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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

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Thursday, May 9, 2019  
8:00 A.M.

Yavapai Regional Transit Office  
Chino Valley, AZ

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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, May 11, 2019.

Ron Romley, Chairman, called the meeting to order at 8:04 AM. A quorum was present.

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

3. **APPROVAL OF MINUTES**

- 3a. Approval of April 11, 2019 meeting minutes.

Daniel Matson noted that the date stated in the minutes of the prior month were incorrect. It should be March 14, 2019, instead of April 11, 2019. Correction noted. Darryl Croft moved to approve the minutes, with correction; Daniel Mattson seconded; motion carried.

4. **CALL TO THE PUBLIC**

*Call to the Public is an opportunity for the public to address the Yavapai Regional Transit Board concerning a subject that is not on the agenda. Public comment is encouraged. Individuals are limited to speak for three (3) minutes. The total time for Call to the Public may be up to 30 minutes per meeting.*

Mary Conner, Staff to County Supervisor Craig Brown, congratulated YRT on its recent award from AzTA. The BOS is working on the county’s budget. Mary invited everyone to the ribbon cutting on a new hiking trail. The Home Show is coming up next week and it is a really good event. She noted that Supervisor Brown presented at the Chino Valley Citizens’ Academy last week. Ron will do a presentation about YRT at the next Academy.

Ron Romley introduced two videos that were recently created. Both were shown at the AzTA conference: one of Pat Clingman, a local rider, endorsing YRT service. The second was a short video about YRT that was played when the award was presented. It included some historical images that ADOT had. They were well done. Pat will receive a copy for herself. We hope to have another, longer video coming soon, with additional material from the interviews that were conducted for the ADOT project.

## **5. MANAGER & STAFF REPORT**

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

Bill reviewed the content of the meeting including several safety issues; parking brakes; curbing tires; incident reports; oil checks; speed in parking lots; securing walkers; loading persons with oversized wheelchairs; fare processing; PV parade coming up. Ron encouraged Board members to attend a Drivers meeting to get a feel for what is covered. Ron had a letter read from a staff person at Yavapai County Community Health concerning the kindness and courtesy of staff and drivers, and the professional handling of a non-English speaking client of the County. Ron and Cheri commented on the quality of drivers we've hired and employed over the years. They are the representatives of YRT.

### **b. Ridership Monthly Report for April - B. Mitchell**

There were 74 riders on specials and 710 regular riders for a total of 784. This compared with 733 last year. Ridership may have been impacted by the more severe weather the past several months.

## **6. SUBCOMMITTEE CHAIR REPORTS**

### **a. Foundation Update – S. Stutey**

Cheri and Ron attended and reported. The meeting reviewed their current grant status and plans for their next transportation training. The travel training presents many transportation options as well as has Sandy do a trip planning exercise. The first two were targeted at agencies/caregivers and will eventually train clients who may use the system. The next training will be Friday, May 10. Don Rien will bring a bus and demonstrate the lift.

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

No report

## **7. OLD BUSINESS**

### **a. Financial Report – N. Best**

Revenues for April were \$48,306.32 including two ADOT payments. Expenses totaled \$20,049.24. Cost per ride was \$25.57, which is \$8 less than last year. There are multiple variables in how unit costs are determined. Nancy recently rode with Mike Best on a route and found it to be a very interesting experience. She encouraged all Board members to ride one of the routes at least a few hours. She also urged Board members to turn in their volunteer time counting any work done for YRT. Cheri will send out blank Volunteer Timesheets with the Board Agenda and Minutes prior to each meeting to be returned in person.

Cheri reviewed the list of donors since January 2018 to present. Donors are encouraged to donate to the General fund, instead of a designated purpose. Nancy acknowledged the hard work of so many people through the years to keep YRT up and running.

Ron brought up the issue of creating a reserve account and transferring a portion of our current cash holdings into that account. The Financial Committee needs to make a proposal to bring to the Board. Cheri will do some investigation. Darryl asked what number might be the right one. Sandy stated that three months' operating funds would be between \$60,000 and \$75,000. Liquidity is an issue. SCORE might be a resource for a model for a business our size. We need to keep in mind what impact a disruption like another government shutdown might cause to cash flow.

Daniel Mattson moved to accept the financial report as presented; Darry Croft seconded. Motion carried.

### **b. Marketing – C. Romley**

Cheri reported that six bus windows for sponsors have been installed. We will get photos of sponsors and the windows and put them on our website with a thank you. We traded the Chamber for a membership which expands our advertising options quite a bit. We have been approached by various publications and have to consider

whether they reach our potential audience. Cheri encouraged anyone with a “Lead” for a sponsorship to let her know and she will follow up. Ron will be on the radio next Monday. We are redoing our slides for the CCTV station. There are discounts for multiple windows; we don’t do political ads; can’t promote a business; don’t do events. Mitch asked about Chamber memberships – yes in Prescott and CV, but not PV, yet. Ron announced that YRT now has large print schedules for the visually impaired.

c. Personnel Status – B. Mitchell

We have two drivers on medical leave and one trainee just starting.

d. Update on Grants in the Works – Grant Log – S. Stutey

Sandy updated the Grant Log and removed grants that we didn’t qualify for and updated other dates. We were asked to submit additional information to the Arizona Community Foundation and the Jewish Community Foundation. We will be interviewing with one of the JCF evaluation committee members. We are monitoring several options for the opening dates on other grants. Ron and Sandy have talked about asking for funds for a tangible project instead of funds to match the ADOT grant, like a dispatching system. We have been approved to have our VISTA volunteer for another year. This is an expense that we might be able to apply for funding from another funder to cover.

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

We had 35 veterans in April. Cheri asked if the Veterans are receiving more transportation services from somewhere else. Dawn reported that there are still transportation issues for veterans especially regarding the times of day that they can have appointments because of when they can get a ride on the VA system.

f. Google Transit Presentation – S. Stutey

YRT is “live” on Google Transit, but it is not open to the public. Patty Kardash did a lot of work to get us on the system and we had help from a consultant. Sandy showed the Board several sample trip plans to show how GT will return maps and schedules and suggestions for taking the trip. It includes transfers. Sandy is working with Matt Fay, our webmaster, to make it user friendly and he is working with Flagstaff’s IT department as their transit system uses Google Transit and it works very well. We will have simple instructions on how to use it on the website. We will also state that you should call Dispatch if you want to travel somewhere that is not a regular stop. It can be used on a smart phone.

It will be helpful for agencies to use with clients as well as the rider/end user. Once users are more accustomed to it, it may reduce the number of calls by people who need to plan for a trip or wants to find the time for the next bus. When riders become more familiar with using it, it will be simpler than using the paper schedule.

ADOT is encouraging all 5311 systems to use Google Transit. We will have a marketing plan. Cheri stated that we will be working with Matt to do some redesign work on our website to make it more user friendly. Cheri asked about updates to Google Transit. Sandy described the process which includes updating a spreadsheet which holds all our data when changes occur. That goes to Google; they test we then give GT a start date. Patty Kardash has put together a manual on how to do all the changes so we will be ready October 1.

Mary commented that GT simplifies the process for the end user. The paper schedules can be confusing. Sandy was able to show how the Flagstaff transit website works. Ron pointed out this doesn’t cost us anything.

g. Update on ADOT Budget Negotiations with ADOT – S. Stutey

We received notice of what our ADOT award will be for Year 2 of the current contract. We had a conversation with our Program Manager several weeks ago outlining our plans for expansion and our requested budget. We requested \$637,328. ADOT gave us a preliminary award of \$620,862. We have ten days to appeal. We are evaluating whether we can do the additional day in PV and the extended day on the Gold Route we planned on that amount. We are currently under budget for our operating budget; we are right on target for our admin

expenses. That was part of the reason they awarded less money because we haven't spent what we were awarded for this year. Ron stated we will be appealing.

h. Update on Paulden Plunge – R. Romley

Ron will be appearing at the CV Town Council next week to request \$1,700 for operating expenses. The Boys and Girls Club has asked that we allow additional riders on the bus who will be going to the CV Boys and Girls Club. They will work out a way for those riders to reserve a seat in addition to the kids going to the pool. One issue is what to do when the pool closes early due to weather. It may be possible for the “pool kids” to go to the Community Center in that event. Fares will be the same. A third stop will be added at the Paulden School this year. It starts June 3 and goes through August 2nd. Advertising is starting in the next few weeks.

**8. NEW BUSINESS**

a. Discussion on CYMPO Transit Implementation Plan – R. Romley

CYMPO hired a consultant to do the work. There was a meeting last week with a number of people in the community who may have an interest in public transit. There were exercises to get their input. The suggestions coming out of the “table top discussion” included connections to all four communities. The design is pretty much like YRT has designed the current system.

Ron made a presentation to the Dewey-Humbolt Town Council, at their request, to talk about bringing transit to their community, three days a week, three times a day, connecting with Prescott Valley. Issues around the urban/rural service area rules were brought up as well as the lack of density and all dirt roads. ADOT's Public Transit division manager, Jill Duesenberry, was there as well and supported Ron's description of barriers to the implementation at this time.

b. Office Move – R. Romley

Ron announced that we have to move the YRT offices. We have a contract until October. He has started looking for new space. Because of the cost to do the move, and what future increases there may be in lease costs and monthly operating expenses, we will be asking for more money in our appeal letter to ADOT to cover those costs. The issues with the owner of the property have created problems for Bob Layton, our landlord. As this conflict creates uncertainty for his future relations with the owner moving to another location may be in our best interests. Staying close to the maintenance shop is a high priority. There are few rental properties in CV and purchase prices are very high. If the Board has any ideas, please pass them along to Ron. Mitch asked if this might be an opportunity to relocate to a more central location to better serve all our service area. Keeping the office close to the maintenance/operations is important and we would lose that if we moved the office closer to Prescott.

c. Naloxene overdose prevention kits - Daniel Mattson

Daniel described the work that Sonoran Prevention Works is doing to deal with the opioid crisis. He suggested that YRT put the Naloxene overdose prevention kits on the buses. Training is provided in person or on-line. We need to check with our insurance carrier about coverage and liability. Even though its use would likely be covered under a Good Samaritan law, there are reasons not to do it such as the sharps disposal. Sandy will check with our insurance agent about coverage and liability, and possibly other rural transit systems on their policy.

**9. NEXT MEETING DATE:** June 13, 2019, 8 a.m. Chino Valley Office

**10. ADJOURNMENT** – Adjourned at 9:55 AM.

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Dated this May 15, 2019  
By Cheryl Romley, Secretary