

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

**Wednesday, September 11, 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 3:00 P.M.

Members present: Ron Romley (Chair), John James, Bill Mitchell, Cheri Romley, Sue Mitchell

Members absent: Jim Flood and Ed Steinback

Guest present: District 4 Supervisor Craig Brown and Robert Viscount 501C3 chairman

3. APPROVAL OF MINUTES

3a. August 14, 2013 meeting minutes

Corrections to the minutes missing item 6a, the Chino Valley Elks would like two buses on December 7 to transport children to Wal-Mart on Gail Gardner and back leaving at 7:30 A.M. from the Senior Center and that the Board approved unanimously. Cheri Romley moved, seconded by John James to approve the minutes as corrected.

4. CALL TO THE PUBLIC – No public comments

5. STAFF REPORT - B. Mitchell

Jim Flood's last day was September 9; a rider contacted John regarding acceptance of MACO, possibly NACOG, vouchers. Transit does not accept either of these vouchers. However, Ron advised that if the passenger has no money let them ride free. Bill advised that we needed to park the buses next to the Senior Center fence due to the chip sealing. Ron reminded the drivers to park far enough apart so to allow easy access for testing the handicap ramp on the pre-trip inspection.

6. SUBCOMMITTEE CHAIR REPORTS

• Administrative - R. Romley

Ron reported this is the last meeting with Chino Valley Transit. The 501c4 board is established with six members voted in with one pending. It is required to have a Technical Advisory Committee (TAC); the current plan is to formulate this group from the drivers increasing the size of the TAC group with the addition of drivers. TAC advises what bus operations need changing regarding ridership, routing, and bus concerns. He discussed the rules governing charter bus service and transporting children for the Elks' outing. He commended Kevin and Michael Holmes from the County for their invaluable assistance during the County auction. Ed purchased three computers from the County auction and YRT needs to purchase printers. Ron will meet with County representative in determining office needs. YRT will join the Prescott Chamber of Commerce. He had a radio interview with Sandi Griffith's KQNA 99.9 F.M./1130 A.M. with Yavapai County Contractors Association (YCCA).

Ron discussed with the committee the following topics:

- Qualification of perspective TAC members
- Free rides program in December
- Yavapai Regional Transit (YRT) rebranding and logo. ADOT's participation will cover all costs.
- Returning \$150 to Prescott Alternative Transportation
- Discussion concerning YRT shirt sizes
- Trial run of the new route on September 14, 2013
- New route addition goes in effect on October 7, 2013

- Finance - E. Steinback

Ron reported District 4 Supervisor Craig Brown presented a \$10,000 check at their annual barbeque.

- Policy & Procedures - J. Flood
- Personnel - S. Mitchell

Cheri request job descriptions for Transit manager and Dispatcher. Ron mentioned the two pending drivers one of which is experienced. One position is a paid position and any of the current drivers wishing to be paid in full or partially must notify him.

- Marketing - C. Romley

Cheri reported that Adult Care Services purchased a \$600 window with the possibility of an additional purchase in March. Focus Firearm, Blue Sky Plumbing, and Barrett may purchase a window. Cheri will contact Town Manager Robert Smith regarding purchase of a window or becoming a sponsor.

- CYMPO update - V. McLane – No report available

7. OLD BUSINESS

7a. Update on "CVT HELPS" - B. Mitchell

Ron advised the current balance in the CVT HELPS fund is \$733. The Birthday Lunch Group donated \$100 toward the fund.

7b. Update on Sponsor and window advertisements - C. Romley

Item covered under marketing report.

7c. Update on bench and shelter orders/construction - E. Steinback

Ron reported the lease agreement with Town of Chino Valley is pending right of way determination.

7d. Update on "West Yavapai Guidance Clinic" - R. Romley

Ron advised that in his meeting with West Yavapai Guidance Clinic he was told they could not do anything regarding a building sign without State authorization. The State representative is due to be in the area within 30 to 60 days. The location

7e. Territorial Parade - R. Romley

Ron thanked all that participated in the Territorial Parade, and John and Darrell for driving the buses. Transit received several compliments on the bus decoration, and sold a window after the parade. As a

reminder for future events, Transit needs to take pictures of the activities. Depending on budget Transit may participate in the Prescott July 4 parade in 2014. Craig Brown advised there might be a method for having the fee waived for Non-Profits.

8. NEW BUSINESS

8a. Formulation of 501c (3) & (4) Boards - R. Romley/ E. Steinback

Ron is chair of 501C4 board and Robert Viscount is chair of 501C3 board. YRT foundation (C3) is the funding portion of the board, donations are tax deductible, and YRT Inc. (C4) is the grant portion of the board. The organization division was made to meet the requirements of the IRS. Money donated to the C3 will go into their general fund unless specified at the time of donation. YRT is looking into the development of an endowment fund. Also into becoming a 5307, which is self-sustaining organization. Robert spoke on developing a basis of support in Prescott and Prescott Valley and ideas for endowment fund, which would continue the transit system indefinitely.

8b. Formulation of new TAC Board for the 501c (4) board - E Steinback

Topic covered in items 5 & 8a.

9. TODAY'S MEETING WILL BE OUR FINAL ADVISORY COMMITTEE MEETING FOR THE TOWN OF CHINO VALLEY

Ron wished Jim Flood well and thanked him for his 3 years of volunteering he was an asset to the organization.

10. ADJOURNMENT

Cheri Romley moved, seconded by Sue Mitchell to adjourn, passed at 4:00 P.M.

Dated this September 16, 2013

By: Liz Hart, Town Clerk Assistant

Approved by: _____

