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## “Moving Yavapai Regional Transit Forward”

### MINUTES OF THE REGULAR MEETING YAVAPAI REGIONAL TRANSIT INC. BOARD

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Thursday, June 14, 2018  
8:00 A.M.

Yavapai Regional Transit Office  
Chino Valley, AZ

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1. Yavapai Regional Transit, Inc. convened for a regular board meeting at the YRT Office, located in Chino Valley, Arizona on Thursday, June 14, 2018 at 8:00 A.M.

Ron Romley called the meeting to order at 7:55 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). Also in attendance were Mary Connor, Sandy Stutey, and Bill Mitchell. Linda Altman was excused.

3. Ron made several announcements:

- a. Creative Bus Sales representative, Marcus Hoffman, is finishing up some of the prep work on YRT's new bus, #65. A few items still need to be addressed.
- b. Becki Henderson has resigned from the Board. Ron asked Board members to look for possible Board members. Ron is still in contact with Dr. Marla Jirak concerning her possible membership
- c. Rose Vasquez was scheduled for this meeting to give an update on her work on grants for YRT; she had a family emergency and will attend in June. Ron instructed Sandy to be sure to have Rose return her most signed contract.

### 3. APPROVAL OF MINUTES

Motion to accept the May 10, 2018 minutes was made by Daniel Mattson and 2<sup>nd</sup> by Dawn Marie Hayden. Motion carried.

#### **4. CALL TO THE PUBLIC**

Mary Conner announced that August 7 is Purple Heart Day. There is a ribbon cutting at the Gateway Mall for the Hotshot Museum and a memorial ceremony for the Granite Mountain Hotshots commemorating the fifth anniversary of their deaths in Yarnell. On June 25, there will be a conversation with residents of Viewpoint and other interested parties regarding access to evacuation routes during a wildfire. Mary commented on the “cute video” of the Paulden Plunge on the YRT website and the current ads in the paper. She reminded the Board to submit a letter to Supervisor Craig Brown regarding the renewal of County support for YRT.

#### **5. MANAGER & STAFF REPORT**

- a. Bill Mitchell gave the report on the driver meeting held May 22, 2018. He ran through the agenda concentrating tracking the variety of ways fares are paid for ADOT reporting; safety issues; follow up on the PASS class; new codes for driver manifests to make reporting more accurate; review pick-up and drop off locations; review rules and practical tips for dealing with dogs on buses. Drivers are asking riders to complete a survey; preliminary results are showing a high degree of satisfaction, and “kudos” for drivers.
- b. In discussion, Ron directed operations staff to ensure that all drivers rotate through all routes so that they are familiar with the entire operation, enabling them to fill in anywhere in the system. He directed operations staff to ensure that all drivers are properly trained in use of the securement systems.
- c. Ridership report shows there were a total of 844 riders for May 2018 compared to 733 in April 2018, a 15% increase, and compared with 375 in May of 2017, an increase of 125%. The use of “free tickets” that are made available to Board member Daniel Mattson has increased. We are glad to see more people using them. Daniel asked for additional tickets at this time.

#### **6. SUBCOMMITTEE CHAIR REPORTS**

- a. Sandy Stutey gave the report on the Foundation meeting. They continue to plan for doing bus travel training, if they are successful with their grant applications. They are looking for co-sponsorship and a location to do another Transportation Resources Fare. They have developed a “Friends of Transit” fundraising campaign to support their advocacy for transit
- b. Cheri Romley reported that the Fundraiser for August 11 has been cancelled. Ron directed Cheri and Sandy to restart the Fundraising Committee to look for possible events, perhaps in partnership with the Chambers of Commerce or community service groups.

#### **7. OLD BUSINESS**

- a. The financial report was given by Sandy Stutey. We had reimbursements from ADOT in May of \$22,778.40, and total revenue was \$27,570.25, in part due to the sale of the 2007 bus to the Gila River Indian Community. Our expenses were \$23,383.27. The numbers for Payroll and Payroll taxes were reversed in the report and will be corrected. Cheri Romley made a motion to accept the financial report as corrected, 2<sup>nd</sup> by Daniel Mattson. Motion carried.
- b. Marketing report by Cheri Romley. Cheri reminded everyone to “check out” the Paulden Plunge video on the YRT website. Cheri and Sandy will be doing some work with Matt Fey to enhance the current website. Matt Santos, a photographer contracted with the Town of Chino Valley is

going to be doing some photos of YRT operations, including staged shots to maximize backgrounds and activities. Staff/Drivers will be asked to participate. A date has not been selected. YRT received a check for \$1,700 from the Town of Chino Valley to cover operating costs for the Paulden Plunge this year. Ron attended a PACO meeting. Ron and Cheri worked with Ms. Darlene at the Chino Valley Library on a Children's Bus Program.

- c. Personnel Status was given by Bill Mitchell. The 2 trainees have completed their training and are ready to begin driving.
- d. Ron Romley updated the board on the ADOT grant for 2018/2019 and 2019/2020. The Notice of Preliminary Award from ADOT indicated that YRT's request for FY19 was cut by 30%. An appeal was submitted and the second award was approximately 5 percent higher. The budget will be reviewed for possible places to cut expenses. Revenues from private foundation grants are becoming more and more important.

There is no money for capital purchases in the first year of the new grant cycle. Ron has instructed staff to look at possible grant funding for tablets for drivers to use to receive and record information on route. We have identified 28 leads for grants. So far, several small grants have been awarded. We have been denied on several larger grants and will reapply. We will update the grants list each month. Nancy Best suggested that staff to look to Apple or other large technology companies for possible grants to support a new dispatch/scheduling/data collection system.

- e. Bill Mitchell stated that we are doing well with the Veterans Free Rides project. We had 52 free veterans rides in April and 85 in May. .
- f. The new bus has been delivered but has several modifications to be completed involving wiring and exterior lights.
- g. Cheri reported the next TAC Meeting will be held on July 18, 2018, at St. Luke's Church. Much of the focus will be the budget situation with lower levels of ADOT grant monies being available.
- h. Ron spoke on the CYMPO approval of funding for a Transit Implementation Plan update in 2019. There are issues around how those planning funds are made available to CYMPO to be solved. It may be up to 2 years in the planning stage.
- i. Ron stated that Board Officer elections will be held at the September 2018 meeting.
- j. Paulden Plunge video update was provided under Marketing.
- k. Ron reported that the number of kids participating in the Paulden Plunge is significantly larger. The work by the Paulden Foundation has made the process of reservations work well.
- l. Ron reported that the plan for October 1, 2018, is to move the Prescott Valley service to Wednesday from Friday to increase access to necessary services.
- m. Bus stop signs are ready to install. An insert for the two Prescott Valley stops need to be created.
- n. The Prescott Valley parade on May 12 went well. We have two buses in the parade and a lot of smiles, waves and "atta boys" from the crowd.

- o. Ron reported that drivers needing updated training in Defensive Driving and the PASS program have completed the instruction. Another class will likely be held in January for the remaining drivers.

## **8. NEW BUSINESS**

- a. Sandy provided a hand out on a STRIPE system which can be imbedded in the YRT website that will handle financial transactions such as donations, both periodic and Tax Credit, the purchase of bus punch tickets, and payment of any invoices for special services. This system was recommended by Matt Fey, our webmaster, over Pay Pal. Prior discussions on Pay Pal led the Board not to pursue its use. Dawn Marie and Daniel volunteered to review the information. Sandy was directed to find out what other area non-profits are using and their satisfaction with those products.
- b. Ron announced YRT's participation in the Prescott Frontier Days parade on June 30. We will have 4 buses. Board members, families and friends are invited to participate.
- c. Ron announced that June 21 is "Dump the Pump", a nation-wide public transit awareness raising event. The Board is asked to have a "fare free day" that day. Daniel Mattson moved to approve a Fare Free Day on June 21, 2018; seconded by Cheri Romley; motion carried.
- d. Ron described a new requirement being imposed by ADOT for 5311 recipients. YRT is being required to register in the Federal System for Award Management or SAM. It is a somewhat complex system to access but is required for recipients of federal funds in order to "streamline the acquisition of grant, loans, contracts and intergovernmental transactions." YRT questioned this requirement as ADOT contract language calls 5311 grant recipients "sub-recipients". ADOT insists that we are affected. Most governmental agencies, i.e., Town of Chino Valley, CYMPO, the County, are in SAM. Cheri has researched the requirements and will be working with staff to achieve "active status" in SAM by October 1, 2018.
- e. Ron reported that YRT has been approached to provide shuttle service from the Smoki Museum to Frontier Village during a Native American event in April 2019. He has calculated the costs for the event organizers and we are waiting to hear if they will use YRT services.

**9. NEXT MEETING DATE:** July 12, 2018 at 8:00 a.m. YRT Office, Chino Valley, AZ.

## **10. ADJOURNMENT**

The meeting was adjourned at 9:54 AM

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Dated this June 21, 2018