TRANSIT ADVISORY COMMITTEE
MINUTES
WEDNESDAY, MAY 2, 2012
3:00 P.M.

Ron Romley called the meeting to order at 3:02 p.m.

ROLL CALL
Members present: Ron Romley (Chair), John James, William Mitchell, Cheryl Romley, Jim Flood, and Suellen Mitchell
Members absent: Ed Steinback

3. APPROVAL OF MINUTES

3a. April 4, 2012
3b. April 18, 2012
Cheryl Romley moved Sue Mitchell seconded to approve the April 4 and April 18, 2012 minutes. 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

Michael Tobey is ready to drive by himself. Ron Romley will ride with Suellen Mitchell on May 14. He advised there is a tentative June 2 in the afternoon, party for TAC members. Cheryl Romley advised passenger name needs documentation and children and caregivers need counting for the Riders Analyst report. This report helps justify Transit's indirect cost, i.e. mechanics and finance director time.

- Finance - E. Steinback

Ed is at negotiation with ADOT on the 2012/13 grant.

- Policy & Procedures – J. Flood

Jim Flood advised he has a copy of the policy and procedures. It is a combination of Federal policy and procedure along with the Town's operation manual. The 60-page manual needs work to make it Transit specific. Ron Romley advised the need to include Holiday driving in part of the manual. Jim Flood recommended that Transit not drive on the following seven Town observed holidays New Year's Day, Memorial Day, Independence Day, Veterans' Day, Labor Day, Thanksgiving Day, and Christmas Day. Cheryl Romley moved that Transit not drive on those days William Mitchell seconded. Passed.

- Personnel - S. Mitchell

Sue Mitchell advised Jim Flood and she are officially on the board.

- Marketing – C. Romley

Cheryl Romley requested feedback on the advertisement fees spreadsheet she presented at the last meeting. She advised she is working on the bus advertising contract agreement and getting the policy and procedures finalized for the Town manager.

- CYMPO update - V. McLane

Vicky advised when Human Resources, Tiffany, receive a notice that a driver needs drug testing she should contact that driver on the day s/he is driving for testing on that day. She reported that NAS Care is interested in getting their clients on the Chino Valley Transit. They are a potential partner for the Yavapai County foundation grant.

7. OLD BUSINESS

7a. Update on meeting with Town of Chino Valley, ADOT, Chino Valley Transit concerning 2012-2013 Grant. - R. Romley & E. Steinback

Ron Romley reported on Transit's meeting with the Town manager and Matt Carpenter, ADOT interim 5311 manager, the topics addressed were

- 100 percent soft match in drivers and dispatchers time.
- Some items currently paid as a 50 percent hard match can be downgraded to 20 percent hard and 30 percent soft match.
- Utilizing money available in the grant in the form of bus shelters and benches.
- Size of bus and difficulties faced with multiple wheel chairs
- The budget funding for a 12-passenger bus.
- Regularly scheduled monthly meeting with Robert Smith on the last Thursday of the month.

7b. Construct schedule for Springfest May 19th 10AM-3PM Windmill House. - R Romley

Ron Romley presented a schedule for Springfest requesting volunteers to staff the table providing information to the public.

7c. Discuss bus holidays. - J Flood

Item discussed under Policy and procedures.

8. NEW BUSINESS

8a. Update on quarterly report for the council - E. Steinback

Ron Romley advised that Ed Steinback is presenting a quarterly report before Council on May 22.

8b. Expanded discussion concerning full busses with wheel chairs.

The following items were discussed:

- Ideas on the bus situation when more than 2-wheel chair are being used.
- Scheduling wheel chair riders at alternate times might alleviate the situation.
- Vicky will check on facilities, which are qualified to work on lifts as bus lift alarms are not functioning properly.
- Promoting volunteer drivers.
- Using van from senior center to transport mobile people.

9. NEXT MEETING DATE: May 16, 2012

10. ADJOURNMENT

Cheryl Romley moved William Mitchell seconded to adjourn the meeting. Passed at 4:05 pm.

Submitted this 12th day of June 2012

By Liz Hart, Town Clerk Assistant