



Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.naipta.az.gov

Board of Directors Minutes for Thursday, June 18, 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 met in Regular Session on Thursday, June 18, 2015 at 10:00 am in the NAIPTA VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004.

This was a WEB BASED meeting. Members of the Board attended in person, by telephone or internet conferencing. 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;
Rich Payne (Chair), Director of Residence Life, NAU;
**Three of our five Board member seats must be present to constitute a quorum.*
***The City of Flagstaff holds two seats.*

BOARD MEMBERS EXCUSED:

Scott Overton, City Council, City of Flagstaff;
Al White (Secretary), CCC, designee;
Karla Brewster, City Council, City of Flagstaff, alternate;
Matt Ryan, Board of Supervisors, Coconino County, alternate;
Rich Bowen, Associate Vice President for Economic Development, NAU, alternate;
Dr. Leah Bornstein, President, CCC

NAIPTA STAFF IN ATTENDANCE:

Erika Mazza, Interim General Manager;
Heather Dalmolin, Administrative Director;
James Wagner, Operations Director;
Jacki Lenner, Marketing Manager;
Jon Matthies, IT Manager;
Anne Dunno, Capital Project Manager;
Adam Langford, Transit Planner;
Stephanie Stearns, Assistant Transit Planner;



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.naipta.az.gov

Rhonda Cashman, Clerk of the Board;
Fredda Bisman, NAIPTA Attorney (via WebEx)

GUESTS PRESENT:

Nicole Cordon, Flagstaff Resident – Left at approximately 10:18am;
Andy Bertelsen, Public Works Director, Coconino County, TAC designee – Left at approximately 11:15am

1. CALL TO ORDER -Chair Payne called the meeting to order at 10:11 am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES 5/21/2015
Director Barotz moved to approve the May 21, 2015 Joint Meeting minutes. Vice Chair Babbott seconded. All approved, none opposed. Motion carried.
4. CALL TO THE PUBLIC
Ms. Nicole Cordon, a Flagstaff Resident, stated her concerns over loose cinders and small rocks near bus stops. This is very dangerous for her and other people in wheelchairs. A couple weeks ago she slid into the street when trying to get to the bus stop. She could not identify any specific locations where cleanup was needed, and noted that the one such site she was aware of had been cleaned up. Ms. Mazza noted Mr. Langford, our Transit Planner, is already working with Ms. Cordon to bring her concerns forward to the Pedestrian Advisory Committee and the Transportation Commission. NAIPTA staff is working to make sure our bus stops and the area around our bus stops are clean. The call to the public was closed at approximately 10:18am.

DISCUSSION / ACTION ITEMS:

5. ADOPT THE FY2016 BUDGET
-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors adopt the FY2016 budget of \$18,669,478 as reviewed at joint meeting in May 2015. The budget supports operation of Mountain Line and Mountain Lift on behalf of City of Flagstaff, Mountain Link on behalf of City of Flagstaff/Northern Arizona University, and Mountain Lift Taxi Voucher Program and Vanpool Program on behalf of Coconino County.

Ms. Dalmolin reviewed a PowerPoint presentation with the Board. She noted she made a correction to the total amount of the budget that was reviewed and approved by City staff, but she forgot to change the amount in the recommendation. The line by line budget in the agenda packet does show the correct numbers. The amended overall budget amount is \$19,184,636. The change resulted from projects transferred from FY2015 to FY2016. She also pointed out an increase in the County Taxi Voucher Program was budgeted, but not fully funded by Coconino County. NAIPTA staff plan to seek an alternative source of funding to meet the demand of this program. Vice Chair Babbott explained the reason this program was not fully funded was the County budget



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.naipta.az.gov

was held flat and compelling evidence would be warranted to demonstrate need, outcome and efficiencies to increase the program. He felt a closer look at the program and a larger discussion are needed before attempting to double the program when all other programs are held flat and he also indicated that the other County funded program, vanpools, is currently underutilized. Ms. Mazza stated she spoke with other County Board of Supervisors and they agreed, a work session to evaluate the taxi voucher and van pool programs was important. Ms. Dalmolin showed the FY2016 Operating Budget, the Trend Fund Balance Projection per the City of Flagstaff and the FY2016 Performance Targets on screen. Chair Payne asked what is driving down our total cost per hour. Both Ms. Dalmolin and Ms. Mazza responded noting the recent efficiencies put in place by operations are having the most impact. Chair Payne missed the Joint meeting. He asked if there were any concerns voiced about the budget at that time which were not reflected in the meeting minutes. Vice Chair Babbott noted any concerns voiced at the Joint meeting were primarily due to long range planning and fiscal responsibility during the tax initiative discussion. Vice Chair Babbott moved to approve the FY2016 NAIPTA Budget in the amended amount of \$19,184,636 which supports the operation of Mountain Line, Mountain Lift and Mountain Link as well as the Mountain Lift Taxi Voucher Program and the Vanpool Program on behalf of our partners. Director Barotz seconded. There was no further discussion. All approved, none opposed. Motion carried.

6. BOD ELECTION OF OFFICERS

-Rhonda Cashman, Clerk of the Board

Staff recommends the Board of Directors elect officers for FY2016.

Ms. Cashman reported all current officers are eligible to serve for another term. Dr. Bornstein will be leaving CCC in mid-July and notification should be received as soon as her interim replacement is appointed. Chair Payne noted he would be willing to turn over the chairmanship to another, but he is also willing to serve another term if needed. Vice Chair Babbott expressed the trend of past Chairs serving for two terms. Director Barotz nominated Chair Payne for another year. Vice Chair Babbott seconded. All approved, none opposed. Motion carried. Chair Payne nominated Vice Chair Babbott and Secretary White to serve another year in their respective positions. Director Barotz seconded. All approved, none opposed. Motion carried.

7. MEETING CALENDAR REVIEW

-Rhonda Cashman, Clerk of the Board

Staff recommends the Board of Directors review and provide direction regarding the FY2016 Meeting Calendar.

Ms. Cashman explained there is a Board member who has a conflict with the majority of our meetings. It does not make sense to hold meetings on Mondays and Fridays due to the possibility of extended weekends. The third week of the month is needed to allow for adequate time between TAC and Board meetings to bring the most up-to-date information to members. The Board was asked to consider the alternatives. The



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.naipta.az.gov

consensus was to move the Board meeting back to the third Wednesday of the month at 10am. Staff was directed to verify if this date and time will work for the two members not present. If the meeting day is being moved, it should be effective starting in September. The July meeting dates are already set and there are no August meetings. Vice Chair Babbott mentioned he would not be available for the July Board meeting due to his attendance at the National Association of Counties (NACo) Annual Conference.

8. ADOPT UPDATED TITLE VI CIVIL RIGHTS PROGRAM

-Heather Dalmolin, Compliance and Auditing Manager

Staff recommends the Board of Directors adopt the updated Title VI Civil Rights Program Section 1: Title VI Notice to the Public to correct Exhibit 1 Notices and Locations.

Ms. Dalmolin noted this program was last approved in February 2015. Since that time staff has decided the Title VI language should to be removed from our shelter posters to make room for more stop specific information. The Title VI language is still on signs in the buses, posted at the connection centers, at our office, on our website and in our rider guides. This change to the program is necessary because the Federal Transit Administration (FTA) requires us to post the information where we say we will post it. Vice Chair Babbott noticed the Title VI Program and possibly the EEO Program are missing gender identification and sexual orientation as protected groups. Ms. Dalmolin apologized for the oversight. She will revise the language and include those groups. Director Barotz moved to approve the Title VI Civil Rights Program as presented with the noted correction suggested by Vice Chair Babbott. Vice Chair Babbott seconded. All approved, none opposed. Motion carried.

9. ADOPT NAIPTA REPAIR AND SERVICE AGREEMENT

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve a Repair and Service Agreement that NAIPTA can use with other government entities and non-profit agencies to provide repair and maintenance service of the vehicle Braun Lift (wheelchair lift).

Ms. Dalmolin reported some local human service agencies have contacted NAIPTA about contracting for maintenance of their vehicles. Staff priced garage keepers insurance if NAIPTA was to take on this work, and determined that the cost of such insurance would be prohibitive. It is really not the business we are in, but in the interest of community mobility, some further checking was done, including conversations with City staff and NAIPTA's insurance broker, who believe that the likelihood of liability arising from such repairs is low. The proposed agreement is intended to create a barrier of liability. There are still risks involved and outlined in the staff report. The repairs considered are wheelchair lift repairs of only Braun Lifts, as this is the certification held by our mechanics. The demand is expected to be minimal and it will promote mobility coordination efforts and partnerships, especially since no one else offers these services in Flagstaff. As noted, the risk is considered to be low. Entities



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.naipta.az.gov

entering into this agreement must name NAIPTA as an additional insured on their insurance policies. Ms. Mazza stated the vehicle maintenance sharing conversation is evolving with human service agencies. It always seems to boil down to the insurance issue. NAIPTA would not be competing with other private businesses. Only other public or non-profit agencies would be able to contract with NAIPTA for this service. Vice Chair Babbott said he is sure there are handicapped individuals out there that find they face this issue as well. Chair Payne mentioned possible further extension of this service to individuals in the future. Ms. Dalmolin noted that this service is a bridge to possibly expanding maintenance and repair services, but due to federal funding limitations, care must be taken not to compete with private service providers. Service of NAIPTA vehicles will take priority over lift repairs for outside entities. Director Barotz said if all known steps are being taken to protect NAIPTA, she supports this effort. Ms. Bisman noted that the indemnity language is of limited value, because the entities are unlikely to have adequate resources to protect NAIPTA, and it is therefore particularly important there is adequate insurance and that NAIPTA is named as an additional insured. Vice Chair Babbott moved to approve the repair and service agreement for the Braun Lift as presented. Director Barotz seconded. There was no further discussion. All approved, none opposed. Motion carried. Vice Chair Babbott asked what labor rate would be charged. Ms. Dalmolin replied it would be approximately \$80 per hour.

Andy Bertelsen left the meeting at approximately 11:15am.

10. NAIPTA DISADVANTAGED BUSINESS ENTERPRISE PROGRAM AND GOALS

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve a Disadvantaged Business Enterprise Program and Goals with an overall goal of X% and a race neutral goal of X%.

Ms. Dalmolin stated FTA found missing elements in our program approved by the Board last summer. Our program was based on the Arizona Department of Transportation (ADOT) program. ADOT was not able to provide their program methodology. Staff decided our market is different, so NAIPTA plans submit our own program. Ms. Dalmolin asked for action to be delayed until July and a public hearing be held at the July Board meeting. Our base vendor pool is identified as those within the State of Arizona. Our vendors need to be certified and there are very few in Northern Arizona. The overall goal was suggested to be 1% and race neutral. Our federal funds are at risk without approval of this program. Ms. Mazza noted 1% seemed low, but it is consistent with what she has seen for other transit agencies. The ADOT draft study shows 33% are minority or women owned businesses, but only 7% are certified. Keene Industries did their study. Ms. Dalmolin said NAIPTA did meet the 1% goal this year. This item will be brought back next month.

11. TRANSIT TAX DIRECTION FROM MAY 21, 2015 JOINT MEETING

-Erika Mazza, Interim General Manager



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.naipta.az.gov

Staff recommends the Board of Directors provide NAIPTA with direction on a Work Plan for the Transit Tax Initiative.

Ms. Mazza presented a brief overview in PowerPoint format. There seemed to be general agreement that the best date to go to the voters is the November 2016 general election. The question of what tax rate we are seeking was not answered; however, it was suggested to form a Citizen Review Committee (CRC) to explore this topic. Chair Payne asked if there could be a base rate and another requested rate separately on the ballot and Ms. Mazza replied that is possible. The final question of the duration of the tax rate needs to be discussed further. Next steps were reviewed. Ms. Mazza asked for confirmation from the Board that her comments accurately reflected the May 21st Joint Meeting discussion. They confirmed. Vice Chair Babbott stated options still need to be worked out, we seem to be all over the map and the options need to be refined. The comment was made that careful consideration must be given to the fact that there will be a crowded ballot for the November 2016 election. The Board gave consent to proceed with planning efforts.

12. DISPOSAL OF TWO SURPLUS PARATRANSIT VEHICLES

-James Wagner, Operations Director

Staff recommends the Board of Directors approve the donation of two end of service life vehicles to Flagstaff Shelter Services, Inc.

Mr. Wagner reported these two vans have already been taken out of service. Donation of these two vans to Flagstaff Shelter Services would support the community mobility efforts in the Huntington corridor. The vehicles have been well maintained. Through prior planning efforts, there has been previous discussion about the possibility of donating vehicles to the Flagstaff Shelter Services, Inc. for transportation use. The value of the vehicles is negligible. The question was posed as to whether Flagstaff Shelter Services is prepared to receive the vehicles with allowance for operations cost, insurance and possible maintenance to keep them in running condition. Ms. Mazza replied this offering was really targeted toward Flagstaff Shelter Services since NAIPTA has worked with them over the years to find a transportation solution. They do need to get insurance and have funds to operate the vehicles. If they can't meet the requirements of the donation, the vans will remain with NAIPTA and we will send them to auction. Director Barotz suggested asking Flagstaff Shelter Services to report back to us on their ridership data so we can understand their need and use of the donated vehicles. Ms. Mazza agreed to ask for that information. The Board directed staff to make sure Flagstaff Shelter Services can accept the vehicles within 30 days. Director Barotz moved to approve the donation of two end of service life paratransit vehicles to Flagstaff Shelter Services within 30 days and subject to the requirements that Flagstaff Shelter Services provide on an annual basis some data on usage of the vehicles over the next 2-3 years and that both vehicles be used for transportation. Director Barotz recommended adding a "whereas" clause to the agreement, to the effect that NAIPTA understands the need of this agency and is addressing the issue. Vice Chair Babbott seconded. All approved, none opposed. Motion carried.



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.naipta.az.gov

13. APPROVE REVISED COMPENSATION AND CLASSIFICATION MANUAL

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve the revised Compensation and Classification Manual as an outcome of the Market Wage and Compensation plan review.

Chair Payne asked if there were any questions regarding this document. Vice Chair Babbott asked what is our lowest paying position and the rate of pay for the position. Ms. Dalmolin responded noting our lowest paid position as bus washer at \$11.70 per hour. This is the lowest grade. Vice Chair Babbott noticed the bonus plan was being frozen, but it is in the compensation plan. Ms. Dalmolin clarified it is being frozen in FY2016, but will be evaluated for possible revision and reinstatement in future years. Chair Payne stated this compensation plan allows for differentiation between high performing employees and those that simply meet standards. Ms. Mazza said it also addresses cost of living increases. Vice Chair Babbott moved to approve the Compensation and Classification Manual as proposed. Director Barotz seconded. All approved, none opposed. Motion carried.

CONSENT ITEMS:

All matters under Consent Agenda are considered by the Board of Directors to be routine and will be enacted by a single motion APPROVING THE RECOMMENDATION LISTED ON THE AGENDA. If discussion is desired on any particular consent item, that item will be removed from the consent agenda and will be considered separately. All items on the Consent Agenda with financial impact have been budgeted.

Vice Chair Babbott asked for item #15 to be pulled from the consent agenda.

14. APPROVE RENEWAL OF NAIPTA LIABILITY INSURANCE FOR FY2016

-Heather Dalmolin, Administrative Director

Staff requests the Board of Directors approve the purchase of general liability, auto liability, and excess coverage insurance from Aon Risk Services, Inc. at a cost not to exceed the budgeted funds of \$254,704.

15. ADOPT THE FY2016 EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM AND ADOPT EEO WORKFORCE GOALS

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors adopt the Equal Employment Opportunity (EEO) Program and Workforce Goals as required for compliance with Federal Transit Administration (FTA) regulations.

16. SECOND AMENDMENT TO THE CARTER OIL BULK FUEL CONTRACT

-James Wagner, Operations Director



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.naipta.az.gov

Staff recommends the Board of Directors approve the Second Amendment to an existing contract with Carter Oil Company for bulk fuel purchase in the amount not to exceed \$480,000 with a contract end date of June 30, 2016.

Director Barotz moved to approve item #14 and item #16 on the consent agenda. Vice Chair Babbott seconded. All approved, none opposed. Motion carried.

Vice Chair Babbott asked for item #15 to be updated to reflect gender identification and sexual orientation as protected groups in this document. Vice Chair Babbott moved to approve the EEO program and workforce goals as proposed with the additional language requested. Director Barotz seconded. All approved, none opposed. Motion carried.

PROGRESS REPORTS:

17. AUGUST 2 SERVICE CHANGE UPDATE

-Jacki Lenners, Marketing Manager

Ms. Lenners reported a total of 10 comments have been received thus far regarding the proposed service changes. Four were negative, but two turned positive when more information was provided to the individual. Ms. Stearns, our Assistant Transit Planner, has responded to comments as they came in. The public comment period will be closed with the public hearing at the July 16th meeting. Vice Chair Babbott inquired about the cost of public outreach for the service changes. Ms. Lenners responded the Route 2 mailer was the most expensive piece at approximately \$1,000. There were no further questions.

18. GENERAL MANAGER'S PROGRESS REPORT

-Erika Mazza, Interim General Manager

- Representative Ann Kirkpatrick's Visit on April 24th
On, April 24th, Ms. Mazza facilitated a tour of the new NAIPTA bus storage and wash facility for which Representative Kirkpatrick advocated. She understands the value of public transit.
- Community Transportation Association of America (CTAA) Conference, May 31-June 5, 2015
Ms. Mazza reported NAIPTA will reap lots of benefits for mobility management from this conference.
- Federal Funding Status Update
Ms. Mazza noted the Section 5307 and 5339 apportionments and applications may become available in August. A special meeting may need to be called to meet the deadline. She will keep Board members up-to-date.
- Arizona Transit Association (AzTA) Executive Director: Becky Miller
Ms. Mazza was pleased to announce the new AzTA Executive Director, Becky Miller, has several years' experience with the organization.
- Ms. Mazza congratulated Supervisor Babbott for becoming the new Chair for the Coconino County Board of Supervisors.



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.naipta.az.gov

- Ms. Mazza asked all to support Dump the Pump Day today. A social media campaign and photo contest is currently taking place.
- The new NAIPTA website was pulled up on screen. Ms. Mazza thanked Ms. Lenners, Mr. Matthies and Mr. Martinez for their efforts in the design and launch of our new website. The trip planner is front and center. The new website went live this morning.
- Ms. Mazza invited Board members to attend Pawz Day, our employee appreciation event, on July 17th. An email invitation will be sent to them.

Chair Payne informed the Board Mr. Meilbeck intends to return to NAIPTA on September 1st. The Board members present decided to call a special meeting with the primary purpose of convening an Executive Session to discuss Mr. Meilbeck's contract renewal. Their calendars were consulted and the special meeting was scheduled for Monday, June 22nd at 2:30pm by phone. Ms. Cashman will make the arrangements for the meeting. Ms. Bisman will send the necessary documentation for their review.

ITEMS FROM COMMITTEE AND STAFF:

19. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next Board meeting will be on July 16, 2015 and it 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. The July agenda items will include but not be limited to the Public Hearing for Closing the Public Comment Period, 5307 and 5339 Grant Applications, Personnel Policy Update, and possible New Performance Measures. The July 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.

20. ADJOURNMENT -Chair Payne adjourned the meeting at 12:13am.

Richard Payne, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



Getting you where you want to go

