



Northern Arizona Intergovernmental Public Transportation Authority

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Board of Directors Minutes for Wednesday, October 21, 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 Wednesday, October 21, 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;
Art Babbott (Vice Chair), Board of Supervisors, Coconino County;
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:

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;
Al White (Secretary), CCC, designee

NAIPTA STAFF IN ATTENDANCE:

Jeff Meilbeck, CEO and General Manager;
Heather Dalmolin, Administrative Director;
Jacki Lenner, Marketing Manager;
Anne Dunno, Capital Project Manager;
Jon Matthies, IT Manager;
Lauree Battice, Business Manager;
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 9/16/2015
Director Overton moved to approve the September 16, 2015 meeting minutes. Director Barotz 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:

There were no items for the consent agenda.

DISCUSSION / ACTION ITEMS:

5. 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 reviewed a PowerPoint presentation with Board members. It began with FY2015 Year in Review. Mountain Line and Mountain Lift performance measures were looked at carefully. There was some discussion about the increased operating cost trend for Mountain Lift, as well as the impact of taxi voucher use versus van service. The Board asked to know the number of unique users of Mountain Lift programs and how it compares with the industry standard. Ms. Dalmolin stated it will be included in the quarterly performance report next month. NAIPTA offers ADA Plus service which includes the Taxi Voucher Program and potential same day bookings for van service. Some of these services are required and others are offered to increase mobility options. Ridership graphs of each program were viewed on screen. Revenue and Expenditures were reviewed. There was a question about how many hours on average our Variable Hour Employees (VHEs) are working. Ms. Dalmolin replied that VHEs, when we are fully staffed, work 20 hours or less per week. This year five 30 hour positions were created. Some operators are working 50 plus hours right now due to a staffing shortage. There were no further questions. Vice Chair Babbott moved to approve NAIPTA's FY2015 Annual Report. Director Barotz seconded. All approved, none opposed. Motion carried.



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6. 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 is reflective of the requirements for the Arizona State Retirement System (ASRS) and of the Northern Arizona Public Employee Benefit Trust (NAPEBT).

Ms. Dalmolin noted this policy was developed to comply with NAPEBT requirements and the language used is as such. Director Overton moved to approve the retirement benefit policy as presented. Director Barotz seconded. Chair Payne asked if we are bound by the Trust. Ms. Dalmolin responded that we are for our health insurance benefits. Director Barotz stated NAIPTA, the City, etc. are voluntary members of NAPEBT and we need to follow their guidelines. Ms. Dalmolin mentioned NAIPTA went out to bid a couple years ago and could not find a better health plan for our employees. All approved, none opposed. Motion carried.

Later in the meeting we came back to this item with the consent of the Board Chair. Director Barotz noticed some differences in language between the NAIPTA policy and the City policy and they are both expected to be representative of the intent of the NAPEBT language. Ms. Dalmolin said NAIPTA intended to capture what NAPEBT required. NAPEBT is also reviewing their policy and she may need to bring back a revision in the near future.

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

-Heather Dalmolin, Administrative Director

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 reported grant applications have been updated to match apportionments since approval earlier this year. There was a change in the amounts. NAIPTA did receive funding for the 5th Small Transit Intensive Cities (STIC) measure, approximately an additional \$176,000. The Kaspar remodel has been added to the project list. The Surface Transportation Program (STP) was also increased by a small amount which will be additional funds for the stops and shelters project. Director Overton moved to approve the updated FTA grant applications as presented. Vice Chair Babbott seconded. All approved, none opposed. Motion carried.

8. STRATEGIC MEASURES FOR ROUTE LAUNCH

-Erika Mazza, Deputy General Manager

Discussion only.

Mr. Meilbeck presented this item on behalf of Ms. Mazza. He reviewed her PowerPoint presentation with the Board. A map reflective of the recent service changes was shown on screen. He explained sometimes there is a lag in ridership when new



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service is started. We will continue to evaluate these factors. Staff wanted to share with the board how we evaluate the success of a new route or service change. Is it meeting the needs of the school and its families? Is it relieving congestion? Is it being used? The consensus is that ridership will grow over time. A future report will be brought back to the Board and TAC.

9. TRANSIT FUNDING RENEWAL

-Jeff Meilbeck, CEO and General Manager

Staff recommends the NAIPTA Board revisit and either modify or reaffirm their direction to request a minimum of a flat tax funding renewal in 2016.

Mr. Meilbeck informed the Board about a new effort that has begun with the Regional Transportation Plan Steering Committee. This group will determine if the city will send the transportation tax renewal to the voters in 2018. The NAIPTA TAC had a good discussion about collaborating with that effort versus continuing on the path of going for a flat transit tax in 2016 as discussed at length at the Joint meeting in May. If we wait until 2018, we risk a lot of uncertainty with staff, etc. A flat tax, if passed in 2016, would assure continued transit service. The Board consensus was to proceed with the flat transit tax question in 2016 to continue current service and collaborate on transportation issues that may go to the voters in 2018.

10. 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 stated he has not changed his opinion, but he has changed his recommendation. He recommended letting the FMPO Board make the decision. He has invested a great deal of time and energy looking at the FMPO hosting scenario over the last several years. The Board understood his position and concurred. There were some strong opinions at the City in opposition to changing the host organization. It was wise to change the approach and preserve this important relationship.

PROGRESS REPORTS:

11. WORKFORCE UTILIZATION REPORT

-Heather Dalmolin, Administrative Director

Ms. Dalmolin noted this report is done every 6 months based on the federal fiscal year. In this reporting period, NAIPTA has deficiencies in 21 of 50 categories. Only 7 of the 21 deficient areas are 10% or greater. Sometimes 10 % is the equivalent of one person. The only area where that doesn't hold true is with our operators. She has



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reviewed our recruitment strategies and found no barriers. She doesn't think we need to change our goals. It was recommended that she contact Dine' College in an additional outreach effort for recruitment. A pay equity study for gender was also suggested.

12. FY2016 FIRST QUARTER PERFORMANCE REPORT

-Heather Dalmolin, Administrative Director

This report was tabled until next month.

13. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

• Federal Funding Update

Mr. Meilbeck stated reauthorization is out of the House. Bob Holmes, our lobbyist, is watching it closely in DC. There is a request included for Small Transit Intensive Cities (STIC) funding to increase from 1.5% to 2%. He met with ADOT staff on Tuesday, 10/14. They have approximately \$4M in Section 5339 funds to apportion and he told them NAIPTA plans to apply for funding via their competitive process. We have a number of capital projects we are considering. Hopefully we will know more in about six months.

• City of Flagstaff TAC Citizen Representative Alternate Vacancy

Mr. Meilbeck informed the Board that the TAC has an opening for the City Citizen Representative Alternate. This person would be the backup for Shari Miller if she is not available.

• Board and TAC Strategic Policy Advance on December 3rd

Mr. Meilbeck recommended, and he has talked to Mr. Wessel about this, NAIPTA hold this event with the FMPO Board and focus on the Regional Transportation Plan (RTP) Steering Committee. It ties into this broad understanding of going to voters in 2016 for transit, which prepares more of the Councilmembers for us to make this request and it moves us further down the road to 2018 and the larger transportation initiative. The National, State and Local politics of 2016 is going to get very busy and he is hoping to get this issue on the table in December. He is thinking of a relatively short meeting to focus on this one topic, possibly over lunch time and we would provide lunch.

ITEMS FROM COMMITTEE AND STAFF:

14. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next Board meeting will be on Wednesday, November 18, 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 November agenda items will include but not be limited to Mountain Line Financial Projections, Approve Alternative for Kaspar Intersection, Vanpool Update, K-12 Ridership and Pass Sales Update and Quarterly Performance Measures. The



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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 Board.

15. ADJOURNMENT -Chair Payne adjourned the meeting at 11:08am.

Richard Payne, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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