

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

**Wednesday, March 13, 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 3:03 P.M.

Members present: Ron Romley (Chair), John James, Bill Mitchell, Cheryl Romley, Sue Mitchell, Jim Flood and Ed Steinback

Guest present: District 4 Supervisor Craig Brown

3. APPROVAL OF MINUTES

3a. February 13, 2013 meeting minutes

Cheryl Romley moved, seconded by Bill Mitchell to approve the February 13, 2013 minutes.

4. CALL TO THE PUBLIC – No public comments

5. STAFF REPORT - Bill Mitchell, Dispatcher

Bill reported on the repairs made on Bus 61, which had a part missing on the lift. He gave Kudos to the Town's maintenance department as they worked hard in maintaining the buses. Both busses have Title – 6 information displayed for rider's complaint contact. He demonstrated the emergency seatbelt cutter, which are attached with the bus key ring.

6. SUBCOMMITTEE CHAIR REPORTS

- Administrative - R. Romley

Ron reported on merging the different cell phone policies into one policy. Ron will speak with CYMPO on March 20 reporting on a history of the bus system conversion from Transit to Yavapai Regional Transit (YRT). He presented the same information to Yavapai County Board of Supervisors who agreed to provide a letter of support. Ron covered the rules regarding the mandatory drug and alcohol testing.

- Finance - E. Steinback – No report presented

- Policy & Procedures - J. Flood

Jim and Cherie are working on a policy and procedures manual.

- Personnel - S. Mitchell

Cheryl requested changing the phone number on the newspaper's volunteer advertisement to Transit's phone number.

- Marketing - C. Romley

Cherie reported Chino Heating and Cooling purchased an additional ad for the second bus. She dropped off a packet with Sonora Quest for bus ad space and the feedback regarding the bus' ads are positive.

Transit was the Chamber's February Business of the Month. Ron reported on some ads were peeling away from the window but have been repaired.

- CYMPO update - V. McLane – No report presented

7. OLD BUSINESS

7a. Transit Fund Update (\$195) - B. Mitchell

There are no changes in the Transit Fund and requests information when someone needs a bus pass. The idea was presented to contact the Interfaith Council for citizens who could make use of the bus passes.

7b. Yavapai Regional Transit update - R. Romley & Ed Steinback

Ron reported on the following topics

- Transit receiving a check from the Yavapai Prescott Tribe for \$12,900 dollars and applying for the Yavapai County Community Grant, which is match money for two (2) busses and four (4) benches and shelters
- Contacting Prescott Alternative Transportation for the match money toward the purchase of two bike racks
- Bus shelter locations on Del Rio, American Legion, and the Town Library
- Adding Fridays to the bus schedule and route, extending hours
- Planning and designing different expansion phases on a quarterly schedule
- Purchase of two (2) 14-seat passenger busses

7c. Memorandum of Understanding to Town - E. Steinback

Ed advised the MOU is in process to Sharon Flack for review.

7d. New brochure printing update - R. Romley

Cheryl advised there are minor changes to the brochure; corrected phone number, youth fares, bus stop locations and upon final updates printing of 200 brochures.

8. NEW BUSINESS

8a. Establish date for drivers' safety meeting – R. Romley – item postponed

8b. Talk to Yavapai County Board of Supervisors / CYMPO/Prescott Alternative Transportation. - R. Romley – addressed earlier

9. NEXT MEETING DATE: April 10, 2013

10. ADJOURNMENT

Cheryl Romley moved, seconded by Sue Mitchell to adjourn, passed at 4:26p.m.

Submitted this 15th day of April, 2013

By: Liz Hart, Town Clerk Assistant