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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, March 14, 2019
8:00 A.M.

Yavapai Regional Transit Office
Chino Valley, AZ

1. **CALL TO ORDER** – Yavapai Regional Transit, Inc. convened for a regular Board meeting at the YRT Office located in Chino Valley, Arizona, on Thursday, March 14, 2019.

Ron Romley, Chairman, called the meeting to order at 8:20 AM.

2. **Members present:** Ron Romley (Chairman), Nancy Best (Treasurer), Cheryl Romley (Secretary), Daniel Mattson (member), Darryl Croft (member), Dawn-Marie Hayden (Vice-Chairman) excused, Mitch Padilla (member) excused. Also in attendance were Sandy Stutey (staff), Bill Mitchell (staff), Mary Conner (Yavapai County)

3. **APPROVAL OF MINUTES**

3a. Daniel Mattson moved to approve the February 14, 2019 meeting minutes, with one grammatical correction; Nancy Best seconded the motion. Motion carried.

4. **CALL TO THE PUBLIC**

Mary Conner reported that Supervisor Craig Brown is working with residents in unincorporated portions of the County, and the towns, to ensure emergency egress from various subdivisions in light of the wild fire threat in 2018 in the Pocito Canyon area. He will be holding a series of public meetings. The County is working on expanding service at the WIC clinic – more hours and more medical personnel. The County’s Emergency Management department is expanding its educational programs on living in a Firewise community and how to make homes and businesses safer from wild fire threats.

5. **MANAGER & STAFF REPORT**

- a. Driver Meeting Report – B. Mitchell.
No Driver meeting was held in March.
- b. Ridership Monthly Report for February - B. Mitchell

There were 692 riders in February 2019, including 121 for a special event. This compares with 574 in February 2018. YRT did not operate two full days, and one half-day due to weather conditions. Staff is now preparing a three year report showing a comparison of ridership, month-to-month, to track history and trends. It will be part of the Board packet going forward.

6. SUBCOMMITTEE CHAIR REPORTS

a. Foundation Update – S. Stutey

Sandy Stutey reported on the February 28th meeting of the Foundation. It was a debriefing of the travel training event on January 25 and planning for the second training on May 10. The Foundation is applying for a 5310 grant for additional travel training funds.

b. Fundraiser Committee Update – D. Hayden

No report.

7. OLD BUSINESS

a. Financial Report – N. Best

We are caught up with our billing to ADOT; February's reimbursement has been submitted. Revenue for the month of February was \$49,798.99; Expenses were \$27,245.37 including three pay periods. We paid off the advertising contract with the Courier and the second half of the AmeriCorp agreement. Ron complimented ADOT for the speed with which they are processing our payments. They seem to be taking non-profit cash flow needs into consideration in their processing. In-kind balances are good.

Cheri Romley moved to approve the financial report as presented; seconded by Darryl Croft. Motion carried.

b. Marketing – C. Romley

We are running ads in the newspapers. We are emphasizing the Tax Credit at this time.

She has been working on the sponsorships. Six have been contracted. There is a delay in getting the windows graphics installed due to the work load at Tom's Print and Sign.

Cheri Romley is working on new slides to be displayed on Channel 57, CCTV, for Chino Valley.

Sandy Stutey showed the Board a new Resource Guide for Prescott that lists YRT in the Transportation section. We have updated our "page" on the Prescott Chamber of Commerce website which has increased the number of "hits" significantly.

Ron Romley has asked that we obtain downtown maps from the Prescott Chamber to make available to charter passengers on future Special Events trips.

c. Personnel Status – B. Mitchell

We continue to have ten paid drivers and two volunteers. Several applicants are "on hold". There are no plans to hire additional drivers at this time. Several of the drivers would like to have

additional hours. Ron Romley mentioned that the Board needs to move on hiring the Assistant Transit Manager and the second Dispatcher. The Succession Planning committee is working on it.

d. New Grants in Works – Grant Log – S. Stutey

Sandy Stutey has submitted the Arizona Community Foundation application and will submit the United Way of Yavapai County grant today. We did not pursue the Prescott CDBG. The Jewish Foundation grant is due on April 26. We are waiting for several local/regional grants to open up at this time. Sandy is monitoring. She will pursue funding from Kiwanis for the Paulden Plunge again. Cheri Romley is going to pursue something from the Casino. The grant log has been updated and provided to the Board. We will continue to look for new funding opportunities.

e. Update on Free Rides for Veterans (ID) – B. Mitchell

There were 50 veterans this month down from last year. The weather influenced the number of riders.

f. Google Transit – S. Stutey

Ron Romley announced that he signed the agreement with Google Transit. Patty Kardash (AmeriCorp) volunteer will pick up the implementation process next week and hopefully we will be able to move into a “test environment” within the next several weeks. A demonstration of the Google Transit functionality is scheduled for the May meeting, using YRT data.

Ron Romley informed the Board that there has been a request for a Large Print bus schedules. Tom’s Printing is creating it in an 11 x 17 format of the tri-fold schedule with some spacing adjustment. We will use Arizona Department of Veterans Services grant money to produce and acknowledge their support.

g. Review Final Vision Statement, Mission Statement & Goals– R. Romley

Cheri Romley provided the final version. The Board officially approved the changes on February 14, 2019. Sandy is getting a poster made to hang in the office. The website will be updated.

8. NEW BUSINESS

a. ADOT Budget Negotiations with ADOT – S. Stutey

Ron Romley reported that our meeting on March 12, 2019, with ADOT staff went well. He complimented the program managers for their speedy processing of our reimbursement requests. It appears that there will be more money available for FY 19-20. Ron Romley listed priorities for funding as lengthening the number of hours of service on the Gold Route to support local needs, and to meet the Green, Red and Blue Routes when they return to Chino Valley. The second priority is a second day into Prescott Valley based on access to DES, specialty medical appointments, and recreation. There didn’t seem to be as much concern from ADOT about the Prescott Valley expansion as there had been in the past. It appears that ADOT will honor our budget request for Year Two which was higher than Year One in our original grant application. Our proposed budget for Year Two is very close to that number.

1. Discuss Expansion of System – R. Romley/S. Stutey
Staff will begin working on changes to the routes to implement the additional hours on the Gold Route and the second day in Prescott Valley. We will be ready to roll out service on October 1. We should hear about the final budget award in June and there will be an opportunity to appeal if it comes in lower than expected.

b. AzTA Rural Transit Nomination – R. Romley

Ron Romley has received notification that YRT was selected as the Outstanding Rural Transit System of the Year by the Arizona Transit Association this year. The award will be presented at the Excellence Luncheon at the AzTA conference in Mesa on April 10. The video that was created recently will be playing at the luncheon.

c. Ron Romley reported that he, Cheri Romley, and Sandy Stutey met with Lisa Nau from Great Expectation regarding restricted accounts in our financial system/reporting. Donations can be truly restricted only by the donor, but that limits flexibility; it is better to have an “open” donation. The Board has the ability to temporarily restrict funds for a specific purpose. Those funds can be identified for a specific purpose in the operations, but can be moved to another use if it makes more sense.

d. Ron Romley is starting to work on the Paulden Plunge. The schedule for the start date is not firm. Ron Romley will be approaching the Town of Chino Valley for funding to support the effort this year.

Cheri Romley moved to end the Regular Session and enter the Executive Session. Daniel Mattson seconded. Motion carried.

Meeting adjourned at 9:20 AM.

9. EXECUTIVE SESSION

a. Employee Volunteer Time/Discussion and Board Action – R. Romley

END EXECUTIVE SESSION

10. NEXT MEETING DATE: May 9, 2019, 8 a.m. Chino Valley Office

11. ADJOURNMENT – see above.

Dated this March 15, 2019

By Cheryl Romley, Secretary