

**TRANSIT ADVISORY COMMITTEE
REGULAR MEETING MINUTES
WEDNESDAY, MARCH 7, 2012, 3:00 P.M.**

Ron Romley called the meeting to order at 3:06p.m.

ROLL CALL

Members present: Ron Romley, Cheryl Romley, Ed Steinback, Michael Tobey, William Mitchell, and John James.

APPROVAL OF MINUTES

Approval of February 1, 2012 minutes. Cheryl Romley moved, seconded by Michael Tobey. Passed.

4. **CALL TO THE PUBLIC** - No one from the public spoke.

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

6. **SUBCOMMITTEE CHAIR REPORTS**

- Administrative - R. Romley

Ron Romley advised he contacted Rhonda Fredrick regarding the driver position. She is unavailable at this time but is interested in becoming a driver. He praised Ed Steinback regarding the ridership presentation to Council on February 28. Cheryl Romley, Vicky McLane, and Ed Steinback put in a lot of work into the presentation. Ron Romley advised brochures need ordering and confirmed the prior batch of brochures bill was paid. A list was presented for ordering shirts and caps there is a uniform allowance to pay for items. Ron advised the budget has funding to build shelters and or benches. Transit needs to determine best location for the benches. The benches would provide an additional location for advertising.

- Finance - E. Steinback

Ed Steinback suggested continuing with a simplified driver's manifest to record pick-up and drop-off points and riders, it shows the value of Transit. He is developing a new form to make rider data entry easier on the drivers. Ed expressed concern regarding the fluctuating fuel bills and suggested recording the number of gallons used. This will show accountability of Transit's use of the bus and other departments using the bus. He advised Transit is being charged 10 % of the utility bill for use of the Chino Valley Community Center Conference Room facility. He discussed the accounting procedure of the actual use of the rider punch cards vs. accounting for the punch card at the time of sale. The committee discussed goals; grant, advertising, sponsorship program, and presentations to Council keeping them aware of Transit's progress.

- Policy & Procedures – no information available.

- Personnel - S. Mitchell

Sue Mitchell checked with Tiffany Resendez, Town Human Resource, for the volunteer form. There is a question on which medical test is needed for a non-CDL driver. Ron Romley will check on procedure.

- Marketing - M. Tobey

The committee discussed pricing on bus advertisement and most prominent places for display on the exterior of the bus. Also discussed were length of ad time, varied schedules, and different methods of advertising on the interior of the bus. For ease of identification, it was discussed painting, striped, or otherwise decorating the bus. He presented a bus schedule for placement in medical facilities.

- CYMPO update - V. McLane - No report available.

7. **OLD BUSINESS**

7a. Update on bus washing.

R. Romley advised he spoke with John Scholl with the school district and it will cost \$50.00 per week to wash the buses. On Friday they will pick up, wash, and return the bus. Cheryl Romley moved to hire the school district to wash one bus once a week, and get a bill at the end of the month for \$50.00. Passed

7b. Discussion on route changes from drivers meeting. Review from last meeting. J. Flood Jim Flood advised at the drivers' meeting the following topics were discussed.

- 8-5 extending local route hours with an hour lunch.
- Add a Friday route.
- Honoring town holiday schedule.

The changes can go into effect on October 1.

7c. Update on presentation given to Town Council. Ed Steinback

Ed Steinback reported on the presentation at the Council meeting and the idea of becoming "Budget Neutral". The presentation reflected the efficiency of Transit.

7d. Update on new route brochures. C. Romley
See comments above.

7e. Update on new certified drivers.

Ron advised there are three new certified drivers. Mike Rugio, Bill Mitchell and Sue Mitchell.

8. NEW BUSINESS

8a. Drivers handbook from Policy and Procedures Manual. Need Chairman

Ron discussed the need for a seventh board member. Jim Flood volunteered to fill the board position. Jim Flood volunteered as interim chairperson until Council approves his position on the Board.

8b. Discussion concerning Yavapai County Community Foundation request for grant.
R Romley / V. McLane / C. Romley

Transit Advisory Committee is working on a grant with the Yavapai Community Foundation for \$5,000.00. If approved, the money will pay for a third run on the regional route.

8c. Discussion for CVT having presence at Home & Business Expo & possibly Spring Fest.

Ron Romley advised taking a bus and sharing a table at Heritage Middle School for the Home & Business Expo. The date is March 17. There will be a Spring Fest at Windmill House on May 19. The fee for entry is \$25.00.

8d. Presentation to Town Council at the March 13 Meeting.

Ron Romley will go before Council on March 13 to get approval allowing for advertising, soliciting sponsors, and applying for grants.

8e. Next meeting March 21, 2012

9. ADJOURNMENT

Cheryl Romley moved, Ed Steinback seconded. Passed at 4:20p.m.

Dated this March 8, 2012

By: *Liz Hart, Town Clerk Assistant*