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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, April 11, 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, April 11, 2019.

Ron Romley, Chairman, called the meeting to order at 8:00 AM.

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

3. **APPROVAL OF MINUTES**
  - a. Approval of ~~April 11~~, March 15, 2019 meeting minutes

4. **CALL TO THE PUBLIC**

Ron Romley opened the meeting by announcing that YRT has been selected as the Outstanding Rural Transit System in Arizona and received an award at the Awards Luncheon of the Arizona State Transit Association conference on April 10, 2019. There were two other nominees. He also mentioned that Bruce Morrow, Transit Manager for Cottonwood Area Transit, who has been a good friend to YRT through the years, received the Outstanding Transit Professional award this year as well.

5. **MANAGER & STAFF REPORT**

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

No Driver meeting was held in March. Sandy, instead, sent out a memo to drivers with information on several issues which will be covered in the April meeting.

- b. **Ridership Monthly Report for March** - B. Mitchell

There were 693 riders in March 2019, including 11 from the Chino Valley HS Transition Class bus travel training event. This compares with 679 in March 2018. 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 April 1<sup>st</sup> Foundation meeting. Topics included the final submission of a 5310 grant for additional travel training funds, and the Foundation's current financial position.

### b. Fundraiser Committee Update – D. Hayden

No report.

## 7. **OLD BUSINESS**

### a. Financial Report – N. Best/S. Stutey

We are caught up with our billing to ADOT; February's reimbursement has been submitted but not paid. The March reimbursement will be submitted this week. Revenue for the month of March was \$2,161.43. Expenses were \$17,160.79 including three pay periods. In-kind balances are good.

Daniel Mattson raised several questions regarding the Operating Statistics and the differences between March 2018 and March 2019. Sandy Stutey will report back to the board in May.

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

Sandy Stutey provided a list of all Tax Credit Donors from the beginning of Jan 2018 to present. We will update that and put it on the website, along with thanks to our sponsors as we get the first sponsorships out into the community.

Ron Romley reported that he and Cheri Romley have heard from one community member that YRT has plenty of money and doesn't need any more donations. He urged the Board not to discuss financial issues with community members. The issue of setting up a Reserve Account will be addressed by the Finance Committee and a portion of our current assets will be moved into that account with Board approval.

### b. Marketing – C. Romley

We are running ads in the newspapers. The last ad emphasizing the Tax Credit will run this week. She has been working on the sponsorships. Six have been contracted. There is a delay in getting the windows graphics installed. Cheri Romley is following up to get them scheduled.

### c. Personnel Status – B. Mitchell

We continue to have ten paid drivers and two volunteers. Several applicants are "on hold". Ron Romley said that he heard from a number of the smaller systems attending the recent AzTA conference that they are having troubles with recruiting and retaining drivers. He also mentioned that ADOT clarified that ALL training expenses are 100 percent RTAP reimbursable. We will be looking in to doing more on-line training which usually carries a participant charge. Ron Romley will be holding a Defensive Driving class soon

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

Sandy Stutey reported that the United Way of Yavapai County has again turned down our grant request. The rationale this time was that the service did not adequately enable people to get to work. The Jewish Foundation grant is due on April 26 and will be submitted next week. We are waiting for several local/regional grants to open up at this time. She has pursued funding from Kiwanis for the Paulden Plunge again. The grant log has been updated and provided to the Board. We will continue to look for

new funding opportunities. We need a grant writer. If anyone knows someone, please let Sandy Stutey know.

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

There were 42 veterans this month compared to 54 from last year. Bill Mitchell believes that a number of veterans have moved to Phoenix for the winter months.

f. Google Transit – S. Stutey

Sandy Stutey and Patty Kardash have done an initial test and submitted comments to Google. Google will test and return any questions. They tried about forty trip requests and the results were accurate. We are hoping for a “soft launch” by May 1.

Nancy Best commented that YRT doesn’t show up if you search Google for Public Transit. Sandy Stutey will check and get back to the board.

g. ADOT Budget Negotiations – S. Stutey

We have prepared a tentative budget based on ADOT saying that we could use the Year 2 proposed budget numbers. We should receive a letter/notice of Preliminary Award in late May and can then plan the 2019-20 budget.

h. Paulden Plunge – R. Romley

Ron Romley reported that YRT is purchasing new shirts for participants (drivers and Paulden volunteers). We will be asking the Town for \$1,700 to cover bus operating costs. The Paulden Foundation has asked for an additional stop at the Community School as the summer lunch program is moving to that location.

i. Cash Match – R. Romley

Ron Romley stated that board members need to be diligent in reporting any In-Kind time which is anything to do with YRT that someone does out in the community. We are facing an increase in the amount of In-Kind needed, and a reduction in the volunteer time being donated.

**8. NEW BUSINESS**

a. AzTA Rural Transit Conference Update – R. Romley

Ron Romley reiterated YRT’s appreciation for the Outstanding Rural Transit System award. He commented that he and Cheri were able to talk with a number of attendees about issues in operations.

b. Financial Discussion – R. Romley

Ron referred board members to the earlier discussion about being discreet about making any financial information public.

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

**10. ADJOURNMENT**

The meeting was adjourned at 9:01 AM.

Dated this April 13, 2019

By Cheryl Romley, Secretary