town Clerk Assistant