

**PUBLIC MEETING MINUTES
TRANSIT ADVISORY COMMITTEE
WEDNESDAY, MARCH 21, 2012
3:00 P.M.**

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

ROLL CALL

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

3. APPROVAL OF MINUTES

3a. March 7, 2012

Cheryl Romley moved, Ed Steinback seconded approval of March 7, 2012 minutes. Passed

4. CALL TO THE PUBLIC - No public comments.

5. STAFF REPORT - No staff report available.

6. SUBCOMMITTEE CHAIR REPORTS

- Administrative - R. Romley

Ron Romley thanked everyone for helping at Chamber expo. He reported several citizens expressed interest in the Transit system.

Kathryn Stapleton from NACOG advised that Chino Valley Transit can be considered a vendor and make use of NACOG vouchers. Currently their tickets have a value of \$2.00. To qualify for vendor status Transit needs the following items

- to take a person from Wal-Mart to the mall and back
- a dollar per mile value to operate the bus
- a copy of drivers' license
- Town liability insurance

- Finance - E. Steinback

Ed spoke to Vera regarding bus washing. He reported a Purchase Order (PO) is issued for the whole year and as the billing is received, it needs to reference that PO number.

Jason Kelly provided February and January financial numbers, the information will be available for presentation to Council.

- Policy & Procedures – Vacant - Jim Flood (interim)

Mike advised Transit needs to formulate a committee to write up a procedure for advertising on the buses. Town policy is no politicking on the bus, no political advertising.

He is working on getting a policy and procedures manual from Human Resources to develop the driver's hand book.

- Personnel - S. Mitchell

Sue Mitchell, Mike Ruggio, and Bill Mitchell passed their physical and completed their drug and alcohol testing.

- Marketing - M. Tobey

Ron Romley presented information from Lake Havasu City showing their bus advertising. The committee discussed

- length of ad contract
- monthly, quarterly, and yearly billing
- pricing per square footage of ad size on bus
- yearly contracts coinciding with the transit's fiscal year

- developing a matrix for the cost expenses; design, printing, placement and removal of ad
- CYMPO update - V. McLane - No report available.

7. OLD BUSINESS

7a. Update on bus washing. R. Romley

Darrell Barwick will wash one bus a week, inside and outside, and the windows for \$35.00 per week. He will provide an invoice to be charged against an open-ended PO with the Town.

Ed Steinback moved, John James seconded to amend our previous vote on bus washing services with the Chino Valley School District to included using Darrell Barwick for services to be rendered once a week to provide washing all the buses for \$35.00 per week. Passed

7b. Update on presentation given to Town Council on March 13th R. Romley

Ron Romley advised Council passed unanimously permission to apply for grants and sponsorships, and advertising inside and outside the bus. Council requested seeing a policy for these applications.

7c. Update on Yavapai County Community Foundation Grant. R. Romley

Ron Romley advised Transit applied for \$5,000 Yavapai County Community Foundation Grant, which was submitted on time. West Yavapai Guidance Center has backed out of their support because Transit will not provide door to door service. Transit needs to review all aspects of the grant to see if Transit can still qualify.

7d. Update on Home & Business Expo and Springfest. R. Romley

Ron Romley advised this year Spring Fest is on May 19 at Windmill Farms and Transit was invited to display a bus. There is an entry fee of \$25.00 and is expected to bring 2,000 spectators.

7e. Update on Uniforms & Hats. M. Tobey

Ed Steinback will present Vera with a PO on the uniform allowance for shirts and hats.

7f. Fill up buses daily. R. Romley

The committee discussed filling the bus up daily; especially at the end of the day make sure the bus tanks are full of gas. Particularly on Thursdays as this will assist in recording the amount of gas used for Transit purposes and use of buses by other departments.

8. NEW BUSINESS

8a. New Program to sell rider tickets for passengers that cannot afford them C. Romley

The committee discussed starting a ticket program for riders who cannot afford the bus fees. Currently there is not a grant for this type of program. The members will consider methods, amounts, passenger qualifications for this type of program and bring to next month's meeting.

8b. Reimbursement for bus mileage being used for PASS classes. C. Romley

Cheryl Romley advised Ron Romley takes the bus to train PASS classes for people from other areas. The committee recommended having ADOT pay for the gas, as it is not Transit related. Ron Romley will contact ADOT to see if there is some form of reimbursement.

9. ADJOURNMENT

Next meeting is April 4, 2012

John James moved, Cheryl Romley seconded. Passed at 4:33 P.M.

Approved this April 4, 2012

By: Liz Hart, Town Clerk Assistant