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A 501c (3) corporation
AZ Qualifying Charitable Organization

“Moving Yavapai Regional Transit Forward”

MINUTES OF THE REGULAR MEETING YAVAPAI REGIONAL TRANSIT INC. BOARD

**Thursday, January 10, 2019
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, January 10, 2019.

Ron Romley called the meeting to order at 8:01 a.m. It was noted a quorum was present.

2. **Members present:** Ron Romley (Chairman), Dawn Marie Hayden (Vice-Chair) absent, Nancy Best (Treasurer), Cheryl Romley (Secretary), Daniel Mattson (member), Mitch Padilla (member) and Darryl Croft (member). Also in attendance were Sandy Stutey (staff), Bill Mitchell (staff), Linda Altman, Alex Cohan and Craig Brown members of the public.

3. **APPROVAL OF MINUTES**

Darryl Croft moved to approve the December 13, 2018, Board minutes as presented and seconded by Mitch Padilla. Motion carried.

4. **CALL TO THE PUBLIC**

- a. **COMPILATION AUDIT AND IRS 990 – ALEX COHAN CPA**

Ron Romley said that we sent out the letter from Alyx Cohan regarding these issues to the Board. Ron turned the discussion over to Alex for any questions. Ron asked for clarification of some of the information in the letter. She explained this is standard wording for compilations. Cheri asked about the number of Board members in the 990 submission, and the number of volunteers. Sandy reported the Board number was correct at the end of the year and the volunteers is an estimate because numbers vary throughout the year. Cheri asked a question about how a reserve fund is reported in the financials. Alex explained how it works. She also explained the difference between an audit and a review. She said we are fine with just having a compilation and/or review at this time. She explained that the Board cannot designate a fund to be restricted, only the donor, and what restricted means and how it works. Alex also reminded the Board to look at the

balance sheet and how important it is as an overall financial tool. Cheri asked about depreciation on the buses. Alex explained that we are the owners of the buses so we can use depreciation.

b. Call to the public

Supervisor Craig Brown spoke about the One North signal. ADOT said that it will be put off until 2023. He would like the board to write a letter to ADOT in support of getting the signal earlier than that.

Then he explained the process for ongoing Yavapai County support. We will receive but this on an annual basis, but we need to request it. We received a check from Craig for \$25,000 for 2018-2019. We need to request the stipend for 2019-2020 and give a presentation. Ron thanked Craig for all his efforts for YRTI.

5. MANAGER & STAFF REPORT

a. Driver Meeting Report –Bill Mitchell

Meeting was on January 8th. Ron gave an update of what is going on in the company. The old business was safety on the bus and the inclement weather. Monday January 7th was only the second time that YRT has had to shut down the service due to inclement weather.

b. Ridership Monthly Report – Bill Mitchell

In December 2018 there were 798 riders.

c. Foundation Update. – Sandy Stutey

The foundation is having a seminar at the Prescott Valley Library on training the trainers on January 25. They would like us to provide a vehicle so they can demonstrate how the lift works.

d. Fundraiser Committee Update – No meeting. Dawn Marie was excused.

7. OLD BUSINESS

a. Financial Report –Sandy Stutey.

Sandy Stutey reported on the finances. At the first of December we had \$81,000 in the bank. The expenses were \$19,829, total revenue was \$50,790 leaving a balance of \$112,810 on December 31, 2018. Rides per hour are over 2.04. Cheri Romley made a motion to accept the financial report, 2nd by Daniel Mattson and passed by aye vote.

b. Marketing Report – Cheri Romley

We have been running ads in the local papers for the Tax Credit. She also has been selling sponsorships which we formerly called window signs. She has sold six so far and is now working with customers on the art work. The question was raised on how much profit do we make on these windows? Cheri said it was 85-90%.

c. Personnel Status - Bill Mitchell.

Bill Mitchell reported that the two new drivers are working out well, for a total of 12 drivers. No new trainees.

d. E-Grants

The ADOT reimbursement/billing portal is closed due to the federal government shutdown. The billing for November has been submitted. We cannot submit any more until the shutdown is over.

1. The contract with Strategic Writing and Consulting has been completed and all payments made.

2. New Grants in Works – Grant Log – Sandy Stutey

Sandy Stutey presented a status report for all the grants considered and submitted. We received a \$3,000 grant from the AZ Dept. of Veteran Services to support the Free Rides For Veterans program. We received a grant from APS for \$1,500 for general operating expenses.

e. Update on Free Rides for Veterans –Bill Mitchell

There were 57 veteran riders in December versus 78 in November. This is an educated guess as all fares were free in December

f. Update on Stripe Implementation Of Stripe –Sandy Stutey

We have updated the website with Stripe. The funds go into our checking account from Stripe with their fees deducted.

g. Update Succession Planning – Cheri Romley

The committee has had two meetings where they reviewed job duties provided by Bill Mitchell and Sandy Stutey. The committee interviewed both staff members.

h. Don't Spend Christmas Alone – Ron Romley

We provided transportation. We moved the pick-up stop from the Senior Center to St. Catherine Labouré Catholic Church in Chino Valley hoping to increase ridership. There were 17 who rode.

8. NEW BUSINESS

a. Government Shutdown and Impact – Ron Romley

We have already discussed.

b. Google Transit – Sandy Stutey

This discussion has been delayed to another meeting.

c. Conflict of Interest Statement - Sandy Stutey

In front of each board member is a conflict of interest policy to be signed.

d. CYMPO Transit Implementation Program – Ron Romley

Ron and Cheri attended the first meeting and will go to the next meeting. Bethany Whittaker who is with Nelson-Nygaard and is working as a consultant will be coming out to meet with Ron, Cheri and Sandy.

10. ADDITIONAL DISCUSSION

a. Sandy Stutey Notice of Resignation Letter

Sandy will be leaving at the end of January 2020.

b. Election of Officers – Cheri Romley

Cheri Romley made a motion to postpone the election of board officers until the September board Meeting; seconded by Daniel Mattson and passed by aye vote.

11. NEXT MEETING DATE: February 14, 2019, at 8:00 a.m. YRT Office, Chino Valley, AZ.

12. ADJOURNMENT – The meeting was adjourned at 9:45 AM.

Dated this January 30, 2019

By Linda Altman