



Northern Arizona Intergovernmental Public Transportation Authority

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

NOTICE AND AGENDA OF PUBLIC MEETING AND POSSIBLE EXECUTIVE SESSION OF THE TRANSIT ADVISORY COMMITTEE (TAC) OF THE NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the TAC of the Northern Arizona Intergovernmental Public Transportation Authority ("NAIPTA") and to the general public that the TAC will hold a meeting on:

Thursday, July 2, 2015
10:00 am
NAIPTA Conference Room
3773 N. Kaspar Drive
Flagstaff, AZ 86004

Unless otherwise noted, meetings held in the Conference Room are open to the public. This is a WEB BASED meeting. Members of the Transit Advisory Committee may attend in person, by telephone or internet conferencing. Public may observe and participate in the meeting at the address above.

The TAC may vote to hold an executive session for the purpose of obtaining legal advice from NAIPTA's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3). The executive session may be held at any time during the meeting. Executive sessions are not open to the public, pursuant to Arizona Open Meeting Law.

Pursuant to the Americans with Disabilities Act, persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Clerk of the Board of Directors at 928-679-8922 (TTY Service 800.367.8939). Requests should be made as early as possible to allow time to arrange the accommodation.

The agenda for the meeting is as follows:

1. CALL TO ORDER
2. ROLL CALL AND INTRODUCTIONS
3. APPROVE TAC MINUTES FROM 6/4/2015
4. CALL TO THE PUBLIC

The public is invited to speak on any item or any area of concern that is within the jurisdiction of the NAIPTA TAC. The TAC is prohibited by the Open Meeting law from discussing, considering or acting on items raised during the call to the public, but may direct the staff to place an item on a future agenda. Individuals are limited to a five-minute presentation.



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5. REVIEW OF THE DRAFT BOARD BUSINESS AGENDA

The TAC will review the draft board business agenda and discuss staff reports to provide recommendations to the Board.

a. **CONSENT ITEMS:**

There are no items for the consent agenda.

b. **DISCUSSION / ACTION ITEMS:**

- i. NAIPTA DISADVANTAGED BUSINESS ENTERPRISE PROGRAM AND GOALS
-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors 1) conduct a public hearing to hear final comment on the Disadvantaged Business Enterprise Program and Goals and 2) approve the program with an overall goal of 1% and a race neutral goal of 1%.
- ii. SUMMER 2015 SERVICE ENHANCEMENTS PUBLIC HEARING TO CLOSE PUBLIC COMMENT PERIOD
-Jacki Lenner, Marketing Manager
Staff recommends the Board of Directors: 1) conduct a public hearing to hear final comment on the proposed service enhancements and route expansion for Summer 2015 and 2) conclude the 90 day public comment period on the proposed service enhancements and route expansion for Summer 2015.
- iii. UPDATE THE AGENDA PACKET POLICY
-Rhonda Cashman, Clerk of the Board
Staff recommends the Board of Directors review and provide direction regarding the updated agenda packet policy.
- iv. KINNEY CONSTRUCTION SERVICES CONTRACT AMENDMENT – CHANGE ORDER #5 SOLAR CONSTRUCTION SERVICES
-Anne Dunno, Capital Project Manager
Staff recommends the Board of Directors approve Change Order #5 to the existing Kinney Construction Services, Inc. contract in an amount not to exceed \$403,869 for solar construction.
- v. KINNEY CONSTRUCTION SERVICES CHANGE ORDER #6 FOR PARKING/DRAINAGE CONSTRUCTION
-Anne Dunno, Capital Project Manager
Staff recommends the Board of Directors approve Change Order #6 to the existing Kinney Construction Services, Inc. contract in an amount not to exceed \$341,845.46 for construction of parking and drainage improvements.



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vi. APPROVE THIRD AMENDMENT TO TRANSITFARE AND SYSTEMS CONTRACT

-Jon Matthies, IT Manager

Staff recommends the Board of Directors approve the Third Amendment to TransitFare and Systems Ltd contract for equipment upgrades to fare consoles, as well as additional contract capacity for system customization in FY2016, in the amount of \$27,900.

vii. ADOPT NAIPTA PERFORMANCE MEASURES

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors adopt Performance Measures to be used by staff in development of a Strategic Plan.

viii. RIDERSHIP DATA OPTIONS BY BUS STOP

-Adam Langford, Transit Planner

Discussion only.

ix. APPROVE UPDATED PERSONNEL POLICY MANUAL

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve and adopt an updated Personnel Policy Manual to update various policies to most accurately reflect our practices and modify the vacation leave policy.

c. PROGRESS REPORTS:

i. GENERAL MANAGER'S PROGRESS REPORT

-Erika Mazza, Interim General Manager

- NAIPTA and Flagstaff Metropolitan Planning Organization (FMPO) Coordination Update
- Federal Funding Status Update
- Update on Mr. Meilbeck's Return
- Rider Encouragement Campaign Video
- Ms. Mazza's trip to Washington, D.C. in late July
- Mr. Meilbeck's Community Transportation Association of America (CTAA) – Small Urban Network (SUN) Meeting August 12-14 in Denver

ITEMS FROM COMMITTEE AND STAFF:

6. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next TAC meeting will be September 3, 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. September agenda items will include but not be limited to 5307 and 5339 Grant Applications, Line of Credit, NAIPTA Annual Report, Review the 5 Year Plan, Workforce Utilization Report, Employee Satisfaction Survey and Review Performance Measures. The September agenda will be available



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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.

7. ADJOURNMENT



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