PUBLIC MEETING MINUTES
TRANSIT ADVISORY COMMITTEE
WEDNESDAY JUNE 20, 2012
3:00 P.M.

Ron Romley called the meeting to order at 3:01 p.m.

ROLL CALL

Staff present: John James, William Mitchell, Cheryl Romley, Ed Steinback Jim Flood, Sue Mitchell, Ron Romley (Chair)

APPROVAL OF MINUTES

3a. June 6, 2012

Cheryl Romley moved John James seconded to approve the minutes as corrected. Passed

4. CALL TO THE PUBLIC – no response from the public

5. STAFF REPORT – no staff report available

6. SUBCOMMITTEE CHAIR REPORTS

- **Administrative - R. Romley**

Ed Steinback will contact Spencer Guest regarding updating chinovalleytransit.org website to include additional pages titled news brief, quarterly report, and monthly newsletter. Ron advised he attended a meet and greet with the Chino Valley Review's Matt Santos. They spoke of news articles regarding Transit. The committee discussed drivers and riders writing an article on Transit for the newspaper. Also suggested was writing letters to the editor regarding Transit. Transit discussed the following items:

- Bus tire rotation
- Weather stripping on bus 60 & 61
- Suspending bus service on Wednesday, July 4, 2012
- The bus phone service interruption last week
- Mike Ruggio will host a First Aid and CPR class on Friday, July 13 at 9:00 a.m. limited to 6 people
- Two volunteer drivers are needed for the Territorial Days Parade on Saturday, September 1

- **Finance - E. Steinback –** see old business

- **Policy & Procedures – J. Flood**

A driver's handbook is being developed from the Policy and Procedures manual. Insurance and registration information should be placed on the bus clipboard for quick response from the driver when needed. EEO policy, complaint form.

- **Personnel - S. Mitchell –** no information available

- **Marketing – C. Romley –** see old business

- **CYMPO update - V. McLane –** no information available

7. OLD BUSINESS

7a. Update on Foundation Grant V. McLane

Vicky advised there is no grant forthcoming. The grant's social pot was $3,000 versus the open pot, which is $45,000 dollars. Transit should consider filing for the open pot next year. She will contact Tracy McConnell for suggestions on grant filing.

7b. Update on bus advertisements and sponsorships C Romley

Vicky and Cherie developed contract regarding bus advertisement, which was forwarded to the Town's attorneys for approval. Bus advertising will help with the match money funds. Sponsorship fee is set at $2,500 per year. It was stated that with only (5) five sponsors and the advertising TAC will have more than enough money to match for a year.

7c. Report on Council Presentation E. Steinback

Ed advised the presentation was positive and Council was supportive. Future projected ridership numbers are being met now.

7d. Discussion and changes needed on dispatcher's job C. Romley

Cherie complemented Bill and the drivers for their compassion toward the passengers. Cherie and Ed are working on the manifest to make it user friendly. Need an efficient message on the phone as calls come in at all hours of the day.

7e. Update on new bus shelters R. Romley E. Steinback

The committee discussed money still available for Transit purchases:

- An additional bus
- Bicycle rack
- Bus shelters

Ed will contact ADOT for procedures on having cement foundations laid for the bus shelters. Locations considered for bus shelters are the American Legion, Del Rio and Foster, and Cactus Wren and Road 1 North. Ron Grittman told Ron Romley that his crew would not pour the slabs for the shelters.

7f. Update on NAZCARE V. McLane R. Romley

NAZCARE will start with a two person pilot program. The client will call bus dispatch directly. The drop off locations is Wal-Mart and the Albertson shopping center on Sheldon. Ron stated that we would see how it works with the riders calling the dispatcher.

7g. Update on interfaith council E. Steinback

Ed advised he would contact Pastor Elsie Bailey, the interfaith council representative, who handles senior activities, families in need, etc.

7h. Update on volunteer riders. R. Romley

Volunteer riders have helped in maintaining schedule and relieving the driver from filling forms. Ron stated that Bo helped him, while riding the bus, with the duties and it really saved time. Suellen Mitchell moved Ed Steinback seconded having volunteer riders on the bus routes. Passed.

8. NEW BUSINESS

Ed suggested another rider survey for Council presentation as the volunteer rider would be available to assist with forms.

9. NEXT MEETING DATE July 18, 2012 as July 4th is a holiday and everything is closed.

10. ADJOURNMENT

Meeting adjourned at 4:30 p.m.

Submitted this July 24, 2012

By Liz Hart, Town Clerk Assistant