



Northern Arizona Intergovernmental Public Transportation Authority

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**Board of Directors and Transit Advisory Committee Joint Meeting
Minutes for Thursday, May 21, 2015**

NAIPTA
3773 N. Kaspar Dr.
Flagstaff, AZ 86004

NOTE: IN ACCORDANCE WITH PROVISIONS OF THE ARIZONA REVISED STATUTES THE SUMMARIZED MINUTES OF NAIPTA BOARD MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITHIN QUOTATION MARKS ARE VERBATIM.

The Board of Directors and the Transit Advisory Committee met in Regular Session on Thursday, May 21, 2015 at 10:10am in the Training Room, Shop 3 at NAIPTA, 3825 N. Kaspar Dr., Flagstaff, AZ 86004.

Members of the Board and the TAC attended in person. The public was invited to observe and participate in the meeting at the address above.

PRESENT:

BOARD MEMBERS PRESENT:

Art Babbott (Vice Chair), Board of Supervisors, Coconino County;
Celia Barotz, City Council, City of Flagstaff;
Scott Overton, City Council, City of Flagstaff;
Rich Bowen, Associate Vice President for Economic Development, NAU, alternate
**Three of our five Board member seats must be present to constitute a quorum.*
***The City of Flagstaff holds two seats.*

TAC MEMBERS PRESENT:

Erin Stam, (Chair), Director of Parking and Shuttle Services, NAU, designee;
Andy Bertelsen, Public Works Director, Coconino County, designee, attended 10:18am-noon;
Jeff Meilbeck, Interim City Manager, City of Flagstaff;
Josh Copley, Deputy City Manager, City of Flagstaff, designee, left at 11:45am;
Barbara Goodrich, Management Services Director, City of Flagstaff, alternate, left at 11:45am;
Shari Miller, Citizen Representative, City of Flagstaff, arrived at 10:18am;
Dave Wessel, Manager, FMPO;
Tim Kinney, Business Representative, Flagstaff Forty
**Five of our eight TAC member seats must be present to constitute a quorum.*

BOARD MEMBERS EXCUSED:

Rich Payne (Chair), Director of Residence Life, NAU;
Dr. Leah Bornstein, President, CCC;
Al White (Secretary), CCC, designee;

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Karla Brewster, City Council, City of Flagstaff, alternate;
Matt Ryan, Board of Supervisors, Coconino County, alternate;

TAC MEMBERS EXCUSED:

Cynthia Seelhammer, County Manager, Coconino County;
Gillian Thomas, Citizen Representative, Coconino County;
Mark Easton, Executive Director of Facilities, CCC, designee;
Martin Ince, Multi-Modal Planner, FMPO, alternate;

NAIPTA STAFF IN ATTENDANCE:

Erika Mazza, Interim General Manager;
Heather Dalmolin, Compliance and Auditing Manager;
Jacki Lenner, Marketing Manager;
Wade Forrest, Facilities Manager;
Adam Langford, Transit Planner;
Nicole Ellman, Account Tech II;
Rhonda Cashman, Clerk of the Board;
Fredda Bisman, NAIPTA Attorney

GUESTS PRESENT:

Alan Maguire, Facilitator

CALL TO ORDER -Vice Chair Babbott called the meeting to order at 10:12am.

WELCOME, INTRODUCTIONS AND ROLL CALL

APPROVAL OF MINUTES 4/16/2015

Director Overton moved to approve the April 16th minutes. Director Barotz seconded. There was no discussion. All approved, none opposed. Motion carried.

CALL TO THE PUBLIC

No one came forth to speak under the call to the public.

Advisor Miller and Advisor Bertelsen arrived at approximately 10:18am.

Ms. Mazza announced the National Transit Database (NTD) has decided to accept our amended data and NAIPTA will qualify for the fifth Small Transit Intensive Cities (STIC) measure and receive an additional \$192,000 for meeting the performance measure.

FY2016 BUDGET PRESENTATION AND DISCUSSION

-Heather Dalmolin, Compliance and Auditing Manager

Ms. Dalmolin gave a very detailed PowerPoint presentation regarding the proposed FY2016 Budget. There were some questions regarding the compensation plan. Director Babbott asked Ms. Dalmolin to incorporate performance measures from the Arizona Transit Association (AzTA) annual report which was handed out at a conference in January. Our costs figures were

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different than what he has seen in the past. Advisor Meilbeck stated he has asked AzTA not to report performance measures by combining all systems. Combining our fixed route and demand response in a rural area and comparing it to a metropolitan area, such as Phoenix, will provide less than favorable results for NAIPTA, even though our system is very successful. Director Babbott believes the Capital budget total in the presentation differs from what is in the staff report. Ms. Dalmolin plans to look into these items prior to next month's meeting. Director Babbott also suggested talking to Northern Arizona Public Employees Benefit Trust in the future about cost differentiating a family plan between a family with one child versus (say) a family with six children.

REVIEW STRATEGIC WORK PLAN JANUARY 2014-JUNE 2015

-Erika Mazza, Interim General Manager

Ms. Mazza reviewed in detail the strategic plan accomplishments over the last 18 months.

DISCUSSION: RELIEVE TRAFFIC CONGESTION THROUGHOUT FLAGSTAFF – WHAT IS NAIPTA'S ROLE?

-Erika Mazza, Interim General Manager and Jeff Meilbeck, Interim City Manager

There was a lengthy discussion regarding the future service scenarios for NAIPTA as presented by Ms. Mazza. Mr. Meilbeck noted Flagstaff City Council's Goal #6 regarding relief of traffic congestion. Many comments were shared about future development impacts and the culture of our community and how this problem is perceived by residents and visitors alike.

Advisor Goodrich and Advisor Copley left the meeting at approximately 11:45am.

Mr. Meilbeck showed a PowerPoint slide with a list of possible road construction solutions for the City with potential price tags. The expansion of infrastructure is expensive. Some benefits were discussed. Ms. Mazza showed her PowerPoint slide with the four potential transit service scenarios again. Each scenario included the estimated price tags for the cost of service and coinciding capital expenditures. The participants were asked to discuss how NAIPTA could be part of the congestion mitigation over their lunch break.

12:00 Lunch – a brief break was taken and brainstorming continued through lunch.

Advisor Bertelsen left the meeting at approximately 12:00pm.

ACTION:

OVERVIEW OF CURRENT TAX STRUCTURE

-Ms. Erika Mazza, Interim General Manager

Ms. Mazza reviewed the current tax structure and how the different service scenarios are projected to affect NAIPTA's fund balance in the future. The Transit Tax is scheduled to sunset in 2020. The discussion led to consideration of three questions regarding the future tax initiative.

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DEFINE NAIPTA'S FUTURE TAX INITIATIVE

-Alan Maguire, Facilitator

- When do we go to the voters?
- What is the rate we are seeking?
- What is the duration of the tax?

Mr. Maguire led the conversation regarding the tax initiative. He suggested it might be easier to choose when to go to the voters if we know what service scenario we are looking to achieve. The options for timing are: November 2015, November 2016, May 2017, November 2018 or May 2019. Ms. Mazza noted that NAIPTA, based on City Charter, is not able to go to the ballot alone and it would be quite costly. Many variables were discussed. A lengthy discussion ensued regarding voter turnout, the need to evaluate further what service scenario is best for our community, whether to secure the base tax amount as well as expansion questions together or separate, in the same year or different years. There was further discussion about piggybacking on the status of nice roads, sooner than later. Consensus was November 2015 is too soon. Most agreed more research is needed, but November 2016 could be doable. Should the base tax be permanent? More information is needed to make a final decision on the framework of the ballot initiative.

CLOSING REMARKS

-Art Babbott, Vice Chair of NAIPTA Board of Directors

Vice Chair Babbott thanked NAIPTA staff for all their hard work and for the comprehensive data they provided. He recommended we build on our successes and efficiencies in FY2016. The discussion should continue in July on securing the base tax, whether to pursue an incremental increase for service expansion and the duration of the tax. He suggested the City officials and staff start bringing information about their future tax issues.

Ms. Mazza noted she would offer a memo next month to recap what she understands to be the next steps.

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next TAC meeting will be June 4, 2015 and will be a WebEx meeting based in Flagstaff in the NAIPTA VERA Conference Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. June agenda items will include but not be limited to Budget Adoption, Election of Officers, Meeting Calendar Review, Section 5339 Grant Application, Title VI Updates, Van Donation, Wheelchair Agreement, Personnel Policy Update, Transit Tax Preparation, Disadvantaged Business Enterprise (DBE) Report and Goals, General Liability Insurance Renewals, Fuel Contract Renewal, Review Equal Employment Opportunity (EEO) Program and Procurement Policy Update. The June agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting, and should be consulted for a list of items that will come before the TAC.



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The next Board meeting will be June 18, 2015 and will be a WebEx meeting based in Flagstaff in the NAIPTA VERA Conference Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. June agenda items will include but not be limited to Budget Adoption, Election of Officers, Meeting Calendar Review, Section 5339 Grant Application, Title VI Updates, Van Donation, Wheelchair Agreement, Personnel Policy Update, Transit Tax Preparation, Disadvantaged Business Enterprise (DBE) Report and Goals, General Liability Insurance Renewals, Fuel Contract Renewal, Review Equal Employment Opportunity (EEO) Program and Procurement Policy Update. The June agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting, and should be consulted for a list of items that will come before the Board.

2:00 ADJOURNMENT -Vice Chair Babbott adjourned the meeting at 1:48pm.

Optional: Tour of Shop 3 and Bus Wash



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