



Northern Arizona Intergovernmental Public Transportation Authority

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Transit Advisory Committee Minutes for Thursday, October 1, 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, October 1, 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:

Todd Madeksza, Government Relations Director, Coconino County, designee, 10:04am arrival;
Barbara Goodrich, Deputy City Manager, City of Flagstaff, alternate;
Shari Miller, Citizen Representative, City of Flagstaff (via WebEx);
Dave Wessel, (Vice Chair), Manager, FMPO (via WebEx);
Erin Stam, (Chair), Director of Parking and Shuttle Services, NAU, designee, (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;
Andy Bertelsen, Public Works Director, alternate;
Gillian Thomas, Citizen Representative, Coconino County;
Josh Copley, City Manager, City of Flagstaff;
Mark Easton, Executive Director of Facilities, CCC, designee;
Martin Ince, Multi-Modal Planner, FMPO, alternate

NAIPTA STAFF IN ATTENDANCE:

Jeff Meilbeck, CEO and General Manager;
Heather Dalmolin, Administrative Director;
Jim Wagner; Operations Director;
Jacki Lenner, Marketing Manager;
Lauree Battice; Business Manager;
Jon Matthies, IT Manager;



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Anne Dunno, Capital Project Manager;
Jim Dickey, BRT Project Manager (via WebEx);
Rhonda Cashman, Clerk of the Board;
Fredda Bisman, NAIPTA Attorney (via WebEx)

GUESTS PRESENT:

None.

1. CALL TO ORDER -Chair Stam called the meeting to order at 10:02am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVE TAC MINUTES FROM 9/3/2015
Advisor Goodrich moved to approve the minutes from September 3, 2015. Advisor Kinney seconded. There was no further discussion. All approved, none opposed. Motion carried.

Advisor Madeksza arrived at 10:04am.

4. CALL TO THE PUBLIC

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

Mr. Meilbeck asked to say a few words. He thanked the Board and TAC for his leave of absence and the work they have been doing on behalf of NAIPTA. He said he is glad to be back. He noted Ms. Dalmolin will be reviewing NAIPTA's recent accomplishments in the first part of the meeting and he said he is ready to "keep the ship moving" with items to lead us forward in the last part of the meeting. Jim Dickey has joined NAIPTA to do some special project work. Chair Stam welcomed Mr. Meilbeck back and thanked all the staff for their continued hard work.

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:**



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i. APPROVE THE FY2015 ANNUAL REPORT

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve the FY2015 Annual Report and authorize staff to submit the report to the State of Arizona and partners agencies as required in the Master IGA.

Ms. Dalmolin told the TAC the Annual Report is required by the State. She reviewed a PowerPoint presentation. NAIPTA accomplishments were noted. Mountain Line had 2% growth in ridership and the cost per hour went down. There was a slight decrease in passengers per hour due to the increased service hours without a significant increase in ridership. This commonly happens when implementing increased service. There is a lag time. Mountain Lift had a decrease in passenger cost of 4%. The taxi voucher program increased trips by approximately 50%. This is a less costly alternative. There was some discussion regarding operational cost of Mountain Lift services. Taxi vouchers have helped to decrease costly van service. Mr. Meilbeck stated van service is intended to be available for those who most need it and we are managing for efficiency. Ms. Dalmolin noted taxi voucher funding through the county is allocated on a federal fiscal year basis. The demand exists, but trips are restricted by funding. Mountain Lift client count was asked to be included in the report. At year end, NAIPTA was under budget. Revenues and Expenditures were reviewed. There was no further discussion.

ii. APPROVE UPDATED PERSONNEL POLICY MANUAL

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve and adopt an updated Personnel Policy Manual to create a retirement benefit policy that are reflective of the requirements for the Arizona State Retirement System (ASRS) and of the Northern Arizona Public Employee Benefit Trust (NAPEBT).

Ms. Dalmolin reported legal has reviewed the policy and recommended minor non-substantive changes that would provide employees with the opportunity to stay in the benefit pool upon retirement. This policy was prompted by our first employee to inquire about retirement. Health and dental insurance may continue with the retired employee paying the full premium. The purpose of the policy is really to have it available for employees considering retirement. There was no discussion.

iii. APPROVE UPDATES TO TWO FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT APPLICATIONS

-Heather Dalmolin, Administrative Director



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Staff recommends the Board of Directors approve updated federal grant applications to reflect changes in funding as appropriated by the Federal Transit Administration.

Ms. Dalmolin noted when NAIPTA originally completed the application for the Section 5307 Urbanized Area Formula Award, which includes Small Transit Intensive Cities (STIC) measures; we anticipated receiving funds for only four measures. With the acceptance of the revised ridership data, we were awarded the additional funding for the fifth measure. A Kaspar remodel was added to the list for use of these funds. The Section 5307 Surface Transportation Program (STP) funding increased slightly and the use of these funds for our shelter program remains the same. There was no discussion.

iv. STRATEGIC MEASURES FOR ROUTE LAUNCH

-Erika Mazza, Deputy General Manager
Discussion only.

Mr. Meilbeck reported on this item on behalf of Ms. Mazza. It is no surprise that we need useful metrics. We need to be able to measure our success. One of our core measures is ridership; in an effort to move as many people as we can, but it is not all we should focus on. There are key measures related to route launches, evaluating effectiveness and efficiencies. He reviewed Ms. Mazza's example in her staff report on page 20 in the agenda packet. Sometimes there is a lag in ridership when service is increased, possibly for a year or two. Sometimes service is added due to community input or via the political process that does not increase ridership. This commonly happens in transit systems. We will continue to measure key data. Ms. Dalmolin believed this report is part of the continued discussion on performance measures. There were no questions.

v. TRANSIT FUNDING RENEWAL

-Jeff Meilbeck, CEO and General Manager
Staff recommends that NAIPTA coordinate with the Regional Transportation Plan Steering Committee regarding timing for transit funding renewal.

Mr. Meilbeck stated he will recommend to the Board that NAIPTA work with the Regional Transportation Plan (RTP) Steering Committee over the next couple months to determine the best course forward for the comprehensive transportation initiatives with a plan to go to the voters in 2018. There was a lengthy discussion about NAIPTA proceeding with a flat transit tax question in 2016 as determined at the joint meeting in May. The current partners support the current level of service, so a transit flat tax passage could provide some stability as a basis when considering what a future transportation system might look like. We could build off that. With improved roads from passage of the initiative last



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year, we are on a positive note. The TAC doesn't want to see NAIPTA miss an opportunity to solidify its base transit funding due to potential delay in coordinating efforts with the RTP Steering Committee. In addition, NAIPTA may continue to collaborate with RTP efforts regarding long term plans. Mr. Meilbeck said he would add hard deadlines for a potential 2016 election question to the report for the Board to reference timing.

vi. NAIPTA AS HOST AGENCY FOR FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

-Jeff Meilbeck, CEO and General Manager

Staff recommends the NAIPTA Board of Directors defer to the FMPO on questions related to host agency status while continuing to pursue improved coordination strategies.

Mr. Meilbeck remarked that his opinion on this matter has not changed, but his recommendation has changed. This item has been considered several times over the last four years. Change is not required. The FMPO has been hosted by the City of Flagstaff since its inception. He outlined his reasons for the proposed change, advantages and disadvantages. He has come to the conclusion that change must come from the FMPO. Vice Chair Wessel, FMPO Manager, thanked Mr. Meilbeck for taking a critical look at the organization. He has great expectations for the RTP and looks forward to coordination with NAIPTA on projects. Chair Stam thought it was a good recommendation. There was no discussion.

c. **PROGRESS REPORTS:**

i. WORKFORCE UTILIZATION REPORT

-Heather Dalmolin, Administrative Director

Ms. Dalmolin presented her memo on the screen due to quick turnaround time, since reporting period closed at 5pm the day prior. She noted the Equal Employment Opportunity (EEO) Program was approved by the Board in June. NAIPTA has 21 areas out of 50 that are underutilized, but only 7 areas are underutilized at 10% or more. Her report lists the specific areas. This report covers a six month period, accounting for employees during that time span, whether they are still working here or not. We did not meet our goals, but have no reason to change them. The recruitment process was reviewed and NAIPTA is not creating any recruitment barriers. There were no questions.

ii. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- Federal Funding Status Update



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Mr. Meilbeck reported the federal government did not shut down last night. He is hopeful there will be an extension of the MAP-21, reauthorization known as the DRIVE Act, which includes STIC funding. NAIPTA received close to \$1M from this program and it may increase by 25%, if approved. This would be a huge help. The Small Urban Network (SUN) has asked for Small Transit Intensive Cities (STIC) funding to double, which helps performing systems and this plays well to both sides of the aisle. The American Public Transportation Association (APTA) does not support STIC funding. It is a tough fight within the industry.

- City of Flagstaff Citizen Representative Alternate Vacancy
Mr. Meilbeck turned the floor over to Advisor Goodrich, who is the Deputy City Manager. She stated Advisor Miller has applied for reappointment to the TAC and we have not had an alternate since January when Al White returned to the NAIPTA Board. She asked TAC members to encourage anyone they know that might have an interest to apply for the alternate position via the City website.
- Board and TAC Strategic Policy Advance – Thursday, December 3rd
Mr. Meilbeck stated he is considering a regional transportation plan conversation including discussion of the timing to go to the voters as it relates to transit and inviting the FMPO Board.

ITEMS FROM COMMITTEE AND STAFF:

6. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next TAC meeting will be November 5, 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. November agenda items will include but not be limited to the Mountain Line Financial Projections, Approve Alternative for Kaspar Intersection and Vanpool Update. The November 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 -Chair Stam adjourned the meeting at 11:22am.

Erin Stam, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

Rhonda Cashman, Clerk of the Board



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