



Yavapai Regional Transit, Inc.
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“Moving Yavapai Regional Transit Forward”

MINUTES OF THE REGULAR MEETING YAVAPAI REGIONAL TRANSIT INC. BOARD

**Thursday, March 8, 2018
8:00 A.M.**

**Yavapai Regional Transit Office
Chino Valley, AZ**

1. Yavapai Regional Transit, Inc. convened for a regular board meeting at the YRT Office, located in Chino Valley, Arizona on Thursday, March 8, 2018 at 8:00 A.M.

Ron Romley called the meeting to order at 8:04 a.m. It was noted a quorum was present.

2. **Members present:** Ron Romley (Chairman), Dawn Marie Hayden (Vice-Chair), Nancy Best (Treasurer), Cheryl Romley (Secretary), Daniel Mattson (member) and Becki Henderson (member) excused). Also in attendance were Craig Brown, Sandy Stutey, Bill Mitchell and Linda Altman.

3. **APPROVAL OF MINUTES**

Motion to approve the February 8, 2018 minutes was made by Daniel Mattson and second by Nancy Best. Motion carried.

4. **CALL TO THE PUBLIC**

Craig Brown brought up what is happening with CYMPO and Prescott Transportation. Ron Romley said it would be discussed later in the meeting.

5. **MANAGER & STAFF REPORT**

a.. Bill Mitchell gave the report on the driver meeting held February 13th. Bill Mitchell said that the main discussion was navigating tight turns/fixes objects. There was also a discussion on safety during the flu season. Next subject was the deviation schedule. Deviations are to be called in the day before. He advised that people were starting to comply. They also talked about what was the proper procedure for the driver to follow in a medical emergency. The training session was on Bio-hazard kits, where the kits are and how to use them.

b. Ridership report shows there were a total of 574 riders for February 2018 compared to 339 last year (59% increase).

c. Sandy Stutey said we had 2 minor accidents in February. The first one was in a situation where it was necessary to back the bus up and the driver hit a fence. The second one was in the Town's Complex parking lot. The bus pulled away from his parking spot when a dog ran out in front of him. He swerved to miss the dog and hit a sign. Daniel Mattson asked if there was damage to the fence. There was none. Sandy Stutey spoke with the Town and they said it was no worry about the sign. There was damage to the first bus in the lower right rear quarter panel but none to the second one. YRT is paying for the damage to the first bus as the cost of repair is lower than the increase in our insurance premiums.

6. SUBCOMMITTEE CHAIR REPORTS

a. Cheri Romley gave the report on the Foundation meeting. They are working on public transportation training with different groups to train their clients. They have applied for a grant from the state to help with the training.

b. Fundraiser Committee report by Becki Henderson was postponed due to her excused absence.

7. OLD BUSINESS

a. The financial report was given by Sandy Stutey. Our cash on hand at the end of January was \$102,300. We had reimbursements from ADOT in February of \$31,739. Our expenses were \$25,861. Our cash at the end of February was \$111,196. Our accounts receivable at the end of February was \$33. We are staying even with our in-kind match generation to meet our local match requirements. Our cost per service hour is down and so is our cost per rider. There were a few questions that Sandy Stutey answered. It was also noted that the Chino Valley Elks donated \$400 to YRT. Cheri Romley made a motion to accept the report, second by Nancy Best. Motion carried.

1. Ron Romley spoke to the board about taking about 3 months of revenue and putting it in a reserve account. Sandy Stutey said she had spoken with our banker regarding this and also the accountant. If we put it in an unrestricted account it will pay a minimal return. We will revisit this again.

b. Marketing report by Cheri Romley. "Prescott Valley Cares" has donated an advertisement on their back page. We are still running ads and articles in the Courier. We are also going to sell advertising inside our buses. Dawn Marie Hayden suggested someone contact the people who use the mailers to see if they would like to advertise with us. There was also a discussion about doing a survey to see if our advertising is working.

c. Personnel Status was given by Bill Mitchell.

1. We have 2 people interested in driving, both of which are riding to see if they are interested.

d. Sandy Stutey updated the board on the ADOT grant 2018/2019 and 2019/2020. It has been submitted. We are waiting for them to go over the paperwork.

1. Our Public Hearing went well.

2. Our grant writer is working on getting several new grant paperwork ready to be submitted. She has 14 leads right now.

e. Bill Mitchell stated that we are doing well with the Veterans Free Rides project. We have had 37 in February.

f. The new bus should be ready in March/April.

1. Bus #60 will be going to the Gila River Indian Tribe. Their mechanics are coming to look at it today.

g. Ron Romley brought up the subject of utilization of the new bus. There will be new apartments going up in Chino Valley who will need transportation and we are adding a second day in Prescott Valley.

8. NEW BUSINESS

a. It is time to start planning for the Paulden Plunge route. Last year's route was very successful. It will start on Monday, May 28th.

b. We have gotten final approval of our Title VI Plan from ADOT. We need a resolution to finish the process. Daniel Mattson made a motion to accept the Title VI plan and second by Cheri Romley. Motion carried.

c. Ron Romley said the yesterday he and Cheri Romley went to meet with NAZCARE. They would like to meet our buses in Chino Valley and at the Square in Prescott to take their clients to another stop or to Prescott Valley.

d. CYMPO is looking into accessing the 5307 funds to create more transit in the urban area. It may be possible to have a company like YRT contract for the service at a more favorable reimbursement rate. There is discussion in Prescott about replacing the service lost when Citibus ended their service. YRT might be able to do it. There are many questions to be answered. In the meantime, CYMPO is talking to their board about updating their Regional Transit Plan. This plan is 9 years old.

e. Sandy Stutey stated that YRT has joined the Greater Prescott Area Tax Credit Coalition Foundation. We will get advertising 4 times a year on their website and local newspapers.

9. NEXT MEETING DATE: April 12, 2018 at 8:00 a.m. YRTI Office, Chino Valley, AZ.

10. ADJOURNMENT

The meeting was adjourned at 9:32 a.m.

A motion to adjourn was made by Cheri Romley and second by Daniel Mattson. Motion carried.

Dated this March 15, 2018