

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

**Wednesday, September 19, 2012
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 on Wednesday, September 19, 2012 at 3:00 P.M.

Ron Romley called the meeting to order at 3:00 p.m.

Members present: Ron Romley (chair), John James, Cheryl Romley, Jim Flood, Sue Mitchell, Transit Manager Ed Steinback, Dispatcher Bill Mitchell

Guest present: District 4 County Supervisor Craig Brown

3. APPROVAL OF MINUTES

Cheryl Romley moved, seconded by John James to approve the minutes of the August 15, 2012 meeting as corrected. Passed

4. CALL TO THE PUBLIC

District 4 County Supervisor Craig Brown thanked members of Transit Advisory Committee for their support.

5. STAFF REPORT

Bill Mitchell advised both buses are now equipped with reflective tape. There are two handicap placards on order, which must stay with the bus; the old placards are due to expire.

6. SUBCOMMITTEE CHAIR REPORTS

- **Administrative - R. Romley**

Ron Romley advised due to the detour Mike Ruggio reversed the bus stop signs as requested. ADOT requires notification of route changes but not temporary bus stops. Construction on Road 2 North should be completed and the road re-opened in November. Ron reminded everyone to provide Sue with a copy of their driver's license and MVD driving record. He will make random checks on their driving habits. This information is needed for an ADOT audit.

- **Finance - E. Steinback** – Covered under new business

- **Policy & Procedures – J. Flood**

Jim Flood advised he has gone through and documented important information for a driver's handbook but needs other drivers to analyze and finalize book. Cheryl and Jim will work together to compile the handbook.

- **Personnel - S. Mitchell**

Sue Mitchell advised she is working on the training tracker.
Ron advised that the driver PASS certification is valid for 3 years.

- **Marketing – C. Romley**

Cheryl Romley suggested proofing and making new route schedules for distribution.

- **CYMPO update - V. McLane** – covered under item 8a

7. OLD BUSINESS

7a. Update on Transit Manager/Dispatcher contract - E. Steinback

Ed Steinback advised as of August 23 Town Council approved Bill Mitchell as dispatcher and he is the Transit Manager.

Ed Steinback advised he did not participate in any discussion or voting regarding his contract and recused himself of all discussions or votes of his contract. Bill Mitchell advised he did not participate in any discussion or voting regarding his contract and recused himself of all discussions or votes of his contract.

7b. Update on Advertisements and Sponsorships - C. Romley

Cheryl Romley presented advertising brochures with the new pricing, identification of bus window positions, and procedure for advertising. She requested clarification of bus rotation on the routes.

7c. Update on bus shelters and procurement procedures - E. Steinback

Ed Steinback advised there is an on-line procurement process from the National rural transit association for procurement of bus shelter. The committee discussed erecting a bus shelter on the American Legion property.

7d. Update on Interfaith Council discussions - E. Steinback - Item is pending follow up.

7e. Update on Volunteer Rider program including new volunteers - B. Mitchell

Bill Mitchell advised two volunteer riders one assists on Monday and the other on Wednesday. He is expanding their duties by having them fill out the survey form. The committee discussed bike racks

7f. Update on driver certifications PASS/DEFENSIVE DRIVING - R Romley

Ron Romley congratulated all the drivers who are re-certified. One driver needs to take the PASS class to be certified.

7g. Update regarding Transit Foundation - B. Mitchell

Bill Mitchell advised there is \$4.25 dollars remaining in the fund. He has two senior passes available a 7.50 and a 15.00. Vicky McLane questioned using the word Foundation in the title. The committee agreed to change name to Transit Fund. The committee discussed contacting the Senior Center for other contacts needing assistance to ride the bus.

7h. Update on detour for construction at Road 2 North and Porcupine Pass - B. Mitchell

Road construction should be completed in November.

7i. Discussion concerning audit team from Town - E Steinback

Ron Romley advised the audit team consists of the Town Council who will come and speak with Transit Advisory Committee members. This has not occurred at this time. Transit is costing the every citizen of the Town .008/day.

8. **NEW BUSINESS**

8a. Discussion concerning meeting in Flagstaff regarding Fed FY 2013/2014 Grant
R Romley, C Romley, E Steinback

Ron Romley, Cheryl Romley, and Ed Steinback went to the meeting in Flagstaff. Ron advised that Transit have until December 2 to turn the grant application into ADOT. Transit currently has enough grant money to fund October 2012 to October 2013.

8b. Discussions concerning transit expansion into Prescott Valley - R. Romley, E. Steinback,
C. Romley

Ron Romley and Ed Steinback gave a report on the possibility of interfacing with New Horizons transit system and creating a non-profit fundraising arm with community-based operation, which would allow transit service to a greater population.

1. Ed Steinback moved, seconded by John James to move forward with formulating a Yavapai Regional Transit System with New Horizons. Passed.

2. Ed Steinback moved, seconded by Cheryl Romley to establish a P. O. Box for Chino Valley Transit. Passed.

3. Ed Steinback moved, seconded by John James, to investigate, move, and create a Transit web site from Town servers independently to Transit's own servers. Discussion arose regarding maintaining a link to the Town's web site. Passed

4. Ed Steinback moved, seconded by Cheryl Romley to pursue creating a memorandum of understanding between Chino Valley Transit and the Town of Chino Valley as it pertains to the procurement of two (2) new buses for the system in the future the and leasing the two (2) existing buses when Transit departs the town and transfer of any remaining LTAF funds for Chino Valley Transits use. Passed. All motions were unanimous.

9. NEXT MEETING DATE October 10, 2012

10. ADJOURNMENT

Cheryl Romley moved, seconded by Sue Mitchell to adjourn, passed at 4:50 p.m.

Submitted this October 15, 2012

By Liz Hart, Town Clerk Assistant