



**Northern Arizona Intergovernmental Public Transportation Authority**

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**Board of Directors Minutes for Thursday, July 16, 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, July 16, 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:*

- Rich Payne (Chair), Director of Residence Life, NAU;
  - Celia Barotz, City Council, City of Flagstaff;
  - Scott Overton, City Council, City of Flagstaff
- \*Three of our five Board member seats must be present to constitute a quorum.  
\*\*The City of Flagstaff holds two seats.*

*BOARD MEMBERS EXCUSED:*

- Art Babbott (Vice Chair), Board of Supervisors, Coconino County;
- 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;
- Jacki Lenner, Marketing Manager;
- Anne Dunno, Capital Project Manager;
- Adam Langford, Transit Planner;
- Stephanie Stearns, Assistant Transit Planner;
- Rhonda Cashman, Clerk of the Board;
- Fredda Bisman, NAIPTA Attorney (via WebEx)



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### GUESTS PRESENT:

None.

1. CALL TO ORDER -Chair Payne called the meeting to order at 10:02am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES 6/18/2015 AND 6/22/2015  
Director Barotz moved to approve the June 18, 2015 and June 22, 2015 meeting minutes. Director Overton seconded. All approved, none opposed. Motion carried.
4. CALL TO THE PUBLIC  
There were no members of the public present wishing to speak.

### 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.

5. APPROVE RENEWAL OF LINE OF CREDIT FROM WELLS FARGO FOR \$500,000  
-Heather Dalmolin, Administrative Director  
Staff recommends the Board of Directors direct and authorize staff to renew the Wells Fargo credit line in the amount of \$500,000 to provide cash flow assistance as needed.

Ms. Dalmolin stated NAIPTA does not expect to need to use the line of credit. It would only be used in a desperate situation. The line of credit is set to auto renew before the Board meets again in September. Director Barotz moved to approve the Wells Fargo line of credit as presented. Director Overton seconded. All approved, none opposed. Motion carried.

### DISCUSSION / ACTION ITEMS:

6. SUMMER 2015 SERVICE ENHANCEMENTS PUBLIC HEARING AND 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.



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Ms. Lenners reported one new positive comment was received. This process is a Title VI requirement and will close the loop on public comment. Director Overton moved to open the public hearing regarding the proposed service enhancements at approximately 10:08am. Director Barotz seconded. All approved, none opposed. Motion carried. No members of the public came forth to provide comment. Director Overton moved to close the public hearing at approximately 10:09am. Director Barotz seconded. All approved, none opposed. Motion carried. Director Overton moved to close the public comment period for the proposed service enhancements. Director Barotz seconded. All approved, none opposed. Motion carried.

## 7. 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%.

Ms. Dalmolin recommended the Disadvantaged Business Enterprise (DBE) program and goals of 1% be approved by the Board. She has corrected a few typos found by the TAC. Notice was published and the 30-day public comment period has concluded. There were no requests to view the document and no comments were received. The DBE program and goals have been submitted to FTA. Director Overton moved to open the public hearing at approximately 10:11am. Director Barotz seconded. All approved, none opposed. Motion carried. No members of the public came forth to provide comment. Director Overton moved to close the public hearing at approximately 10:12am. Director Barotz seconded. All approved, none opposed. Motion carried. Director Barotz expressed that she found the report to be very thorough. Director Barotz moved to approve the DBE program and goals as proposed. Director Overton seconded. All approved, none opposed. Motion carried. Director Barotz asked to have the protected groups of sexual orientation and gender identity added to the list in paragraph one, under the non-discrimination requirements section on page 4 of the program plan. Ms. Dalmolin stated she would review the section and make this change.

## 8. 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 reviewed updates to several sections of the personnel policy manual. She explained the biggest change was to the vacation leave section. Several of our employees that have been with NAIPTA for a long time, accrue time at a faster rate and reach their cap quicker and may not be able to take time off at certain times, depending on their job duties. If they cap out, then they stop accruing time until they use some.



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This can be a continuous problem. The current policy was carried over from Coconino County and has a 240 hour cap which seems punitive. She looked at the City's policy and found a balanced approach. The revision allows for a graduation of the vacation hour cap based on years of service. Accrued vacation time is expected to be paid out upon termination of employment. She will remove the "non-exempt" reference in the chart for section 3.2 Vacation Leave (agenda packet page 54). NAIPTA's maximum liability regarding vacation payout is 45 days. This will be a benefit to encourage employee retention. NAIPTA employees are encouraged to take vacation time when possible. NAIPTA also offers a sick time conversion to vacation time at an employee's 5 year anniversary. Some departments have vacation freezes at specific times. A cap extension may be permitted with management approval. The policy for all types of extended leave was modified to have the employee turn in their ID badge, keys and fob until they return. Board members agreed on a change in the wording to reflect the employee's right to retain and use their bus pass as long as they are in compliance with the rules of using the service. Ms. Dalmolin will modify the referenced paragraph in each section of the policy related to extended leave as directed. Director Barotz moved to approve the updated personnel policy with edits. Director Overton seconded. All approved, none opposed. Motion carried.

9. 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.

Ms. Cashman briefly reviewed the updated agenda packet policy noting the TAC suggestion of publicly posting TAC agenda topics approximately a week prior to the meeting. She explained the difficulty in knowing all the topics that early; the latest developments are attempted to be included for TAC review before going to the Board. The Board agreed the updated agenda packet policy looked good as presented. Ms. Cashman confirmed the Board was fine with meeting the minimum 24 hour public posting requirement per Open Meeting Law for the TAC.

10. 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 stated the plans are at the City, and then they will go to APS for review. The construction phase will follow. A map of the rooftop of Shop 3 was shown on screen. The solar racks and panels will cover approximately 2/3 of the bus storage (Shop 3) roof. Solar will provide for about a \$14,000 annual cost savings. This project was designed to accommodate solar in the original proposal. Director Overton stated the capital payback is not there and it's really only feasible due to the grants. Chair



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Payne asked if any other purpose was considered and Ms. Mazza replied that the original project had solar and drainage specified. Phase 1 was the building construction and bus wash and if funds allowed, then Phase 2, solar and drainage improvements would be done. She pointed out this allowed NAIPTA to take advantage of all grant funds available. Ms. Dunno affirmed the site conditions will be maximized. Director Barotz moved to approve Change Order #5 to the KCS contract as presented. Director Overton seconded. All approved, none opposed. Motion carried.

### 11. 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 reported the East Admin parking lot entrance/exit will become right in/right out only. The ponding issue in the main parking area, as well as the drainage near the canopy will be improved. Approximately 9 parking spaces will be added in front. This construction is slated to start in August. The permit should be final this week. Director Overton moved to approve Change Order #6 to the KCS contract as presented. Director Barotz seconded. All approved, none opposed. Motion carried.

### 12. 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.

Ms. Dalmolin presented this item in Mr. Matthies absence. The TransitFare implementation was one year ago and now NAIPTA is looking at improvements. Currently updates are done by WiFi that can only be achieved back at NAIPTA at the end or beginning of a day. Real time updates with cellular technology will soon be available. This would allow us to block cards to prevent fraud more effectively. Ms. Mazza added that software uploads and downloads have to be done after hours via WiFi and sometimes it is not available or there are problems. Cellular updates would be constant. Eventually a bus pass could be on a student's phone. Ms. Dalmolin said the remaining funds are for ongoing maintenance. Ultimately we would like to get to a cashless system. Director Barotz moved to approve the third amendment to the TransitFare contract as presented. Director Overton seconded. All approved, none opposed. Motion carried.



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### 13. 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 reported the performance measures we have historically used and thought to be most meaningful to our Board and other agencies. She has added some other possibilities. Each service type was reviewed: Mountain Line, Mountain Lift, Taxi Vouchers and Vanpools. She pointed out some key elements. Passenger Miles help with achieving and maintaining Small Transit Intensive Cities (STIC) funding. Demand Response is intended to meet demand and serve a population in need, but increased ridership is not the goal. Technically we are not allowed to deny trips, but it may happen. She felt trip denials are important to follow. Director Overton asked if Mountain Link ridership was pulled, what would be the cost versus ridership. Ms. Dalmolin responded that the cost of the service is blended. Director Overton stated the need to know the data for proposed developments, especially when increased demand is known to have an impact on the system. Chair Payne proposed an ad hoc stand-alone summary for City Council to reference. Director Overton expressed the need for developments to share the cost where there is increased demand. On agenda packet page 87, the chart of performance measures, there needs to be a correction under the Demand Response section, Mountain "Life" should be "Lift". Chair Payne would like to see Farebox Recovery benchmarked against something. She plans to offer quarterly comparisons with other agencies from annual reports. The goal is to have these performance measures tied to our Strategic Workplan. Director Barotz moved to adopt the proposed performance measures for NAIPTA as presented. Director Overton seconded. All approved, none opposed. Motion carried.

### 14. RIDERSHIP DATA BY BUS STOP

-Adam Langford, Transit Planner

Discussion only.

Mr. Langford stated NAIPTA is data rich right now. He reviewed how the data can be used and ways it has been used already. A map was shown on screen that came from the Bus Rapid Transit (BRT) consultants, using our boarding and alighting data by stop. Other systems use similar charts and graphs with data being filtered by stop. A chart was shown of our current bus stop data. Director Overton was pleased with the level of data and felt it will be helpful. Ms. Mazza noted the revenue per stop can be helpful internally. Director Barotz recommended reviewing what is most useful in planning efforts. The consensus was to have staff review the data regularly and use the data internally. Director Barotz requested staff summarize the data for the Board.



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### PROGRESS REPORTS:

#### 15. GENERAL MANAGER'S PROGRESS REPORT

-Erika Mazza, Interim General Manager

- NAIPTA and Flagstaff Metropolitan Planning Organization (FMPO) Coordination Update  
Ms. Mazza recommended waiting on the strategic workplan until everyone is back to their normal positions. She listed several projects where coordination efforts with the FMPO are in the works.
- Federal Funding Status Update  
Ms. Mazza stated the House approved a continuing resolution through mid-December which the Senate is expected to support and provide for an infusion of \$8 billion into the Highway Trust Fund to keep it solvent through the end of the year.
- Update on Mr. Meilbeck's Return  
Ms. Mazza noted Mr. Meilbeck has meetings scheduled with each Board and Executive Team member regarding his transition in the coming weeks. He will be on property for Pawz Day tomorrow and our Leadership meeting next Wednesday. He will hold Donuts and Dialogue at the Downtown Connection Center (DCC) on August 21<sup>st</sup>. He may attend some Executive Team meetings in the coming month. Upon his return, he will see how Shop 3 works since its daily use began after his leave of absence started.
- Rider Encouragement Campaign Video  
The video was shown on screen. Ms. Lenners noted this is one of several videos NAIPTA will make to dispel myths about riding the bus. This one is part of our student campaign and will begin showing at Harkins Theaters tomorrow.
- Ms. Mazza reported she has a phone interview with National Public Radio (NPR) at noon regarding transit data for their series "All Things Considered".
- Ms. Mazza's Trip to Baltimore and Washington, DC in Late July  
She stated she will be attending a transportation demand management conference in Baltimore and meeting with members of our congressional district in Washington, DC following the conference.
- Mr. Meilbeck's Community Transportation Association of America (CTAA) – Small Urban Network (SUN) Conference, August 12-14 in Denver  
Ms. Mazza noted Mr. Meilbeck will be attending this conference on behalf of NAIPTA.

### ITEMS FROM COMMITTEE AND STAFF:

#### 16. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next Board meeting will be on Wednesday, September 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



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September agenda items will include but not be limited to the NAIPTA Annual Report, CDL Employment Agreement, Retirement Benefit Policy, Review the 5 Year Plan, 5307 and 5339 Grant Applications, Kaspar Intersection Update, Bus Rapid Transit (BRT) Status Update, Strategic Measures for Route Launch 8/2, Workforce Utilization Report and the Employee Satisfaction Survey. 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 Board.

- 18. ADJOURNMENT -Chair Payne adjourned the meeting at 11:31am.

\_\_\_\_\_  
Richard Payne, Chair NAIPTA Board of Directors

ATTEST:

\_\_\_\_\_  
Rhonda Cashman, Clerk of the Board



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