

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

**Wednesday, May 8, 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, Jim Flood, Sue Mitchell, and Ed Steinback,

3. APPROVAL OF MINUTES

3a. April 10, 2013 meeting minutes

Cheryl Romley moved, seconded by Jim Flood to approve the minutes, and passed.

4. CALL TO THE PUBLIC – No public comments

5. STAFF REPORT

Bill Mitchell advised he received the 100 senior regional tickets and 100 transfer passes as requested. Bill advised when checking the oil on the bus it is not necessary to wipe the dipstick but to make sure the bus is level.

6. SUBCOMMITTEE CHAIR REPORTS

- Administrative - R. Romley

Ron reported the following items:

- New busses will have fare boxes.
- Most members have received their new nametags and requested anytime attending an event representing the Transit to wear the tags.
- Prescott Alternative Transit donated \$600 dollars in match money for bike racks. Bike racks are ordered and when installed he will cover information on driver and rider responsibility of bike transport.
- He thanked all that attended the volunteer picnic
- There are two new drivers in the system

- Finance - E. Steinback

Ed requested a confirmation of the VIN of the busses. He gave a brief explanation on Yavapai Regional Transit (YRT) Tracey McConnell at Yavapai County Community Foundation (YCCF) advised that Transit was looking good on their funding. He reported that the advertisement sales are going well; Chino Valley Transit has approximately \$30,000 in Local Transportation Assistance Fund (LTAF) funds and \$2,500 in advertising dollars.

- Policy & Procedures - J. Flood – Nothing to report

- Personnel - S. Mitchell

Sue advised she turned in the Board applications to the Town. She is attempting to get the missing pre-employment drug test and background checks on drivers' Sue Mitchell, Bill Mitchell, and Mike Ruggio. Cheryl Romley and Ed Steinback will go through the background check and drug testing. Sue advised she was approached upon changing the bus route to include the Cactus Wren area.

- Marketing - C. Romley

Cheryl reported Sonora Quest, Checkered Apron, and shed sale purchased bus advertisement windows. There are other businesses interested in window advertisement on the new busses.

- CYMPO update - V. McLane – No report available

7. OLD BUSINESS

7a. Transit fund update - B. Mitchell

Bill thanked the Appaloosa Meadows association for donating \$100. dollars to the Transit fund, bringing the balance to \$232.50. Ed Steinback has an additional \$200. dollars in the YRT fund for a total of \$432.50. The committee discussed methods of getting free rides to those in need.

7b. Buses, bike racks, & shelter order update - E. Steinback

Ed advised he is receiving shelter quotes from different agencies. He reported that there are two venues regarding bus sales one from ADOT and an available contract through Arizona Bus Sales. He explained ADOT's state purchasing contract. Ron Romley presented brochure information on the 14-passenger bus. The committee discussed alternatives to make the convex side mirrors on the bus more efficient.

7c. Memorandum of Understanding with the Town - C. Romley, E. Steinback

Cheryl and Ed met with financial Director Joe Duffy and town manager Robert Smith covering items on the MOU. Ed reported that the MOU is on the May 28 Council agenda.

7d. Health & Business Expo report - C. Romley

Cheryl reported a good turnout for the Health & Business Expo several contacts were made.

8. NEW BUSINESS

8a. AZ Transit Association (AzTA) Conference Report - R. Romley, C. Romley, E. Steinback

Cheryl reported on the AzTA conference topics covered were transit across the country, transit for the mentally disabled, driver stress – fatigue. Ed reported on the planning class, which covered bus route demographics. He spoke with YRT regarding the Community and economic benefits. Ron Romley received a national training award. Ron instructed Bill Mitchell to evaluate and record the driver's wellness before driving.

8b. Alcohol & drug testing requirements update - E. Steinback

Ron explained "Safety Sensitive Personnel" who must be drug tested. Ed advised that by law anyone returning to work from a health issue must drug tested before being able to drive. He recommended that personnel carry a list of all medication they take.

8c. Resuscitation Annie dolls report - R. Romley

Ron reported that Yavapai County is looking to purchase an infant and adult resuscitation dolls. There are two other possible sources for purchasing the dolls.

8d. Volunteer picnic on Saturday – all enjoyed The Town picnic for volunteers.

9. NEXT MEETING DATE: June 12, 2013

10. ADJOURNMENT

Cheryl Romley moved, seconded by Sue Mitchell to adjourn, passed at 4:24 p.m.

Submitted this June 13, 2013

By: Liz Hart, Town Clerk Assistant