



Northern Arizona Intergovernmental Public Transportation Authority

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Transit Advisory Committee Minutes for Thursday, June 4, 2015

NAIPTA Conference Room
3773 N. Kaspar Dr.
Flagstaff, AZ 86004

NOTE: IN ACCORDANCE WITH PROVISIONS OF THE ARIZONA REVISED STATUTES THE SUMMARIZED MINUTES OF NAIPTA TAC MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITHIN QUOTATION MARKS ARE VERBATIM. AUDIO RECORDINGS OF NAIPTA TAC MEETINGS ARE ON FILE IN THE NAIPTA CLERK'S OFFICE.

The Transit Advisory Committee met in Regular Session on Thursday, June 4, 2015 at 10am in a WEB BASED meeting. Members of the TAC attended in person, by telephone or internet conferencing. NAIPTA staff were present in the NAIPTA Conference Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004. The public was invited to observe and participate in the meeting at the address above.

TAC MEMBERS PRESENT:

Erin Stam, (Chair), Director of Parking and Shuttle Services, NAU, designee (via WebEx);
Andy Bertelsen, Public Works Director, Coconino County, designee (via WebEx);
Josh Copley, Deputy City Manager, City of Flagstaff, designee;
Shari Miller, Citizen Representative, City of Flagstaff (via WebEx);
Dave Wessel, Manager, FMPO (via WebEx);
Tim Kinney, Business Representative, Flagstaff Forty
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Cynthia Seelhammer, County Manager, Coconino County;
Gillian Thomas, Citizen Representative, Coconino County;
Jeff Meilbeck, Interim City Manager, City of Flagstaff;
Barbara Goodrich, Management Services Director, City of Flagstaff, alternate;
Mark Easton, Executive Director of Facilities, CCC, designee;
Martin Ince, Multi-Modal Planner, FMPO, alternate;

NAIPTA STAFF IN ATTENDANCE:

Heather Dalmolin, Administrative Director;
James Wagner, Operations Director;
Jacki Lenner, Marketing Manager;
Anne Dunno, Capital Project Manager;
Stephanie Stearns, Assistant Transit Planner;
Rhonda Cashman, Clerk of the Board;



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Fredda Bisman, NAIPTA Attorney (via WebEx)

GUESTS PRESENT:

Sara Allred, Program Manager, Transit, Arizona Department of Transportation (ADOT)

Advisors Copley and Bertelsen advised staff they would have to leave the meeting at 11am. This was likely to cause loss of quorum and end the meeting.

1. CALL TO ORDER -Chair Stam called the meeting to order at 10:01am.
2. ROLL CALL AND INTRODUCTIONS

Advisor Wessel joined the meeting at approximately 10:03am.

3. APPROVE TAC MINUTES FROM 3/5/2015
Advisor Copley moved to approve the minutes from April 2, 2015. Both Advisor Kinney and Advisor Miller seconded. There was no discussion. All approved, none opposed. Motion carried.

4. CALL TO THE PUBLIC
No one came forth to speak during the call to the public.

5. TAC AGENDA

a. DISCUSSION/ACTION ITEMS:

- i. TAC ELECTION OF OFFICERS
-Rhonda Cashman, Clerk of the Board
Staff recommends the Transit Advisory Committee elect officers for FY2016.

Ms. Cashman noted Chair Stam is eligible to serve another term, if interested. Joanne Keene was Vice Chair and she has left her position with Coconino County. The Clerk of the Board serves as the Secretary for the TAC. Chair Stam said she is willing to serve for another term. Advisor Miller nominated Advisor Stam for the Chair position in FY2016. Advisor Wessel seconded. Chair Stam stated we need a new Vice Chair and opened the floor to nominations. Advisor Wessel offered to serve as the Vice Chair. Chair Stam asked if any members were opposed to voting for both offices at one time. No one contested. Chair Stam called for a combined vote: Erin Stam for Chair and Dave Wessel for Vice Chair. All approved, none opposed.



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6. REVIEW OF THE DRAFT BOARD BUSINESS AGENDA

The TAC reviewed the draft board business agenda and discussed staff reports, in order to provide recommendations to the Board. Specific comments and recommendations are noted in these minutes.

a. **DISCUSSION/ACTION ITEMS:**

i. 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 showed FY2016 Budget Presentation slide 9 on screen. This information was added at the request of Director Babbott. The pie chart shows the requested amount of almost \$4.8M for wages and employee related expenses of which \$369,000 is new and relates to the market study recommendations. Advisor Miller suggested changing the chart legend to show the order of capital before operating. Advisor Copley asked if there was a pie chart comparing FY2015 to FY2016. Ms. Dalmolin showed the side by side numbers again, but no pie chart comparison was done. There were no other questions.

ii. BOD ELECTION OF OFFICERS

-Rhonda Cashman, Clerk of the Board

Staff recommends the Board of Directors elect officers for FY2016.

This item was skipped since it does not apply to the TAC.

iii. 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 reported this item is primarily directed to the Board since there has been a request for consideration to change the meeting day and possibly the time of our NAIPTA Board meetings. No TAC members requested any changes to the meeting calendar.



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iv. ADOPT UPDATED TITLE VI CIVIL RIGHTS PROGRAM

-Heather Dalmolin, Administrative Director

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 stated the Title VI language has been removed from our shelter posters to allow for more route specific information. This change needs to be reflected in our Title VI Civil Rights Program. Changes to this program require Board approval and submission to the Federal Transit Administration (FTA) to remain in compliance. There were no questions.

v. APPROVE 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 NAIPTA has been approached by local non-profit agencies to provide vehicle maintenance. Cost of liability insurance is prohibitive at this point. Following discussions with City staff, NAIPTA attorney, and our insurance broker, NAIPTA staff proposes our certified mechanics repair the wheelchair lift for the non-profit agencies, as this was noted as the most urgent need. This will save the agency down time and travel to Phoenix for wheelchair lift repairs. She reviewed the risks identified in the staff report. Indemnification language is included in the agreement between NAIPTA and the interested agency and the agencies will have insurance and name NAIPTA as an additional insured. The agreement is a barrier to liability, but there is still risk involved. The benefits to our community are currently considered to outweigh the risks to NAIPTA. There was a question about the impact to NAIPTA fleet. Ms. Dalmolin responded regarding the concern and stated the expectation of providing this service is minimal and infrequent, but maintenance on NAIPTA vehicles would have priority. One member asked about the associated revenue. Ms. Dalmolin replied the same fee would be charged as the agency would pay elsewhere, proposed at \$80 per hour. The majority of repairs will be warranty work and our mechanics are already certified. Advisor Copley was supportive of this arrangement. Advisor Miller felt it was a great idea and she suggested NAIPTA send out a press release about helping the community in this way. Advisor Copley noted he was glad to see there was an "out", if the arrangement does not work for the parties involved. There was no further discussion.



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vi. 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 evaluation of NAIPTA's program and goals require additional information. FTA has requested our goal-setting methodology and breakdown estimates. In the past, this has aligned with ADOT's program. When she contacted ADOT, they were not able to identify this information. She has started to draft the required documentation. The deadline to submit to FTA is June 20th or our grants are at risk. She anticipates having the information available at the Board meeting on June 18th. There were no questions.

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

-Erika Mazza, Interim General Manager

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

Ms. Dalmolin presented this topic on behalf of Ms. Mazza. She reviewed the timing options that were considered for when to go to the voters. Option #3 was determined to be most suitable in November 2016. There was some discussion of the tax rate at the joint meeting, but no final decision was reached. It was determined further research is necessary to make a decision. Not much time was spent on defining the duration of the tax at the joint meeting, but there are several options to be considered. Chair Stam felt this recap of the joint meeting decisions was accurate. There was no further discussion.

viii. 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 stated NAIPTA seeks to donate two retired vans to Flagstaff Shelter Services. In the past the vans have been sent to auction and approximately \$1500 each would be expected to be recovered for these well-maintained vehicles. Several months ago there was discussion with the Board for vehicle donation consideration to this non-profit agency, should the situation arise. It is consistent with the goals of the community mobility plan. Fixed route service to this area is not currently an option. Unanimous approval from the Board is



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required. Chair Stam stated she loves the idea and it has a positive impact on our community.

ix. 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.

Ms. Dalmolin reported a market study was done. Wages for several positions were below market. Our operators are at almost 10% below market. With the consultants, staff also took a look at our philosophy. Pay ranges were recommended and the range extended so experienced employees don't top out so quickly. The ranges allow three levels of pay adjustment: for a cost of living increase, a meets standards increase and a merit-based, above and beyond, increase. For example, each employee will be evaluated for a 1-5% increase on an annual basis, not all or nothing. All positions are being converted from steps to grades. NAIPTA used to use complexity levels. By changing to this new classification system, positions may be grouped instead of assigning a complexity level to every position. Advisor Miller liked the idea, but wondered if the budget would allow for such increases in the future. Ms. Dalmolin responded that wage increases are always based on budgetary consideration and she will add the necessary language to the manual so it is very clear. There were no other questions.

b. **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.

i. 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.

Ms. Dalmolin said NAIPTA has projected a 5% increase this year. This year NAIPTA has gone out to market for quotes and this is in process. The trend



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seems to be on an increase, we have a new building and two new buses coming. There was no discussion.

ii. 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.

Ms. Dalmolin noted FTA requires reaffirmation of our program and goals. There was no discussion.

iii. SECOND AMENDMENT TO THE CARTER OIL BULK FUEL CONTRACT

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 \$645,000 with a contract end date of June 30, 2016.

Jim reported the history of NAIPTA working with Carter Oil. Ms. Dalmolin clarified this is under the consent agenda because Board approval is required for all contracts valued at \$100K or more. Chair Stam asked if she knew how much NAIPTA has saved with the bulk fuel contract. Ms. Dalmolin did not have a figure then and there, but she can add it for the report to the Board. There were no further questions.

c. PROGRESS REPORTS:

i. AUGUST 2 SERVICE CHANGE UPDATE

-Jacki Lenners, Marketing Manager

Ms. Lenners reviewed a PowerPoint presentation with the TAC. A press release and Route 2 mailer were done. She reviewed the upcoming service changes in detail. NAIPTA has received 10 comments in total. There have been more positive comments than negative. Ms. Stearns and Ms. Dunno have been responding to comments. When further information has been supplied to the commenters, most have been turned into positive feedback due to better understanding. Chair Stam asked how the response to this public comment period compares to others. Ms. Dalmolin stated comments periods related to removing service typically solicit more responses.

ii. GENERAL MANAGER'S PROGRESS REPORT

-Erika Mazza, Interim General Manager

- Representative Ann Kirkpatrick's Visit on April 24th
- Community Transportation Association of America (CTAA) Conference, May 31-June 5, 2015



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- Federal Funding Status Update

Ms. Dalmolin stated she had no report.

ITEMS FROM COMMITTEE AND STAFF:

Chair Stam asked if TAC members knew their availability for the July 2nd meeting since it is right before the holiday weekend. Advisor Copley stated he would not be available. He thought his alternate for the City, Barbara Goodrich, should be available. Chair Stam stated she was available. She asked others to check their plans and if not available, please contact their alternate and ask them to attend.

7. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next TAC meeting will be July 2, 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. 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 TAC.

8. ADJOURNMENT -Chair Stam adjourned the meeting at 11:02am.

Erin Stam, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

Rhonda Cashman, Clerk of the Board



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