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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, February 14, 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, February, 2019.

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), Mitch Padilla (member) excused and Darryl Croft (member) absent. Also in attendance were Sandy Stutey (staff), Bill Mitchell (staff), Linda Altman, Supervisor Craig Brown.

3. **APPROVAL OF MINUTES**

Daniel Mattson moved to approve the January 10, 2019, Board minutes as presented and seconded by Nancy Best. Motion carried.

4. **CALL TO THE PUBLIC**

Supervisor Craig Brown cautioned about road construction around the Community Center and other areas in Paulden. If construction lasts into June, it may affect routing for the Paulden Plunge. He also reported that the transportation bills in the AZ state legislature have died before reaching the floor. There will be no new construction or transit monies in the coming year.

5. **MANAGER & STAFF REPORT**

- a. **Driver Meeting Report** –Bill Mitchell

The Driver Meeting was held on February 12. Ron Romley reported on Board activities. Other discussions included: How to safely load a passenger by getting the bus and passenger door on the correct side of the street so the rider does not have to cross a street to reach the bus. Everyone was reminded to

drive slowly and carefully in any parking lot. Discussed how to access the Senior Center from Road 3 North instead of Butterfield Rd. Introduced a new policy on checking engine oil once a week instead of with each pre-trip to reduce possible damage to the dip stick tube. Bill Mitchell reviewed the child car seat policies which are solely the responsibility of the parents for seatbelts and/or car seats on the bus. Two buses are in for repairs – one had an electrical problem; one had a latch problem on the lift. Bill Mitchell reminded all about how to operate a lift manually in an emergency

b. **Ridership Monthly Report** – Bill Mitchell

In January 2019 there were 743 riders and last year - 680; last month -790.

Dawn-Marie Hayden asked if we knew why the ridership was down. Sandy will prepare a comparison of ridership, month-by-month, for the next meeting to review trends.

Sandy Stutey will be doing a travel training presentation at US Vets. She is also going to meet with the VA staff to talk about how to move some VA riders on the VA volunteer transportation program to YRT.

Dawn-Mari Hayden passed out about 30 tickets during the PIT count. Only 1-2 have come back so far. Daniel Mattson is not getting as many requests for tickets as in the past. Salvation Army is seeing an increase in people accessing their services this winter, but clients do not seem to be interested in using transit.

Cheri Romley pointed out we need to do more outreach. We are not getting out in the community as much as we need to. This is something we can use Board members and volunteers for. Dawn-Marie is willing to help. Need to identify groups and set up presenters.

6. SUB COMMITTEE CHAIR REPORTS

a. **Foundation Update** – Sandy Stutey

There were seven participants attending the travel training program put on by the Foundation at the PV Library. They will conduct the next travel training on March 25, 2019 at the PV library.

b. **Fundraiser Committee Update** – Dawn-Marie Hayden is pursuing the “Duck Float” fundraiser. She is planning for it to happen in the early summer. We need more people working on the event. Dawn Marie Hayden will set up a meeting.

7. OLD BUSINESS

Nancy Best said that she rode the bus and was pleased to talk with riders who are very complimentary. Pat Klingman is very supportive. We should take Pat to speak at a Lions meeting to speak on YRT’s behalf.

a. **Financial Report** –Nancy Best

Nancy Best reported on the finances. The expenses were \$18,190.08; total revenue was \$31,874.38. Accounts receivable are at \$31,391.36. Rides per hour were 1.69 down from 1.76 in the prior year. The Board has requested identification of all Tax Credit donors by name. It will be shown in the Dashboard each month. The YRT Help Fund still needs some work on cash handling. Ron Romley thanked Craig Brown again for his spearheading an annual allocation for YRT. It will need to be requested each year no later than July 1, 2019, from the County. Daniel Mattson made a motion to accept the financial report as corrected on one date, seconded by Dawn-Marie Hayden. Motion carried.

b. **Marketing Report** – Cheri Romley

YRT did a video for presentation at the Arizona Transit Association conference in early April. Riders while on the bus, officials and staff of Chino Valley, YRT staff, and other leaders were filmed over several days. The participants were very complementary regarding the service and staff. The videographer did a very professional job.

Cheri Romley has obtained three sponsorships resulting in commitments to “purchase” six windows. She has talked with several other businesses about possible sponsorships. She is waiting for Toms Print and Sign to install the sponsorship signs.

She is also preparing the updated slides for the television airing on CCTV in Chino Valley and possibly the one targeted to Veterans.

c. **Personnel Status** - Bill Mitchell.

We have ten paid drivers and two volunteer drivers. The Chino Valley Job Fair resulted in YRT passing out 21 applications. One application was submitted.

d. **New Grants in the Works – Grant Log** – Sandy Stutey

Sandy Stutey has updated the Grants Log showing due dates; whether or not we qualified in the past; and what was awarded. There are three in works:

- Arizona Community Foundation – Due February 28; requires Board approval to submit; adding a day in Prescott Valley.
- United Way of Yavapai County – Due March 15.
- Jewish Foundation of Prescott – Due April 26; focuses on children
- She is also pursuing Kieckhefer, Margaret T. Morris, James Family Foundation; Fann and others.

We are asking for approximately \$10,000 to match 5311 funds to add a day of service PV. Sandy confirmed with ADOT that we can apply for additional 5311 funds for PV for FY20. There was discussion about what would happen if we didn't receive ADOT funding but did get an ACF or United Way grant. Options include giving the money back to the grantor, finding other partners, assessing whether or not there are sufficient funds in the ADOT grant to make up the approximately \$20,000 shortfall

Cheri Romley moved to approve the submission of the ACF application; Daniel Mattson seconded; motion carried.

Ron Romley requested the have the grant log presented to the Board at each meeting. Sandy Stutey will continue to be responsible for YRT grant writing.

e. **Update on Free Rides for Veterans** –Bill Mitchell

There were 80 veteran riders in January and there were only 43 veteran riders in January 2018.

f. **Update on Stripe Implementation for Tax Credit & Tickets** – Sandy Stutey

We have updated the website with Stripe. It is working for Tax Credit donations and two were submitted so far this year. Also used for one sponsorship payment. We have to pay fees for transactions, but it is worth it. Ron Romley reminded everyone to reach out to friends for donations. He also requested the Board give them to Tax Preparers like AARP.

g. Update Succession Planning – Cheri Romley

Cheri Romley reported that the manager’s job description is almost completed. There are scheduling issues between members.

8. NEW BUSINESS

a. Government Shutdown and Impact – Ron Romley

Ron Romley reported there was no impact except a delay in payment for November and December. He also said that ADOT did a great job in paying YRT. The January billing was submitted a week ago and has been approved by ADOT but not paid.

b. Google Transit – Ron Romley

We are ready to move ahead. The attorney has reviewed liabilities. One issue was liability on YRT if a Google trip plan “results” in someone missing an appointment. There is a disclaimer stating that the results of a trip plan are for planning purposes only. YRT can withdraw with 30 day notice. No financial liability to YRT except staff time. Patty Kardash, our AmeriCorp Volunteer, has been our lead in the implementation. Keeping GT updated will be assigned to a regular staff member once PattyKardash leaves. Cheri Romley moved to approve YRT joining Google Transit; Daniel Mattson seconded; motion carried.

The Board would like to know how Google Transit will be rolled out to the public. Sandy Stutey has spoken with Matt Fey about updating the Website. We will be providing information to riders and agencies in various ways. Sandy will do a demonstration of Google Transit at the next meeting.

c. Discuss Upcoming Vista Extension – Sandy Stutey

Patty Kardash is an AmeriCorp (VISTA) volunteer for 900 hours a year; we have until May to extend her contract. Sandy Stutey noted the succession planning process will impact whether or not to extend Patty Kardash at YRT. The Board is asking for budget information for FY20 before the next Board meeting to aid in decision making.

d. Board Timesheets and Fundraising Support – Cheri Romley

- a. Cheri Romley reminded Board members to track all their time when doing outreach/representing YRT in the community. Board members need to be doing more outreach. She asked all Board Members to please fill out their timesheets!

e. Discuss and Approve Vision Statement, Mission Statement & Goals from draft – Ron Romley

Two drafts were prepared (attached), one from the TAC meeting, and an alternative presented by Chris Bridges (CYMPO). There was a preference for the shorter version. Daniel Mattson moved to approve the shorter version; Dawn Marie Hayden seconded; there were several suggested changes to the wording. A friendly amendment was made and seconded by Daniel Mattson and Dawn-Marie Hayden.

The VISION of Yavapai Regional Transit shall provide safe, efficient, reliable and accessible public transportation.

The motion to approve the VISION statement as amended. Motion carried.

Discussion proceeded on the MISSION statement. A major point of discussion is how to measure the quality of customer service in the original draft version. There was discussion about how the Vision is a statement for the future, and the Mission is for the present/what YRT should be doing in the present.

The MISSION of Yavapai Regional Transit is to connect people and communities for a better quality of life.

Daniel Mattson moved to adopt the revised mission statement as presented above; Cheri Romley seconded; the Motion to approve the MISSION statement as revised. Motion carried.

A review of the GOALS resulted in a discussion about how to measure whether or not YRT is meeting the goals. Revisions to the draft goals were made.

The GOALS of Yavapai Regional Transit are to:

- 1. Increase ridership.**
- 2. Increase financial security through diversified revenue sources.**
- 3. Annually review policies and procedures.**
- 4. Annually measure customer satisfaction.**

Daniel Mattson moved to approve the goals as stated above; Dawn-Marie Hayden seconded. Motion carried.

9. ADJOURNMENT

Cheri Romley moved to adjourn the regular meeting at 9:52AM; Nancy Best seconded; motion carried.

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

11. EXECUTIVE SESSION Regarding Employee Volunteer Time – Discussion and possible action.

The executive session was convened at 10:05 AM, February 14, 2019, and was adjourned at 10:30 AM.

Dated this March 11, 2019

Cheri Romley, Secretary