



Northern Arizona Intergovernmental Public Transportation Authority

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Transit Advisory Committee Minutes for Thursday, July 2, 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, July 2, 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:

Andy Bertelsen, Public Works Director, Coconino County, designee, arrived at 10:07am;
Barbara Goodrich, Management Services Director, City of Flagstaff, alternate (via WebEx), left the meeting at approximately 11:34am;
Shari Miller, Citizen Representative, City of Flagstaff (via WebEx);
Dave Wessel, Manager, FMPO, serving as Chair for this meeting;
Tim Kinney, Business Representative, Flagstaff Forty;
Erin Stam, (Chair), Director of Parking and Shuttle Services, NAU, designee, via phone
**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;
Josh Copley, Deputy City Manager, City of Flagstaff, designee;
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, Administrative Director;
Jacki Lenner, Marketing Manager;
Jon Matthies, IT Manager;
Anne Dunno, Capital Project Manager;



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Adam Langford, Transit Planner;
Stephanie Stearns, Assistant Transit Planner;
Rhonda Cashman, Clerk of the Board;
Fredda Bisman, NAIPTA Attorney (via WebEx)

GUESTS PRESENT:

Todd Madeksza, Government Relations Director, Coconino County, arrived at approximately 10:15am

1. CALL TO ORDER -Vice Chair Wessel called the meeting to order at 10:03am.

2. ROLL CALL AND INTRODUCTIONS

3. APPROVE TAC MINUTES FROM 6/4/2015

Advisor Miller asked for a correction on agenda packet page #10 in item # 6.a.ix. She asked for the word "this" to be deleted in her comment near the end of the paragraph related to allowing for such wage increases in the future. Chair Stam moved to approve the minutes from April 2, 2015 with the noted change. Advisor Kinney seconded. There was no further discussion. All approved, none opposed. Motion carried.

Advisor Bertelsen arrived at approximately 10:07am.

4. CALL TO THE PUBLIC

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

5. 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. **CONSENT ITEMS:**

There were no items for the consent agenda.

b. **DISCUSSION/ACTION ITEMS:**

i. NAIPTA DISADVANTAGED BUSINESS ENTERPRISE PROGRAM AND GOALS

-Heather Dalmolin, Administrative Director



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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%.

Ms. Dalmolin said she only had a draft last month. Her information is based on the Arizona Department of Transportation (ADOT) disparity draft report. ADOT is about a year behind NAIPTA in the process. In the future NAIPTA will do its own study. At the direction of a board member, gender identification and sexual orientation protected groups were added to the program as they are protected by the City of Flagstaff Ordinance. Vice Chair Wessel suggested the following for consideration: on page 9 of the report – check dollar amounts, on page 10 – replace “XX” near the middle of the page with correct Exhibit number and on page 11 – check goal percentages referenced. NAIPTA’s program was based on the ADOT program and was missing the goal methodology and breakdown on race neutral. For these reasons, NAIPTA decided to move forward with our own program and goals. Vice Chair Wessel was concerned about the duplication of having to do two disparity studies in our area in the future. Ms. Dalmolin stated, per FTA, NAIPTA’s program supersedes ADOT’s program. Advisor Miller recommended a correction on page 3 of the report, item #2, change the word “filed” to “field” to follow intended context. There was no further discussion.

Mr. Madeksza arrived at approximately 10:15am.

ii. SUMMER 2015 SERVICE ENHANCEMENTS PUBLIC HEARING TO CLOSE PUBLIC COMMENT PERIOD

-Jacki Lenners, 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.

Ms. Lenners informed the TAC one new comment or question was received yesterday regarding the time of arrival at Northland Preparatory Academy (NPA). Ms. Stearns spoke with the person and provided the correct times for the am and pm buses to NPA. Ms. Lenners plans to recommend the Board close the public comment period and move forward with the approved service changes.

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.



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Ms. Cashman reviewed the reasons for making the proposed changes to the agenda packet policy. Vice Chair Wessel recommended a draft TAC agenda be posted to the website to give the public some advance notice of the topics to be covered at the upcoming meeting about a week prior to the meeting. Staff asked if the schedule of regular meetings is enough notice and then the public would know to check back within 24 hours for the meeting topics. Another option would be to post the agenda when the TAC packet is sent to members and then it would only need to be updated if there were changes. There was no further discussion.

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.

Ms. Dunno noted the total cost for solar construction is projected to be \$403,869. Our energy cost savings should be approximately \$14,000 per year. Advisor Bertelsen wanted confirmation of the change order and design amounts. Ms. Dunno clarified amounts. Ms. Mazza noted all expenditures are part of the \$8.2M grant project. Ms. Dunno stated solar was in the original Request for Statement of Qualifications (RSOQ). She plans to provide a better breakdown on project monies to the Board. It was recommended she include this breakdown in her staff report prior to the meeting. There was no further discussion.

v. KINNEY CONSTRUCTION SERVICES CHANGE ORDER #6 FOR PARKING AND 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.

Ms. Dunno reviewed the proposed changes for the parking and drainage construction. The east entrance/exit for the administrative building will become right in, right out only. In front of the building there has been an existing ponding issue and now with the development completed, we have a better understanding of where the water naturally wants to flow and NAIPTA, through this Change Order, will address ponding issues. Ms. Mazza stated there have been long-standing drainage issues in the main parking lot. We are looking to gain another 9 parking spots by removing the curb between the main office and Shop 0. The east parking lot entrance/exit will be used in emergency circumstances, should



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the gate at Shop 3 be down temporarily. TAC commented that they would also like to see the funding and expenditure breakdown in the BOD staff report. There was no further discussion.

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.

Mr. Matthies reported this upgrade will help with real-time pass sales as now the same day sale information is only available through end of day updates. Cellular connectivity will improve the timeliness of updates and prevent fraud. Another plus will be that online individual pass purchases and reloads would be immediately available for use. Per Ms. Dalmolin, online reloading was part of original contract, but it was still in development until now. There was a question as to ongoing service fees. Mr. Matthies replied there will be ongoing service fees and will capture this in the BOD report. They are estimated at about \$10 per bus, per month. Another question was about security of the data transfer. Mr. Matthies responded that it will be just as safe as the data transfer is encrypted. There were no further questions.

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.

Ms. Dalmolin stated she will be asking the Board to adopt the performance measures she will present in her PowerPoint. She has aligned the language and separated by system. Mountain Line measures are important when looking for funding. Vice Chair Wessel asked for a Mountain Link crush load study to be done, perhaps in the next round of reporting. Ms. Dalmolin noted the demand response side of our service has its own set of factors. As an example, she mentioned tracking trip denials. Vice Chair Wessel recommended providing an explanation of new line items. Ms. Dalmolin plans to add the number of users and the cost per user to the Taxi Voucher program performance measures. Her report is silent on Vanpools for now. She will add Vanpool information prior to the Board meeting. She plans to review these measures with Board and TAC on a quarterly basis to show where we are at as compared to peer agencies. Next steps include tying the data to the Strategic Workplan. Advisor Goodrich thanked Ms. Dalmolin for bringing this data to meetings with the City as it adds



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perspective. Ms. Mazza asked how often the TAC wants to see this information. Ms. Dalmolin stated there will be a timing lapse of information, if wanting to see sooner than quarterly. We have the data; the work is in calculating the projections. Advisor Miller thought quarterly would be fine. Vice Chair Wessel agreed, but future discussion might lead to only reviewing those measures that aren't meeting expectations. Advisor Bertelsen felt it was good to see our performance and goals and how we compare to other agencies, which may have a different structure. He said this data would be good to use as talking points during the County work session in the fall. There was no further discussion.

viii. RIDERSHIP DATA OPTIONS BY BUS STOP

-Adam Langford, Transit Planner
Discussion only.

Mr. Langford reviewed a PowerPoint presentation with the TAC. Since June 2014 when NAIPTA installed the Automatic Passenger Counters, we are data rich. The data can be presented in different ways, depending on what you seek to evaluate. Most agencies use stop data internally. Bus stop data has been used to support the recent service change decisions. Mr. Langford asked if the TAC would like this information to be available to them and the public and if so, in what format. Vice Chair Wessel recommended making the information available, but this is probably more information than needed unless proposing service changes. In review of some of the six factors, the TAC supported seeing both boarding and alighting data, total ridership by month and both physical and network bus stop data. Vice Chair Wessel encouraged use of the data and if the system can be improved, he recommended taking the time.

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.

Ms. Dalmolin briefly went over changes specific to each affected section of the Personnel Policy. In the Equal Employment Opportunity (EEO) section she added sexual orientation and gender identification as protected groups, per City of Flagstaff Ordinance. Our existing vacation leave policy was borrowed from Coconino County. Several employees are constantly at their cap and are losing accrued time due to length of service. Employees in this situation should not be penalized. The proposed policy incorporates portions of the City of Flagstaff's leave accrual plan. There is also a grace period on the cap. The cap can also be delayed by manager approval. The other leave sections are all being revised to bring back a past policy of collecting ID badges, keys and fob when an employee is on extended leave for any reason. Vice Chair Wessel asked about



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the reference to NAIPTA regional offices on page 72 of the agenda packet under Section 3.2, Vacation Leave. Ms. Dalmolin replied that NAIPTA is a regional transit service, but it was probably an oversight from when the Verde Valley was part of NAIPTA and can possibly be removed. She will review.

c. PROGRESS REPORTS:

i. GENERAL MANAGER'S PROGRESS REPORT

-Erika Mazza, Interim General Manager

- NAIPTA and Flagstaff Metropolitan Planning Organization (FMPO) Coordination Update

Ms. Mazza stated with Mr. Meilbeck's return next month, developing the strategic workplan has been put on hold. She listed multiple projects that NAIPTA and the FMPO are collaborating on and the list is growing.

- Federal Funding Status Update

Ms. Mazza said the status is dynamic right now. Congress is trying to act on a 6-year transportation plan, but without a funding source, this is most likely not going to go forward.

- Update on Mr. Meilbeck's Return

Ms. Mazza noted Mr. Meilbeck will return on August 31st and there will be a one week overlap with his City contract. She has been working with him on a transition plan. He plans to be at several employee events, including Pawz Day, for which they should have also received an email invitation.

Advisor Goodrich left the meeting at approximately 11:34am – heard the phone click.

- Rider Encouragement Campaign Video – Shown on screen.
- Ms. Mazza's trip to Washington, D.C. in late July
Ms. Mazza will be in Baltimore for a conference and will arrange for some meetings in Washington, D.C. to follow. Something should be known about a Transportation funding bill or a Continuing Resolution by then.
- Mr. Meilbeck's Community Transportation Association of America (CTAA) – Small Urban Network (SUN) Conference, August 12-14 in Denver
Ms. Mazza reported Mr. Meilbeck will be attending this conference on behalf of NAIPTA.

Vice Chair Wessel thanks Ms. Mazza for a job well done as the Interim General Manager.

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



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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 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 -Vice Chair Wessel adjourned the meeting at 11:37am.

Erin Stam, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

Rhonda Cashman, Clerk of the Board



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