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## “Moving Yavapai Regional Transit Forward”

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

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**Thursday, August 9, 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, August 8, 2018 at 8:00 A.M.

Ron Romley called the meeting to order at 8:00 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 Conner, Sandy Stutey, and Bill Mitchell. Linda Altman was excused.

3. **APPROVAL OF MINUTES**

A motion was made to approve the minutes by Nancy Best; seconded by Dawn Marie Hayden. Motion carried.

4. **CALL TO THE PUBLIC**

Ron Romley introduced two guests and possible future Board members. These were Daryl Croft, Chino Valley Mayor, who was involved in the beginning of the public transit system in Chino Valley, and Reagan Stuller with the Arizona Department of Veterans Services. He works with veterans and has a good perspective on community needs.

Mary Conner, Assistant to Supervisor Craig Brown, reported that that County’s Purple Heart Day went well. Thirty veterans were honored. Ron Romley reported that Supervisor Brown has notified YRT that the Transportation funding from the County is being reviewed. The funds come out of the County Public Works budget and the allocation to YRT has been in excess of the formula. Ron is supplying some additional information for Supervisor Brown to use in budget negotiations on YRT’s behalf. One of the concerns is YRT’s service in the urban areas of Prescott and Prescott Valley and the Board of Supervisors primarily supports service OUTSIDE the urban area. We are waiting to hear the final decision.

## 5. MANAGER & STAFF REPORT

- a. **Driver Meeting Report** - Bill Mitchell gave the report on the driver meeting held July 10, 2018. He ran through the agenda concentrating on not speeding; asking for volunteers for the Chino Valley parade; how the buses' destinations signs (reader boards on the front and side operate), results of the rider survey. Ron commented that people are "seeing" YRT as a transit system, in part because of the destination signs.
- b. **Ridership Monthly Report** – We had 581 riders in June, the highest ever, up 30 percent from last year. We had 840 riders in July, about the same as last year. . The monsoon has reduced ridership this past month.
- c. **Update on Vista Employee** - YRT has been awarded a 900 hour VISTA state volunteer to focus on communication and community outreach. Her name is Patti Kardash and she will start in September.
- d. **Update the SCSEP Program** - The SCSEP program doesn't seem like a good fit because of the nature of the program which expects the hosting agency (YRT) to provide training in return for not having to pay wages. It is designed to help seniors enter the workforce with better skills.
- e. **Action Plan with Rose Vasquez** - Four new grantors have been identified. Three require Letters of Interest. One has a Sept. 28 deadline. Rose is drafting with plenty of time to review. Sandy spoke with Annette Olsen of United Way of Yavapai County about their next grant cycle. Annette stated that she has resubmitted our fall grant request for operating funds for consideration in the current grant cycle. She invited YRT to make a presentation to the grant evaluation team on October 30. The grant log is updated. Rose and Sandy are trying to reach some of the local grantors, such as Margaret T. Morris, in addition to pursuing national opportunities.

## 6. SUBCOMMITTEE CHAIR REPORTS

- a. **Foundation Update** - Sandy gave the report on the Foundation meeting. CYTF focused on their Transportation Resource Fair on August 30 at the Senior Center on Rosser. Invitations to providers have been sent out. They had problems getting approved in the SAM system; Lindsay is working to clean that up. They have received \$14K on a travel training grant and are developing their curriculum
- b. **Fundraiser Committee Update** - The Fundraising Committee has not met. With the departure of the committee chair, another person needs to be appointed.

## 7. OLD BUSINESS

- a. **Financial Report** - Several members of the Board have asked that they be able to review financials of the prior month's activity instead of delaying one month. The Board reviewed both June and July at this meeting. The financial report was given by Board Treasurer, Nancy Best. Revenue for June was \$3,861.21 which was low because the ADOT reimbursement went in near the end of the month. June expenses totaled \$19,957.07.

In July, YRT received an unsolicited donation from the Yavapai Prescott Indian Tribe for \$5,000 out of casino funds. We will be pursuing a grant in connection with their Federal 202

Transportation funds for the next year. We received May and June ADOT reimbursements. Total July revenue was \$51,516.21. July expenses totaled \$18,108.90.

Nancy commented that our fares haven't ever been raised. Daniel said he heard people saying that we were going to raise our fares to \$10.00/trip. He clarified that with the persons questioning him. In-kind total available for match is around \$53,000, which represents the value of donated labor.

Sandy reviewed the performance indicators for June and July. There were decreases from June FY17 to June FY18 in the categories of cost per rider and cost per mile. There was an error in the computation which Daniel noted. Sandy will correct and send out the revision. A small increase in service hour costs occurred. The rides per hour number was very strong at 2.42. In July, cost per ride went up from FY17 to FY18, and down on cost per mile and cost per service hour. Rides per hour were less than last year due, we believe to a strong monsoon and pool closures which affected the Paulden Plunge ridership

Cheri Romley made a motion to accept the financial report as corrected, seconded by Daniel Mattson. Motion carried.

1. **Compilation Audit Discussion** - Ron called the Board's attention to the Compilation for YRT's FY17. We have received a letter of engagement from Alyx Cohan CPA to do the Compilation for FY18, as well as prepare the 2017 IRS 990 form which Ron needs to sign. Estimated costs will be approximately the same as last year. Hopefully the work that we are doing with the temporary bookkeeper will help make it an easier process.

Sandy reported on a workshop on financial statements for non-profits led by Alyx Cohan, our accountant. One of the topics had to do with the purpose of financial statements. One purpose is to give the Board the information they need to fiscally manage the organization. The second is to respond to budget information requests from grantors. The finance committee may want to make recommendations on any changes to what is presented. In a follow-up conversation, Ms. Cohan advised that the compilation is a good start on having a financial review; and, we need to move to a full audit every few years. It is about three times as expensive as a compilation and would have to be budgeted. Another firm would have to do the audit.

- b. **Marketing report** - Cheri Romley reported:
  - Ads in the paper are going well.
  - She will follow-up with the CVHS reader board.
  - Need to clarify what happens with revenue from sponsorships; ADOT indicated that YRT can treat it like fares and reduce the amount of reimbursement requested by using the sponsorship revenue to offset costs. There are questions about how this would work. Therefore, Cheri is holding off on the pursuit of sponsorships until we fully understand the impact.
- c. **Personnel Status** - Bill Mitchell.  
No one is in training at this time. Current drivers are doing very well.
- d. **Update on ADOT Grant FY18/20 Budget Submittal** - YRT does not have a final approved budget from ADOT for FY19. It is supposed to be sent out in the next four weeks. We will be attending an ADOT training session in September which should clarify some issues.
- e. **Update on Free Rides for Veterans** - Bill stated that we are doing well with the program. We had 112 in June and 97 in July. Largest number of veterans seem to be at the Courthouse Plaza.

VA Hospital's Chief of Police has asked YRT to put in a bus stop at the VA main entrance. He is being tasked to do this by Hospital administration. We will treat it as a "request stop". Need to notify ADOT of the request.

- f. **Update on New Bus #66** - Ron reported that the 2018 bus will arrive in late August in Phoenix and come to YRT in Sept. This is a very short turnaround time compared to the past two years (7 months versus 17 months).

Ron reported that ADOT is funding three new 5311 systems which reduces the funding for existing 5311 grantees. One of the new systems is operated by the Payson Senior Center. We will surplus bus #61 through ADOT's process and Payson will likely receive our bus. It probably will not occur until after the new bus arrives. We will have to pay insurance on both vehicles. Daniel suggested we "park" 61 and not insure it. We'd rather have the coverage.

- g. **Update on TAC MTG held July 18, 2018** - Cheri reported the next TAC Meeting was held on July 18, 2018, at St. Luke's Church. Attendance was down. Topics include PV expansion, budget, CYMPO's activities and CYMPO's application for a BUILD grant.
- h. **Update on the Paulden Plunge** – We are done for the year. A few more riders than last year 418 riders. We estimate that we owe \$1,372 to the Town for pool admissions. Mayor Croft asked what our costs for operations were. The Mayor suggested that we increase the request to the Town next year to fully cover the costs. Paulden residents are all customers of the Town. Residents expressed their appreciation. There are plans to provide towels, flip-flops/shoes, and swimsuits through community participation. There is a great need. Ron will make a presentation to PACO.

**New medical clinic in Chino Valley** – Mayor Croft reported on the reopening of the Clinic at Hwy 89 and Rd. 1 North. He mentioned the new ADOT grant to improve the intersection and lowering the speed limit to 35.

- i. **Update on new signs to be added to Bus Stops** – Ron reported that the new bus stop signs which show the routes and scheduled have been installed at locations where we have existing signage.
- j. **Update on Defensive Driving Classes** - Ron will be doing a Defensive Driving Class for two drivers. Time is not scheduled.
- k. **Update on Stripe/Pay Pal for Payment** - Daniel has not had time to investigate additional on-line payment/donations systems for non-profits to put on the YRT website. Sandy asked that a decision be made in time to have it installed and tested by the end of October as that is when we will start soliciting donations under our Arizona Tax Credit Organization programs.
- l. **Update on SAM** - Cheri reported that YRT's registration has been accepted and ADOT notified so we can get paid next year.
- m. **Update Great Expectations** – Lisa Nau continues to come in once a week to support our accounting functions and to work on improving our processes. We have paid approximately \$400 so far. She has worked
- n. **Update Succession Planning** – After the initial meeting, board members were provided with current job descriptions and lists of duties/task for proposed positions. They will need to be

reviewed to identify essential functions. The Board needs to have a similar set of responsibilities to support the Board at times of change.

- o. **Update on Lofgren IT contract** – Cheri has reviewed the drafts. She asked Daniel to look at the confidentiality clause. And, we need a current inventory of all equipment to be covered. Need to revise the term of services, one to cover April – Sept., and a new term of service starting, Oct. 1. Take out the dial-up capability to access the system. Daniel believes that all IT professionals abide by a high standard of confidentiality with their clients. A simple confidentiality clause will be satisfactory.

## 8. NEW BUSINESS

- a. **Sale of Bus #61** - Previously covered.
- b. **Update on Donations for the month** – \$5,000 from the Tribe; \$300 from the CV Lions; acknowledged in the most recent newspaper ads.
- c. **Chino Valley Parade** – Get as many drivers involved as possible. Board members are encouraged to participate. Pancake breakfast and other activities in the park. Takes place on Saturday, Sept. 1.
- d. **YRT Position Change.** – Sandy requested a second dispatcher to cover the office during the day instead of operating with a cell phone and mobile radio out of the office. The position would also be doing more data entry. The Board has been provided with draft job descriptions and a budget for the staffing. The minimum benefit load is lower because we don't have to pay Federal unemployment taxes. We are requesting refunds from the IRS for the past 4 years. Cheri is also recommending a new position as a backup transit manager. The budget will need to be reviewed to find funds. It is a work in progress.
- e. **Special Services** – The Long Riders contracted with YRT last weekend to provide shuttle service from the Plaza to the Trade School on 89A for a number of “cowboys” to participate in a “ride” as part of the events on the weekend. Put on by the Prescott Regulators and their Shady Ladies. Impressive to see almost 100 riders come into downtown Prescott.

**9. NEXT MEETING DATE:** September 13, 2018, at 8:00 a.m. YRT Office, Chino Valley, AZ.

**10. ADJOURNMENT** – Ron thanked our guests for attending.

The meeting was adjourned at 9:38 AM.

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Dated this August 16, 2018