



Northern Arizona Intergovernmental Public Transportation Authority

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NOTICE AND AGENDA OF PUBLIC MEETING AND POSSIBLE EXECUTIVE SESSION OF THE BOARD OF DIRECTORS (BOD) OF THE NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Board of Directors of the Northern Arizona Intergovernmental Public Transportation Authority (“NAIPTA”) and to the general public that the Board will hold a meeting on:

Wednesday, January 20, 2016
10:00am
NAIPTA VERA Room
3773 N. Kaspar Dr.
Flagstaff, AZ 86004

Unless otherwise noted, meetings held in the Conference Room are open to the public. This is a WEB BASED meeting. Members of the Board of Directors may attend in person, by telephone or internet conferencing. Public may observe and participate in the meeting at the address above.

The Board of Directors may vote to hold an executive session for the purpose of obtaining legal advice from NAIPTA’s attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3). The executive session may be held at any time during the meeting. Executive sessions are not open to the public, pursuant to Arizona Open Meeting Law.

Pursuant to the Americans with Disabilities Act, persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Clerk of the Board of Directors at 928-679-8922 (TTY Service 800.367.8939). Requests should be made as early as possible to allow time to arrange the accommodation.

The agenda for the meeting is as follows: -pages 1-3

- 1. CALL TO ORDER
- 2. ROLL CALL AND INTRODUCTIONS
- 3. APPROVAL OF MINUTES:
 - a. Regular Board Meeting 11/18/2015 -pages 4-10
 - b. Board and TAC Advance 12/3/2015 -pages 11-15

- 4. CALL TO THE PUBLIC
The public is invited to speak on any item or any area of concern that is within the jurisdiction of the NAIPTA Board. Comments relating to items on the agenda will be taken at the time the item is discussed. The Board is prohibited by the Open Meeting



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law from discussing, considering or acting on items raised during the call to the public, but may direct the staff to place an item on a future agenda. Individuals are limited to a five-minute presentation.

CONSENT ITEMS:

There are no items for the consent agenda.

DISCUSSION / ACTION ITEMS:

- 5. PARATRANSIT REPORT -pages 16-18
-Jeff Meilbeck, CEO and General Manager
This item is for discussion only and no recommendation for action is being made.
- 6. PILOT PROGRAM – MOUNTAIN EXPRESS -pages 19-32
-Jeff Meilbeck, CEO and General Manager
This item is for information only.
- 7. FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO) EXECUTIVE BOARD -pages 33-40
-Jeff Meilbeck, CEO and General Manager
Staff recommends the NAIPTA Board of Directors accept an invitation from the FMPO to serve as a member of the FMPO Executive Board at no cost to NAIPTA.
- 8. MEETING CALENDAR REVIEW -pages 41-43
-Rhonda Cashman, Clerk of the Board
Staff recommends the Board of Directors review and provide direction regarding the FY2016 and FY2017 Meeting Calendars.
- 9. AGENDA PACKET POLICY -pages 44-46
-Rhonda Cashman, Clerk of the Board
No recommendation at this time, but the Board may take action if they so choose.
- 10. FEDERAL FUNDING UPDATE -page 47
-Jeff Meilbeck, CEO and General Manager
This item is for information only.
- 11. ELECTION OF BOARD SECRETARY -pages 48-49
-Rhonda Cashman, Clerk of the Board
Staff recommends the Board of Directors elect a Secretary for the remainder of FY2016.

PROGRESS REPORTS:

- 12. BUS STOP MOBILITY PROJECT -page 50
-Anne Dunno, Capital Project Manager



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13. QUARTERLY PERFORMANCE MEASURES

-Heather Dalmolin, Administrative Director

14. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- Regional Transportation Plan(RTP) Update
- Insurance Limit Update
- Public Transit and Universities Conference in Grand Rapids, Michigan

ITEMS FROM COMMITTEE AND STAFF:

15. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next Board meeting will be on Wednesday, February 17, 2016 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. February agenda items will include but not be limited to the Financial Audit, NAIPTA Liability Insurance Strategies and Financial Projections, Financial Projects, Review Performance Measures, Strategic Workplan, Regional Transportation Plan (RTP) Steering Committee Update, Quarterly Performance Measures and Federal Funding Update. The February 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.

16. ADJOURNMENT



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Board of Directors Minutes for Wednesday, November 18, 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, November 18, 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:

Art Babbott (Vice Chair), Board of Supervisors, Coconino County;
Scott Overton, City Council, City of Flagstaff;
Veronica Hipolito, Interim President, CCC - late arrival at 10:09am
**Three of our five Board member seats must be present to constitute a quorum.*
***The City of Flagstaff holds two seats.*

BOARD MEMBERS EXCUSED:

Rich Payne (Chair), Director of Residence Life, NAU;
Celia Barotz, City Council, City of Flagstaff;
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;
Al White (Secretary), CCC, designee

NAIPTA STAFF IN ATTENDANCE:

Jeff Meilbeck, CEO and General Manager;
Erika Mazza, Deputy General Manager;
Heather Dalmolin, Administrative Director;
Jim Wagner, Operations Director;
Jacki Lenner, Marketing Manager;
Anne Dunno, Capital Project Manager;
Jon Matthies, IT Manager;
Lauree Battice, Business Manager;



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Jan Knapp, Operations Manager;
Stephanie Stearns, Assistant Transit Planner;
Rhonda Cashman, Clerk of the Board;
Fredda Bisman, NAIPTA Attorney (via WebEx) - late arrival at approximately 10:19am and early departure at approximately 11:40am

GUESTS PRESENT:

Karl Eberhard, Community Design and Redevelopment Manager and Historic Preservation Officer, City of Flagstaff;
Troy Sieglitz, Senior Project Manager, Parsons Brinckerhoff;
Todd Madeksza, Director of Government Relations, Coconino County;
Howadette Violissi, Disabled Member of the Community, Coconino County Citizen;
Shari Peralta, Disability Advocate, Coconino County Citizen;
Paul Ferry, Flagstaff Disability Support Group, Coconino County Citizen

1. CALL TO ORDER -Vice Chair Babbott called the meeting to order at 10:07am and stated there will some changes to the agenda order throughout the meeting.
2. ROLL CALL AND INTRODUCTIONS – No quorum until approximately 10:09am when Ms. Hipolito arrived.
3. CALL TO THE PUBLIC – opened at approximately 10:09am
 - Howadette Violissi
Ms. Violissi addressed the Board and stated she lives in Kachina Village. She is a Mountain Lift client and she uses county taxi vouchers. She uses her vouchers for medical appointments and food shopping. She is requesting more transportation options be offered to people in her area, Kachina Village. Mountain Lift does not currently serve the Kachina area. Due to her impaired vision, Ms. Violissi asked Ms. Shari Peralta, a disability advocate, to read some of her notes. She noted there used to be a van that offered transportation service to and from Kachina Village. She would like to see that service brought back.
 - Paul Ferry – Mr. Ferry presented the Board with a handout packet. He noted he works for the State, for the Community Disability Support Group. He talked about the need for this group to access transportation and parking (in the City). He said two NAIPTA employees went to their last meeting. He said his group wants to do everything they can to help NAIPTA tackle these tough problems.

Vice Chair Babbott thanked our guests for coming to the meeting and requested NAIPTA prepare an organizational response for a future agenda. The Call to the Public was closed at approximately 10:20am.

4. APPROVAL OF MINUTES 10/21/2015
Director Overton moved to approve the October 21, 2015 meeting minutes. Director Hipolito seconded. All approved, none opposed. Motion carried.

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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 CONSENT 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 UPDATES TO TITLE VI CIVIL RIGHTS PROGRAM

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve updates to Title VI Civil Rights Program to correct staff titles and meeting date of Board of Directors and authorize CEO-General Manager to approve clerical corrections in future.

Director Overton moved to approve the updates to the Title VI Program. Director Hipolito seconded. There was no discussion. All approved, none opposed. Motion carried.

DISCUSSION / ACTION ITEMS:

6. DOWNTOWN PARKING PLAN

-Jeff Meilbeck, CEO and General Manager

Discussion only.

Mr. Meilbeck introduced Karl Eberhard from the City of Flagstaff. He noted there is a one sheet take away in the agenda packet. Mr. Eberhard presented a PowerPoint on the Downtown Parking Plan. The problem and symptoms were identified for customers and stakeholders. The desired outcome is Comprehensive Parking Management and Building Parking System Facilities. There is a three part solution: Regulations, Enforcement and Pay to Park. A map showing the type of parking in specific areas was reviewed. There was a brief discussion regarding methods of payment, park and ride, ecoPASS and increased bike parking as well as what part transit will play in the plan. Mr. Meilbeck stated there is an incentive/disincentive problem related to transit. People have to pay \$1.25 to take the bus, but can park for free. NAIPTA staff will work with City staff on this issue.

Mr. Eberhard, Mr. Ferry, Ms. Violissi and Ms. Peralta all left the meeting at approximately 10:50am.

7. FINANCIAL PLAN UPDATE

-Heather Dalmolin, Administrative Director

Discussion only.



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Ms. Dalmolin shared the most recent fund balance graph on screen. The fund balance is well above 10%, the City requirement. It includes replacement of vehicles at 3 years beyond the declared federal useful life and sustaining the latest service changes. NAIPTA could set aside for capital programs. The fund balance assumption is at the FY2016 budget level for revenues and expenses. It is also assumed the transit tax is renewed at the same level and the tax revenues continue to increase at 2% per year. NAIPTA uses the City of Flagstaff projection for a recession every 8 years. The Board agreed conservative financial planning should be followed.

8. APPROVE COST INCREASE FOR LIABILITY INSURANCE FOR FY2016

-Heather Dalmolin, Administrative Director

Staff requests the Board of Directors approve the increase in cost of \$35,758 to purchase general liability, auto liability, and excess coverage insurance from Aon Risk Services, Inc. for FY2016.

Ms. Dalmolin stated the final rate for our liability insurance came in after the Board approved the estimated cost in June. There are savings in other budget line items to offset this increase. She said it is the biggest increase in quite some time, but NAIPTA added a building and more vehicles. The market is also changing. The Board recommended looking at insurance options for the future, including self-insurance. Director Overton moved to approve the insurance increase as presented. Director Hipolito seconded. All approved, none opposed. Motion carried.

9. KASPAR DRIVE/ROUTE 66 INTERSECTION ANALYSIS FINAL REPORT

-Anne Dunno, Capital Project Manager

Staff recommends the Board of Directors approve the Kaspar Drive/Route 66 Intersection Analysis Final Report.

Ms. Dunno informed the Board that the study identified the 4th leg of the Kaspar/Route 66 intersection as the preferred alternative. Safety was of great concern. The construction costs are estimated at approximately 1.5M and to finish the design approximately \$250K. This alternative has been well vetted. Hopefully it will become a part of the Regional Transportation Plan (RTP). If the public supports the preferred alternative, NAIPTA will seek grant funding. The Board commented this looks good. What are next steps? Anne deferred to Mr. Sieglitz to answer this question. He recapped that what is referred to as Alternative A is the preferred Kaspar direct connection to Highway 89. Existing traffic conditions peak counts were reviewed with the Flagstaff Metropolitan Planning Organization (FMPO). They built a model. The FMPO and the City projected out to 2040. This is the alternative that is predicted by the model to perform best in the future. This configuration would facilitate full buildout, if the City wants to connect Linda Vista in the future. Only the connection piece is being considered right now. It would be approximately a six month process. Director Babbott noted this did not go before the TAC since they did not have a meeting. He is in favor of the alternative, unless the TAC finds some glaring problem. Director



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Overton moved to approve the Kaspar Drive/Route 66 Intersection Analysis Final Report. Director Hipolito seconded. All approved, none opposed. Motion carried.

10. POSSIBLE SERVICE TO SNOWBOWL
-Jeff Meilbeck, CEO and General Manager
Discussion only.

Mr. Meilbeck stated NAIPTA staff met with JR Murray from the Arizona Snowbowl. They have met a number of times over the years. NAIPTA is proposing two buses provide service on holiday weekends to Snowbowl, to the top of the mountain. The difference this year is that Snowbowl has agreed to pay our \$80 per hour operational cost. NAIPTA staff made it clear that service cannot be provided on New Year's Eve or New Year's Day, due to extended service for the holiday festivities. Board members agreed this is a good solution to the problem. Vice Chair Babbott requested a meeting be scheduled with him, Mr. Meilbeck and Mr. Murray from the Arizona Snowbowl.

PROGRESS REPORT:

11. QUARTERLY PERFORMANCE MEASURES
-Heather Dalmolin, Administrative Director

Ms. Dalmolin reported on fixed route first in her PowerPoint presentation. The Board recommended Las Cruces be removed from comparison with our peers. It is not meaningful, since there is virtually no data to compare. Vice Chair Babbott recommended adding population to the data points. Director Overton suggested noting outliers. There was a brief discussion about a goal NAIPTA should be shooting for. Ms. Dalmolin stated she still plans to tie these performance measures to our strategic work plan. For Demand Response, she noted taxi vouchers were included in FY2015, but no hours or miles were tracked separately. NAIPTA strives for efficiency. There has been an ongoing reporting problem. Mr. Biles plans to go back and check reports. There is no comparison to our peers because our peers don't perform paratransit service, they contract it out. Mr. Meilbeck noted all our expenses are captured and it has been hard to find another agency that is a true comparison. Other organizations can hide indirect costs. Vice Chair Babbott requested to have this information sent to the County Board of Supervisors before Mr. Meilbeck's presentation on December 15th. Ms. Dalmolin said she would do so.

DISCUSSION / ACTION ITEMS:

12. ESTABLISH SMART GOALS AND DELIVERABLES FOR NAIPTA'S VANPOOL PROGRAM
-Erika Mazza, Deputy General Manager
Staff recommends the Board of Directors review and approve the proposed SMART Goals and Deliverables for NAIPTA's Vanpool Program.



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Ms. Mazza gave a PowerPoint presentation to update the Board on the vanpool program. Vice Chair Babbott asked her to give some background information on this program for Director Hipolito's benefit. This is a commuter program noted in our 5 Year and Long Range Transit Plan. It started as a 50/50 split and NAIPTA worked with the Arizona Department of Transportation (ADOT) and it is now a split of 76% federal/ADOT and 24% local match, which is advantageous to the County. Part of this is because of starting to work on an IGA with Winslow for vanpool service. NAIPTA and VRide have been gathering feedback, looking at costs and doing some target marketing. Vanpools are being promoted as a way to save time and save money. The SMART goal is to "Meet County Vanpool commitments by launching at least 5 vanpool routes by March 31, 2016."

At approximately 11:40am Ms. Bisman left the meeting.

Ms. Mazza reviewed the FY2015 costs of the vanpool program. One vanpool may be starting this week. Snow tires are being put on the vehicle. VRide is working on matching up schedules for several others. Vice Chair Babbott appreciated the target goal and asked how much Winslow or Navajo County is kicking in. Ms. Mazza replied that employers are helping fund the vanpools and it will depend on how much of the time is spent in Coconino County. It was recommended to make this pitch to our member agency Human Resource (HR) departments. Ms. Mazza reported a new Mobility Manager will be starting very soon and should be able to help with this effort. Director Hipolito moved to approve the overall program goal as presented. Director Overton seconded. All approved, none opposed. Motion carried.

13. COST SAVINGS AND COSTS

-Jeff Meilbeck, CEO and General Manager
Discussion only.

Mr. Meilbeck stated runcutting was done earlier this year and he understands change is hard. Operations cost per hour is approximately \$90.00 in total. We are operating approximately 70,000 bus hours and have an ongoing problem with turnover. NAIPTA increased pay for operators by 16% and still employee satisfaction has decreased and turnover has increased. It may take time to level out. He stated he anticipates improvement in the next survey results. Vice Chair Babbott stated these reports are a snapshot in time and it is hard to see the trajectory, except for the employee turnover graph, which shows the history. He felt it is important to get feedback from employees. There was no further discussion.

PROGRESS REPORTS:

14. K-12 STUDENT PROGRAM UPDATE

-Jacki Lenners, Marketing Manager



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Ms. Lenner gave an overview of the K-12 Student Pass Program. Her PowerPoint offered a review of the pass sales growth over previous years and increased ridership, especially in the areas with the route deviations. She will bring back a follow up report in the future. The next step is to promote "independence," getting parents to let their kids ride the bus to the movies, etc.

15. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- Federal Funding Update

This report was skipped due to a shortage of time.

ITEMS FROM COMMITTEE AND STAFF:

Vice Chair Babbott asked for follow up on the following items at a future meeting: an organizational reply to the disabled members of the community, insurance quotes from other companies and performance measure targets.

16. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The Board and TAC Strategic Policy Advance will be held on Thursday, December 3rd at the Flagstaff Aquaplex, 1702 N. Fourth Street, Flagstaff, AZ 86004 at 10am. Please plan to attend in person. Lunch will be offered. The public is invited to attend. The event 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.

The next Board meeting will be on Wednesday, January 20, 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 January agenda items will include but not be limited to the Financial Audit, Meeting Calendar Review and Quarterly Performance Measures. The January 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.

17. ADJOURNMENT

-Vice Chair Babbott adjourned the meeting at 11:57am.

Richard Payne, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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Board of Directors and Transit Advisory Committee Strategic Policy Advance Minutes for Thursday, December 3, 2015

Flagstaff Aquaplex
1702 N. Fourth Street
Flagstaff, AZ 86004

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The Board of Directors and Transit Advisory Committee met in Joint Session on Thursday, December 3, 2015 at 10:00am in the Community Room at the Flagstaff Aquaplex, 1702 N. Fourth Street, Flagstaff, AZ 86004.

Members of the Board and TAC attended in person. Some members of the FMPO Board and Technical Advisory Committee and the Regional Transportation Plan (RTP) Steering Committee attended in person. The public was invited to observe and participate in the meeting at the address above.

PRESENT:

BOARD MEMBERS PRESENT:

Art Babbott (Vice Chair), Board of Supervisors, Coconino County, arrival at approximately 10:40am;
Scott Overton, City Council, City of Flagstaff;
Celia Barotz, City Council, City of Flagstaff;
Rich Payne (Chair), Director of Residence Life, NAU;
Rich Bowen, Associate Vice President for Economic Development, NAU, alternate;
Veronica Hipolito, Interim President, CCC, arrival at approximately 10:46am
**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;
Al White (Secretary), CCC, designee

TAC MEMBERS PRESENT:

Todd Madeksza, Government Relations Director, Coconino County, designee;
Andy Bertelsen, Public Works Director, Coconino County, alternate;
Gillian Thomas, Citizen Representative, Coconino County;



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Josh Copley, City Manager, City of Flagstaff, arrival at approximately 10:38am;
Barbara Goodrich, Deputy City Manager, City of Flagstaff, designee, arrival at approximately 10:36am;
Shari Miller, Citizen Representative, City of Flagstaff;
Dave Wessel, (Vice Chair), Manager, FMPO;
Erin Stam, (Chair), Director of Parking and Shuttle Services, NAU, designee;
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Stephanie Smith, Executive Assistant to the City Manager, City of Flagstaff, alternate;
Cynthia Seelhammer, County Manager, Coconino County;
Mark Easton, Executive Director of Facilities, CCC, designee;
Martin Ince, Multi-Modal Planner, FMPO, alternate;
Tim Kinney, Business Representative, Northern Arizona Leadership Alliance

NAIPTA STAFF IN ATTENDANCE:

Jeff Meilbeck, CEO and General Manager;
Erika Mazza, Deputy General Manager;
Stephanie Stearns, Assistant Transit Planner;
Rhonda Cashman, Clerk of the Board

GUESTS PRESENT:

Joe Rumann, Coconino County, FMPO;
Jay Christelman, Coconino County, FMPO;
Audra Merrick, ADOT, FMPO, arrival at approximately 10:42am;
Dan Gabiou, ADOT, FMPO;
Jeff Oravits, City of Flagstaff, FMPO, arrival at approximately 10:59am;
Jerry Nabours, City of Flagstaff, FMPO, arrival at approximately 10:35am;
Dan Folke, City of Flagstaff, FMPO;
Rick Barrett, City of Flagstaff, FMPO, arrival at approximately 11:00am;
Jeff Bauman, City of Flagstaff, FMPO, arrival at approximately 10:54am;
Dusty Rhoton, FMPO;
Neal Young, Coconino County, RTP Steering Committee;
Bob Kuhn, FUSD, RTP Steering Committee, arrival at approximately 11:43am;
Joanne Keene, NAU, RTP Steering Committee;
Julie Pastrick, Flagstaff Chamber of Commerce, RTP Steering Committee;
Stuart McDaniel, Flagstaff Chamber of Commerce, RTP Steering Committee, arrival at approximately 10:46am;
Laura Myers, Plaza Vieja, RTP Steering Committee;
Tory Syracuse, Friends of Flagstaff's Future, RTP Steering Committee, left at 11:45am;
Jason Bottjen, ADOT

10:00 Meet and Mingle Over Coffee and Tea



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10:15 Welcome and Introductions

Rich Payne, Chair

Chair Payne welcomed all those in attendance and started the meeting by asking everyone to introduce themselves.

REVIEW:

Jeff Meilbeck

Annual Report – Progress on current Strategic Work Plan

Via PowerPoint presentation, Mr. Meilbeck reviewed the Regional Transportation Plan Mission, the NAIPTA Mission and Vision and Guiding Principles. He reviewed each Strategic Work Plan objective and the status or results. NAIPTA has a very sustainable fund balance at current service levels, but more resources will be needed in order to increase service. There was a brief discussion about NAIPTA staff workload and it was determined there is still room on the plate. The discussion continued with regard to benchmarking, comparing our transit agency to peer agencies, which has been being done on a quarterly basis. Chair Payne commented on NAIPTA's tremendous success receiving federal grant funds.

A short break was taken.

10:45 **FOCUS:**

Jeff Meilbeck and Dave Wessel

- Review Goals and Context for this Strategic Advance
- Review Problem Statement
- Historic Examples of Success in Region
- Review Approach for Success
- Discuss and Fine Tune Approach

Several meeting participants arrived late due to attendance at another important event. Attendees were asked to introduce themselves again.

Mr. Meilbeck and Mr. Wessel reviewed a PowerPoint presentation to get to the point of the meeting, specifically the meeting goals for the day which are for those attending to leave the room with confidence that the RTP process will lead to action and to get a commitment from those in the room to work as partners to identify, fund and build significant transportation projects. They touched on some problems that may arise down the road. The RTP Steering Committee Charter was reviewed. They provided information to lay the groundwork for discussion. They offered a one page plan for consideration over the next five years involving: technical planning, public outreach, partner decisions, funding decisions and beginning construction, while grant-writing, planning and relationship-building are ongoing. At this point, they asked the question, "What would it take to get their (each member's) buy in?" A discussion ensued over the congestion on Milton Road, as well as congestion on Fourth Street and Butler Avenue. They want the whole picture. Consider how funds can be leveraged so it all fits together on a larger scale. Be realistic and our expectations should live in a practical world. Be sure we can deliver on what we announce to the public. Mitigate congestion on Milton Road at best. We won't promise something we can't deliver. Recommend speaking with one voice, as there are limited



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funds and we need to live in a fiscal reality. It is important how we communicate to the public. As the community grows, there may be a disconnect regarding the reality of our Capital Improvement Plan (CIP) program. Suggest being careful we don't create a problem. Each agency should try to handle in the same way. With a shared vision, we can tactfully challenge each organization to get it done. The key is to articulate a reasonable vision to support. Need to figure out how to avoid the pitfall of public and private sector differences in vision and timing. Consider allowing some flexibility in our CIP program. The community needs to be ready to partner with private development. Recommend vital mission criteria and through consistent use of the criteria, you gain acceptance. It is good to have criteria in place, but the landscape may change and we need a flexible tool. There is no better time than now to tie into what's going on in the State regarding transportation. Propositions 403 and 406 were promoted consistently with a message of adding value to our communities and infrastructure. Safety is a concern. Tie in succinctly for buy in. Leadership can advance the cause. Set priorities very carefully and work on perception. Need well-defended criteria for priorities. Need to educate the community on multi-modal alternatives. Mix land uses. We cannot build our way out of congestion. We hope to minimize congestion. Incentives and disincentives were mentioned, along with an example of what has been done at Northern Arizona University (NAU). Be optimistic, strive for pedestrian, bike and bus use, but reality is people won't be pushed from cars. Air quality is starting to suffer. Recommend focus on young people to get them used to transit now. Trust the process and build something the community will support. The RTP handoff needs to be firm. The communication is important and hopefully all involved will be on the same page. The plan is to engage groups, offer an online survey and get in front of boards, commissions and service organizations.

Mr. Meilbeck noted lunch is arriving and he asked for any additional comments from Mr. Wessel or the Board Chairs. Mr. Wessel thanked everyone for their attendance and discussion and commented on the impressive turnout for the event. NAIPTA and FMPO Vice Chair Babbott noted the example of building relationships related to the grand opening of the Health Clinic, some of them were just attending. He recommended we look for unknown links between agencies and be creative, have focus and speak with one voice, especially related to federal funding.

11:55 Adjourned

The FMPO Executive Board and TAC met following this meeting.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next TAC meeting is scheduled for Thursday, January 7th 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. January agenda items will include, but not be limited to the Downtown Parking Plan, Meeting Calendar Review, Financial Audit and Quarterly Performance Measures. The January 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.



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The next Board meeting is scheduled for Thursday, January 20th 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. January agenda items will include but not be limited to the Meeting Calendar Review, Financial Audit and Quarterly Performance Measures. The January 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.

Richard Payne, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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DATE PREPARED: January 13, 2016
DATE: January 20, 2016
TO: Chair and Members of the NAIPTA Board
FROM: Jeff Meilbeck, NAIPTA CEO and General Manager
SUBJECT: Paratransit Report

RECOMMENDATION:

This item is for discussion only and no recommendation for action is being made.

RELATED STRATEGIC WORKPLAN OBJECTIVE

This item does not directly relate to any of the objectives on NAIPTA's current Strategic Work plan.

Guiding Principles:

- Strive for continuous improvement in all we do
- Treat everyone with respect
- Show initiative, imagination and creativity

BACKGROUND:

In response to questions from the NAIPTA Board of Directors at the November 18, 2015 Board meeting, staff have compiled the following report.

Paratransit service in the greater Flagstaff area has a long history based on advocacy, compassion and creative financial management. Starting with Coconino County in the 1970's our region has been providing paratransit services since long before the American's with Disabilities Act (ADA) was enacted. Service was relatively stable through the 1980's and early 1990's but has experienced a number of evolutions over the past 20 years. The purpose of this report is to identify the key strengths and challenges of the services so we can step into the future based on lessons of the past.

The Coconino County Community Services Department launched Special Needs Transportation Services (SNTS) in the 1970's and the first fixed route bus system, Pine Country Transit, in 1984. Both systems were primarily designed to serve people with low-income and focused on the needs of the elderly, disabled and transit dependent. Using a

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combination of small buses and accessible vans, Coconino County provided service for three decades.

Today, NAIPTA continues the County tradition and provides transportation services including fixed route bus, paratransit van, vanpool and subsidized taxi service as outlined in the attached summary.

Funding for City Service:

City of Flagstaff voters passed a dedicated .00175 transit tax in 2000 which allowed Transportation services to expand within the City limits. The tax was renewed and increased to .00295 in 2008 and the tax sunsets in 2020 if not renewed. Current funding provides for the Mountain Line fixed route bus system, the Mountain Lift paratransit van system, and ADA eligible taxi service within the Flagstaff City limits. NAIPTA uses Flagstaff's dedicated transit tax to leverage other federal grants for the purchase of buses and facilities. About \$100,000 of federal money is allocated sporadically on an annual basis for meeting the needs of people who are disabled, but this amount is only about 10% of the total cost of the Mountain Lift paratransit system.

Funding for County Service:

There is no dedicated funding for service outside of the Flagstaff City limits. However, Coconino County has provided general fund resources over the years.

Prior to 2016, Coconino County and NAIPTA attempted to provide Mountain Lift service to Kachina Village and Doney Park. These efforts started in approximately 1998 when the State of Arizona passed HB 2565 providing for the Local Transportation Assistance Fund II (LTAFII). LTAF II resulted in annual grants ranging from \$60,000 to \$180,000 per year and they required a 20% local match. Unfortunately, the State abruptly cancelled funding half way through FY 2003. Faced with an immediate and unexpected 80% funding cut, the County ceased providing service in FY 2004 and ultimately cancelled the program. The State restored reduced LTAF II funding in subsequent years, but the funding was conditional with no assurance that it would be continued. As it happens, the State completely eliminated the LTAF II program in 2009. There has been no State funding since.

In FY 2016 Coconino County is providing \$15,000 for the County wide taxi voucher program and NAIPTA has secured a matching federal grant in the amount of \$15,000. A flyer is attached which documents how the County-wide taxi voucher program is structured and here are program highlights:

- 1) Total FY 2016 funding available is \$30,000
- 2) The program provides up to \$30 towards the cost of a taxi trip
- 3) The program is limited to 12 trips per month per client



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- 4) The program is available anywhere in Coconino County
- 5) We are projecting that current funding will last through Spring of 2016

TAC DISCUSSION:

The TAC supported the CEO and General Manager's recommended alternatives.

ALTERNATIVES:

There are a number of alternatives for management of County wide taxi Voucher Service in the future:

- 1) Strive to maintain existing service levels (**recommended**): This approach will be a challenge given the uncertainty of federal funds and the fact that the State of Arizona has continually reduced overall County funding while increasing service mandates. It is unknown if either Coconino County or the federal government will have funds in future years.
- 2) Expand service levels (**not recommended**): Given the lack of additional funds and uncertainty of future funds it is difficult to recommend expanding this program.
- 3) Cancel service (**not recommended**): The program has funding at current levels, at least for the remainder of the fiscal year, and continuing to provide service seems reasonable.
- 4) Evaluate ways to change the way the service is structured within existing funding capacity (**recommended**): There is no perfect way to meet a profound need with partial funding. NAIPTA has arrived at the current program structure based on experience, but there may be ways to adjust service to make it better. This alternative suggests that staff look at the program and recommend changes during the FY 2017 budget process to take effect in FY 2017 as seems appropriate.

FISCAL IMPACT:

The County-wide Taxi Voucher Program is funded for FY 2016 based on a \$15,000 Federal Grant and a \$15,000 County contribution. NAIPTA anticipates seeking identical funding levels in FY 2017 so the program can continue at current levels.

SUBMITTED BY:

Jeff Meilbeck
CEO and General Manager



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DATE PREPARED January 13, 2016

MEETING DATE: January 20, 2016

TO: Honorable Chairman and Members of the Board

FROM: Jeff Meilbeck, CEO and General Manager

SUBJECT: Pilot Program – Mountain Express

RECOMMENDATION:

None. This item is for information only.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Strive for Continuous Improvement in all we do

Goals:

- ❖ This item does not apply to any of NAIPTA’s currently adopted measurable objectives but it is consistent with our 5 Year and Long Range Transit Plan.

BACKGROUND:

NAIPTA has been evaluating options for providing service along the 180 Corridor to Snowbowl for a number of years. Mountain Line service to Snowbowl has been identified as one part of a multi-tiered solution for mitigating congestion on Route 180 during peak winter travel days. Although transit is a small part of an overall congestion reduction solution, it is viewed positively in the community. Furthermore, this new service will provide expanded opportunities to Mountain Line customers, will support economic development, and may attract new customers to ride transit.

The service along the 180 corridor is defined by a Memorandum of Understanding with Snowbowl and has the following characteristics:

- Service is branded “Mountain Express”
- Three (3) trips per day from the Downtown Connection Center to Hart Prairie Lodge via 180 and Snowbowl road.
- 15 Days per year, on peak week-ends and holidays.
- Snowbowl will pay \$80 per hour for bus service which will cover NAIPTA’s costs
- Service is public transportation and anyone can ride whether they are skiing at Snowbowl or not.
- Mountain Line’s standard fare will be charged and all Mountain Line bus passes will be honored.
- Mountain Express is a Pilot Program and there is no commitment for continuing service beyond April 2016.



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Mountain Express will be evaluated and a determination will be made whether or not to continue the service in future years. Evaluation factors include ridership levels, safety, customer feedback and ongoing financial support from Snowbowl. Ridership should average at least 15 boardings per bus hour, safety concerns need to be mitigated and customer feedback needs to be positive. Current data will be presented at the meeting.

TAC DISCUSSION:

The TAC was pleased to hear about this service and asked multiple questions about service details and ridership. The TAC was overall supportive, but request further information on ridership data for future evaluation of service.

FISCAL IMPACT:

As per the terms of the MOU Snowbowl will pay \$80 per bus hour which will cover NAIPTA's costs for service provision.

SUBMITTED BY:

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

- 1. Memorandum of Understanding – Executed -pages 21-27
- 2. Frequently Asked Questions -pages 28-30
- 3. Marketing Material -pages 31-32



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NAIPTA-SNOWBOWL AGREEMENT

Agreement NAIPTA and Arizona Snowbowl Resort Limited Partnership

The purpose of this Agreement ("Agreement") between the Northern Arizona Intergovernmental Public Transportation Authority ("NAIPTA") and Arizona Snowbowl Resort Limited Partnership ("Snowbowl") is to define the roles and responsibilities for Public Transportation Services, the "Mountain Express" service, to be provided to and from Snowbowl Ski Area. The Agreement is effective this 22nd day of December, 2015 for the 2015-2016 winter season.

RECITALS

- A. NAIPTA, through its Mountain Line program, provides Public Transportation Services in the Flagstaff area as approved and supported by the community through the 2008 transit tax initiatives;
- B. Snowbowl operates the ski area off of Highway 180 in Flagstaff that draws skiers and visitors from the local community as well as outside the local area; and
- C. NAIPTA and Snowbowl agree that NAIPTA will provide a pilot program "Mountain Express" to Snowbowl ski area during peak days and hours in an effort to alleviate growing traffic concerns on Highway 180, as per the terms of this Agreement.
- D. NAIPTA and Snowbowl agree that the pilot program will be reviewed and evaluated at the conclusion of the ski season.

AGREEMENTS

NOW, THEREFORE, in consideration of the agreements set forth in this Agreement, NAIPTA and Snowbowl agree as follows:

1. Snowbowl's Responsibilities.

- 1.1. Schedule. Snowbowl will provide a schedule of days and hours that the ski area historically reaches highest demand. Snowbowl staff will meet with NAIPTA to determine preliminary service days and hours required for maximum impact of service no less than 6 months in advance of the start of the ski season. Service days and hours schedule, as mutually agreed upon, will be developed no less than 45 days prior to the start of the ski season as the Service Schedule, attached as Exhibit A to this Agreement. Snowbowl will authorize and request additional hours of service as needed during the season Access, Parking, and Loading Zones. Snowbowl will maintain the road between the parking areas to ensure the road is passable by public transit vehicles, including providing a plow as needed for passage. Snowbowl will provide an adequate loading zone at the Fort Valley parking area and at Hart Prairie to be used for boarding and alighting passengers. Parking and restroom facilities will be made available to the bus/operator between trips at both locations.

NAIPTA –SNOWBOWL AGREEMENT

- 1.2. Payment. Snowbowl will assist with the funding of this program. Fees have been mutually agreed upon to be \$80 per service hour agreed upon in the Service Schedule. The total service hours will be documented in the updated Service Schedule annually. If additional service hours are determined and mutually agreed upon during the season, Snowbowl will pay the fee per hour for each added hour of service.

Snowbowl agrees to the following billing schedule. The first invoice will be due at the beginning of the service for 1/3 estimated program fees as per the agreed upon Service Schedule. The second invoice (2/3) will be due at the end of the Service Schedule and include the difference of billing for Service Schedule, additional service hours, and credits for any service hours cancelled. All invoices are payable within 30 days of receipt.

- 1.3. Ambassadors. Snowbowl will provide parking ambassadors at the Fort Valley parking lot and Hart Prairie parking lots to assist with boarding activities. Additionally, Snowbowl will make daily announcements regarding last bus to ensure passengers don't miss final bus and reduce need for callbacks.
- 1.4. Point of Contact and Radios. Snowbowl will name a point of contact for each service day. The point of contact is authorized to direct the snowplow as needed as well as authorize additional service hours. The point of contact will be reachable by radio. Snowbowl will provide to NAIPTA information regarding Snowbowl's radio tower and signals and allow NAIPTA to utilize their channel while providing service or Snowbowl will provide radios.
- 1.5. Marketing and Advertisement of Service. Snowbowl will support NAIPTA in development of marketing and advertising service for this program. Snowbowl will share in the cost of the marketing effort through the previously defined cost per service hour. Snowbowl will make available their logo and agrees to post a link to Mountain Line's service schedule on the Snowbowl website.
- 1.6. Cancellation or Delay of Service. Snowbowl acknowledges that NAIPTA reserves the right to cancel or delay daily service or a portion of service at any time due to safety concern and changing weather conditions. Snowbowl will provide announcements and communication to skiers as necessary to ensure skiers are notified of change in service times or options.
- 1.7. Public Transportation. Snowbowl recognizes that Mountain Line service is public and that all members of the public may board on a first-come first served basis. Reserving space on the bus or prioritizing Mountain Line passengers based on their pass-holding status is strictly prohibited.

2. **NAIPTA's Responsibilities.**

NAIPTA –SNOWBOWL AGREEMENT

- 2.1. Schedule. NAIPTA will operate a special route to provide Public Transportation Services from the Downtown Connection Center to Snowbowl as agreed upon in the Service Schedule. The route will stop at the Fort Valley parking area and turnaround at Hart Prairie parking area at the times and days determined by NAIPTA and Snowbowl during annual Service Schedule development. NAIPTA may make additional trips on scheduled service days as determined necessary during regular operation of the program.

For trips departing Hart Prairie, NAIPTA agrees to delay departure time as determined necessary through mutual agreement of operator and Snowbowl ambassador to ensure the bus is as full as necessary before departing. NAIPTA is willing to transport as many passengers in a single trip as can be on the vehicle, both seated and standing, without passengers crossing the yellow 'standee' line. Capacity is estimated to be 28 seated and 12 standing passengers. Passengers will need to have personal belongings, including skis, secured by the passenger at all times.

- 2.2. Fares. NAIPTA will collect a day pass fare at the Downtown Connection Center and at Fort Valley parking area and other determined stops along the route, as determined in NAIPTA's Fare Structure for passengers using the Mountain Express. NAIPTA will honor all regular passes on this service.

Hart Prairie boarding will be fare free and all passengers can access the service at this point without fare.

- 2.3. Access, Parking, and Loading Zones. NAIPTA agrees to communicate with the Snowbowl contact as needed for plow service and will delay traveling between Fort Valley parking and Hart Prairie parking areas until a plow makes it possible to do so at NAIPTA'S sole discretion. NAIPTA will use snow tires to increase safe passage of bus, as determined necessary by operator and fleet maintenance staff. NAIPTA will use the predetermined parking and loading zones.

- 2.4. Billing. NAIPTA will provide Snowbowl with 3 invoices. The first invoice will be submitted at the beginning of the service for 1/3 estimated program fees as per the agreed upon Service Schedule. The second invoice (2/3 billing) will be submitted within 30 days of last service day and include difference of billing for Service Schedule, additional service hours, and credits for any service hours cancelled. All invoices are payable within 30 days of receipt.

- 2.5. Point of Contact and Radios. NAIPTA dispatch office will coordinate with Snowbowl dispatch offices for each service day. NAIPTA Dispatch is authorized to direct the operator of the bus to stand down or wait as needed as well as authorize additional service hours. NAIPTA Dispatch

NAIPTA –SNOWBOWL AGREEMENT

will be reachable by radio or phone. NAIPTA will coordinate the programming of NAIPTA radio's to ensure ability to use Snowbowl's radio tower and signals (if applicable).

- 2.6. Marketing and Advertisement of Service. NAIPTA will lead the development of marketing and advertising service for this program. NAIPTA will pay for all cost associated with the marketing effort. NAIPTA will make available their logo and agrees to post a link to Snowbowl's Schedule on the Mountain Line website.
- 2.7. Cancellation or delay of Service. NAIPTA reserves the right to cancel or delay daily service or a portion of the service at any time due to safety concern and changing weather conditions. The decision to cancel can be triggered by the operator and requires approval of the Operations Manager. NAIPTA will provide as much notice as possible to Snowbowl point of contact so that skiers are notified of change in service times or options.
- 2.8. Reporting. NAIPTA will collect and provide to Snowbowl a summary of services provided and consumed. The data, including hours, miles, and passengers by pick up location, will be provided monthly, no later than 30 days after end of the period. NAIPTA will also provide a copy of the annualized report within 60 days of the end of the service.
- 2.9. Safety of Transportation. NAIPTA will be solely responsible for compliance with all State and Federal Regulations applicable to public transport of passengers, including but not limited to, proper maintenance of vehicles, proper training and screening of drivers and all other necessary elements to operate a public transportation system over roadways during the winter months.

3. **General.**

3.1. This Agreement may be amended only by mutual agreement between the parties. This Agreement may be terminated by either party with 30-day written notice to the other party.

3.2. **Insurance and Indemnity.** Each party is responsible for maintaining general liability insurance to cover their individual activities hereunder and specifically agree to name the other party as an additional insured under each of their respective insurance policies for purposes of this Agreement and to each maintain general liability insurance policies with a minimum of Five Million dollars coverage per occurrence. The parties also specifically agree that this Agreement is not a joint venture and that, instead, NAIPTA is solely and exclusively responsible for the passengers during transport on their vehicles from the time they board the vehicles until the time they disembark and that Snowbowl is responsible for compliance with A.R.S. Section 5-701 through 5-707 (2011) in the operation of its ski area, which ski area includes the surface of designated loading and unloading areas. NAIPTA agrees to fully defend and indemnify Snowbowl from any and all claims of personal

NAIPTA –SNOWBOWL AGREEMENT

injury, death or property damage arising from NAIPTA's transporting of passengers pursuant to this Agreement and to provide primary insurance coverage for any claims of such types that are made arising from such transportation. Snowbowl agrees to fully defend and indemnify NAIPTA from any and all claims for personal injury, death or property damage arising out of any allegation that Snowbowl has violated A.R.S. Section 5-701 through 5-707 (2011) made by any passenger transported by NAIPTA to Snowbowl and to provide its insurance coverage as primary on any claims of personal injury, death or property damage arising out of the operations of Snowbowl pursuant to A.R.S. Section 5-701 through 5-707 (2011), including the designated loading and unloading surfaces.

3.3. Notices. All notices given pursuant to the terms of this Agreement, shall be given to the other party in writing, delivered in person, sent by e-mail, or deposited in the United States mail, postage prepaid, registered or certified mail, return receipt requested at the addresses set forth below, or to such other address as the parties may substitute by written notice.

NAIPTA

Jeff Meiback
3773 N. Knappa
Flagstaff, AZ 86004
Phone: (928) 679-8009
Facsimile: ()
Email: jmeiback@NAIPTA.AZ.GOV

Snowbowl:

J.R. Murray
PO Box 40
Flagstaff, AZ 86002
Phone: (928) 779-1951 x112
Facsimile: (928) 779-3019
Email: jrmurray@arizona-snowbowl.com

A notice shall be deemed received on the date delivered, if delivered by hand, on the day it is sent by facsimile transmission, or on the delivery date indicated on receipt, if delivered by certified or registered mail. Any time period stated in a notice shall be computed from the time the notice is deemed received.



NAIPTA –SNOWBOWL AGREEMENT

IN WITNESS WHEREOF, NAIPTA has caused this Agreement to be executed by its duly authorized representative, this 22 day of December, 2015.

NAIPTA

By: Jeff Meilbeck

Its: CEO & General Manager
Jeff Meilbeck
(Signature)

Approved as to form:

ATTEST:

By: Fredda J. Bisman
Fredda J. Bisman
Dickinson Wright PLLC
General Counsel, NAIPTA

Rhonda Cashman
Clerk of the Board

PHOENIX 53963-1 263635v4

Mountain Express FAQ

What is Mountain Express?

Mountain Express is a public transit route operated by the Northern Arizona Intergovernmental Public Transportation Authority's (NAIPTA) Mountain Line fixed route bus system. This program offers service between the Mountain Line Downtown Connection Center (located on Phoenix Ave. between Milton Rd. and Beaver St.) and the Hart Prairie Lodge at Arizona Snowbowl, via the Fort Valley Parking Area at Highway 180 and Snowbowl Rd.

Which days will Mountain Express Run during the 2015-2016 ski season?

The first year will be a pilot program with service offered on peak days. Mountain Express is scheduled to run as follows:

- December 26, 27, 28, 29, 30
- January 2, 9, 16, 17, 23, 30
- February 6, 13, 14, 20, 27

What are the hours of service?

<h1>Mountain Express</h1>				
AM	Depart	Depart	Depart	Depart
	DCC to Ft. Valley	Ft. Valley to Hart Prairie	Hart Prairie to Ft. Valley	Ft. Valley to DCC
	7:30 AM	8:00 AM	8:30 AM	
	8:00 AM	8:30 AM	9:00 AM	
		9:00 AM	9:30 AM	
		9:30 AM	10:00 AM	
		10:00 AM	10:30 AM	11:00 AM
		10:30 AM	11:00 AM	11:30 AM
	11:30 AM	12:00 PM	12:30 PM	1:00 PM

PM	Depart	Depart	Depart	
	DCC to Hart Prairie	Hart Prairie to Ft. Valley	Ft. Valley to DCC	
	2:00 PM	3:00 PM	---	
	2:30 PM	3:30 PM	---	
		4:00 PM	---	
		4:30 PM	5:00 PM	
		5:00 PM	5:30 PM	

What if the bus gets stuck in traffic?

All times are approximate and will vary depending on traffic conditions. Riders can use Mountain Line's real time arrival app to see the Mountain Express buses in real time. Download the TransLoc app for free and track the status of the buses.

How much does it cost?

A Mountain Line day pass must be purchased, or another valid Mountain Line pass must be presented, to board the Mountain Express. A regular day pass is \$2.50 and discount is \$1.25 (Ages 7-17, 60+, or Medicare/Disabled – proof of eligibility is required for discount fares). Exact change is required.

Can you ride other Mountain Line buses to get to the Mountain Express?

Riders can board any Mountain Line bus and connect to the Mountain Express at the Downtown Connection Center. If you pay a day pass fare on another route, it will be valid on the Mountain Express.

What do riders do with their gear?

All riders must hold onto their own gear while aboard the Mountain Express.

How will Snowbowl and Mountain Line staff communicate on Mountain Express service days?

Communications between Mountain Line and Snowbowl staff will be achieved via radio and telephone. Both companies will coordinate operations through their respective dispatching departments. Bus Operators will communicate via radio.

What role will Snowbowl staff play on Mountain Express Service days?

One member of the Snowbowl staff will serve as the primary liaison with NAIPTA to ensure operations run smoothly and the line of communication remains open. Snowbowl staff will establish and maintain the bus loading/unloading areas at Hart Prairie Lodge and the Fort Valley Parking area, ensuring adequate access for the Mountain Express vehicles. Snowbowl staff will also maintain Snowbowl Rd. and will plow/cinder in front of the bus as the weather conditions necessitate.

What role will NAIPTA staff play on Mountain Express Service days?

NAIPTA staff will establish and maintain the loading/unloading areas at the Downtown Connection Center and collect any fares associated with the Mountain Express.

What happens if weather conditions make it unsafe for the buses to operate?

If the Mountain Express operators feel that weather conditions have deteriorated to the point where it is no longer safe to operate the vehicles, they will communicate with the Operations Director or Operations Manager to receive approval or further instructions on how to move forward with canceling service, or continuing until it is appropriate to stop service.

What happens if the Snowbowl or NAIPTA staff determines that additional service may be required on a particular day?

If additional services are deemed necessary both Mountain Line and Snowbowl will confirm the need for more transportation. If service on the mountain is delayed due to excessive traffic operators will continue to fulfill trip obligation.

How will anyone know about the Mountain Express?

The NAIPTA Marketing Department will take the lead on promoting the Mountain Express, in coordination with the Snowbowl Marketing Department. Marketing and public relations activities will be targeted towards locals, visitors, and students, and will include online, social media, email, print, and other tactics.

Why are there so few service days?

The 2015-2016 season is a pilot program between NAIPTA and Arizona Snowbowl. At the conclusion of the season, the two entities will evaluate the program and make plans for future years.

Who are the key points of contact for Mountain Line?

- *Jim Wagner, Operations Director: (W) 928-679-8910 or (C) 928-607-0761*
Responsible for: Authorizing additional service, service interruptions, emergency contact
- *Jan Knapp, Operations Manager: (W) 928-679-8904 or (C) 928-707-3364*
Responsible for: Authorizing additional service, service interruptions, scheduling, emergency contact
- *Mountain Line Operations Supervisors (varies from shift to shift): (C) 928-699-1516*
Responsible for: Main dispatching contact for Snowbowl (dispatch/ supervisors), daily operations
- *Jeff Meilbeck, CEO & General Manager: (C) 928-220-2272*
Responsible for: Notify in the instance of an emergency or crisis
- *Jacki Lenners, Marketing Manager: (W) 928-679-8933 or (C) 602-791-6879*
Responsible for: Handles all marketing and public relations

Who are the key points of contact for Arizona Snowbowl?

- *Dale Haglin, Mountain Manager: 928-699-6360*
Primary Contact
- *Jordin Detrick: 602-359-3114*
Primary Contact
- *Ryan Hartl, Resort Services Director: 928-214-4027*
Secondary Contact
- *Kolby Kvan, Guest Services Manager: 928-214-4025*
Secondary Contact
- *J.R. Murray, General Manager: 928-853-6064*
Secondary Contact



MOUNTAIN EXPRESS SERVICE DATES:

December **26, 27, 28, 29, 30**

January **2, 9, 16, 17, 23, 30**

February **6, 13, 14, 20, 27**

Downtown Flagstaff to Arizona Snowbowl



SEE FLYER FOR SCHEDULE

Fares	Youth* (7-17)	Adult (18-59)	Senior (60+)/ Disabled/Medicare*
Day Pass	\$1.25	\$2.50	\$1.25

*ID must be presented to qualify for reduced fare.
All Mountain Line passes are valid, as are day passes purchased on other routes.



Mountain Line
928-779-6624

mountainline.az.gov/mountainexpress



Arizona Snowbowl
(928) 779-1951

arizonasnowbowl.com



MOUNTAIN LINE LAUNCHES NEW MOUNTAIN EXPRESS SERVICE TO ARIZONA SNOWBOWL!

MOUNTAIN EXPRESS SERVICE DATES:

DECEMBER 2015						
MON	TUE	WED	THU	FRI	SAT	SUN
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2016						
MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2016						
MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	

DOWNTOWN CONNECTION CENTER
Phoenix Ave. between Milton Rd. & Beaver St.

FT. VALLEY PARKING
Highway 180 & Snowbowl Rd.

ARIZONA SNOWBOWL
Hart Prairie Lodge

AM	Depart DCC* to Ft. Valley Parking	Depart Ft. Valley Parking to Hart Prairie Lodge	Depart Hart Prairie Lodge to Ft. Valley Parking	Depart Ft. Valley Parking to DCC
	7:30 AM	8:00 AM	8:30 AM	
	8:00 AM	8:30 AM	9:00 AM	
		9:00 AM	9:30 AM	
		9:30 AM	10:00 AM	
		10:00 AM	10:30 AM	11:00 AM
		10:30 AM	11:00 AM	11:30 AM
	11:30 AM	12:00 PM	12:30 PM	1:00 PM
PM	Depart DCC to Hart Prairie Lodge	Depart Hart Prairie Lodge to Ft. Valley Parking	Depart Ft. Valley Parking to DCC	
	2:00 PM	3:00 PM		
	2:30 PM	3:30 PM		
		4:00 PM		
		4:30 PM		
		5:00 PM	5:00 PM	
			5:30 PM	

All times are approximate and may vary due to traffic conditions.

*DCC = Downtown Connection Center



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Mountain Line
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Arizona Snowbowl
(928) 779-1951
arizonasnowbowl.com

Fares	Youth* (7-17)	Adult (18-59)	Senior (60+)/ Disabled/Medicare*
Day Pass	\$1.25	\$2.50	\$1.25

*ID must be presented to qualify for reduced fare.

All Mountain Line passes are valid, as are day passes purchased on other routes.



DATE PREPARED January 13, 2016

MEETING DATE: January 20, 2016

TO: Honorable Chairman and Members of the Board

FROM: Jeff Meilbeck, CEO and General Manager

SUBJECT: FMPO Executive Board

RECOMMENDATION:

Staff recommends the NAIPTA Board of Directors accept an invitation from the FMPO to serve as a member of the FMPO Executive Board at no cost to NAIPTA.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Collaborate to enhance service delivery

Goals:

- ❖ Continue to explore the benefits to all partners of closer collaboration between NAIPTA and FMPO and request a Board decision by June 30, 2015.

BACKGROUND:

On December 3, 2015, the FMPO Executive Board discussed the possibility of having NAIPTA serve on the FMPO in a more formal capacity. Discussion included a number of options including placing NAIPTA on the Management Committee or the Executive Board. The FMPO Board provided informal direction to include the NAIPTA CEO and General Manager on the FMPO Executive Board in Ex-Officio capacity while they consider options. The FMPO Board will be considering this question again at their January meeting.

In reviewing the FMPO's December 3rd discussion and staff report, a few questions need to be resolved by the FMPO:

- 1) What is the definition of an appointed official? The NAIPTA CEO is appointed by a Board of Directors, and the FMPO needs to determine if this fits their definition of an appointed official.
- 2) Does the IGA between the City and County have to be modified to change the makeup of the Executive Board? The IGA references the Operating Procedures and according to the City Attorney only the Operating Procedures need to be changed. That said, the Executive Board may see some other value in modifying the IGA.
- 3) Does the FMPO want to change the Operating Procedures as related to quorum? Currently, all three agencies (City, County, ADOT) have to be represented for a quorum. If NAIPTA joins the Executive Board as a voting member, a quorum would need to be redefined. Options:
 - a. All four agencies constitute a quorum. This would make gaining a quorum more difficult than it is today.



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- b. Three of four agencies constitute a quorum. This would make gaining a quorum easier than it is today and may still provide equitable representation.

TAC DISCUSSION:

The TAC positively supported the recommendation of the CEO and General Manager or the recommended alternative. The enhanced collaboration and coordination was perceived to be a benefit.

ALTERNATIVES:

- 1) Accept the FMPO's invitation to serve 1) on the Executive Board as either an Ex-Officio or Full, Voting member (**recommended**): This alternative is consistent with one of NAIPTA's standing objectives and is an inexpensive and simple way to increase collaboration between organizations.
- 2) Do not accept the FMPO's invitation (**not recommended**): NAIPTA and the FMPO have been working on ways to formally increase collaboration for years and if this approach works for the FMPO it seems to be a tangible and reasonable step for NAIPTA.
- 3) Accept the FMPO's invitation and request a particular status, either Full-Voting Member or Ex-Officio. This alternative would provide a clear statement of direction and level of commitment from NAIPTA. If the NAIPTA Board feels strongly about how they want to be involved with the FMPO the NAIPTA Board may want to pursue this option.

FISCAL IMPACT:

There is no direct financial impact as none of the FMPO member agencies are required to pay fees to the FMPO.

SUBMITTED BY:

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

- 1. City Attorney Opinion regarding NAIPTA on the FMPO Executive Board -pages 35-36
- 2. Executive Board Report - NAIPTA on the Executive Board -pages 37-40



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From: [David Wessel](#)
To: [Jeff Meilbeck](#)
Subject: FYI FW: FMPO-NAIPTA
Date: Friday, November 20, 2015 4:08:14 PM

David Wessel, Manager
Flagstaff Metropolitan Planning Organization
211 W. Aspen Avenue
Flagstaff, AZ 86001
dwessel@flagstaffaz.gov (email)
928-213-2650 (office)
928-699-3053 (cell)
928-779-7696 (fax)

From: Michelle D'Andrea
Sent: Thursday, November 19, 2015 10:13 AM
To: Jerry Nabours
Cc: David Wessel
Subject: RE: FMPO

Dear Mayor:

Yes, a NAIPTA rep could be appointed to the FMPO Board. In order to do that, the Executive Board would simply amend their Operating Procedures to change the Executive Board membership. Federal statute would support that change as well. 23 USCA Section 134 indicates that metropolitan transit planning organizations consist of: local elected officials, officials of public agencies that administrate or operate major modes of transportation in the area, including public transit providers, and state officials. Please feel free to share this information. There is no legal analysis included here, just a straight read of a statute and the FMPO governing documents. Oh, and yes, the City Attorney's Office represents the FMPO.

Regards,
Michelle

From: Jerry Nabours
Sent: Friday, November 06, 2015 11:36 AM
To: Michelle D'Andrea
Subject: FMPO

Michelle...Jeff Oravits and I are two of the city reps on the FMPO board of directors. Coral is the other but I am only speaking for myself and Jeff. The question we have is whether a NAIPTA rep could be appointed to the FMPO Board. I do not have any of the founding documents that govern the Board. I'm not totally sure of what kind of an entity FMPO is. I do believe Jeff Meilbeck has a lot of the background documents and information. Apparently the city is the "hosting" organization for FMPO and so the city has some governing authority and that is why I am posing this question to you.

Thank you, Jerry

Mayor Gerald W. Nabours

211 W. Aspen Ave.

Flagstaff, AZ 86001

jnabours@flagstaffaz.gov

Phone: (928) 213-2015

Fax: 213-2059



FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION STAFF SUMMARY REPORT



To: FMPO Executive Board
From: David Wessel, FMPO Manager
Date: November 23, 2015
Meeting Date: December 3, 2015

Title: NAIPTA Participation in the FMPO Board and Committee Structure

Recommended Actions: Table to January

ACTION SUMMARY: Staff will present alternatives for NAIPTA participation within FMPO and seek Executive Board direction for action at the next meeting.

DISCUSSION:

- **FMPO Mission Statement:** The mission of the FMPO is to leverage cooperation among local governments and partners to maximize resources for the creation, maintenance and preservation of a sound multi-modal transportation system.
- **Vision Statement:** To create the finest multi-modal transportation system in the country for a region of similar size.

Background/History:

- NAIPTA and FMPO have explored their relationship in the past with alternatives as developed as a merger.
- At its advance last December the NAIPTA Board rejected hosting or merger options and directed NAIPTA staff to improve coordination efforts.
- In October the Executive Board directed staff to develop alternatives for greater NAIPTA participation in the FMPO Board and Committee Structure.
- The December meeting has not been posted for amendment to the operating procedures:

VI. AMENDMENT OF OPERATING PROCEDURES

These operating procedures can be amended by a majority of the voting quorum of the FMPO Executive Board at any scheduled meeting for which notice of the proposed amendments has been duly posted.

Key Considerations:

- Is an expanded role for NAIPTA in FMPO operations appropriate?
 - Yes. For the following reasons:

- NAIPTA has evolved into a full-service organization with planning capacities that need and deserve full coordination with the FMPO.
- NAIPTA ridership has grown and influences general mobility especially in key markets like NAU making coordination critical.
- Federal statute supports that change as well. 23 USCA Section 134 indicates that metropolitan transit planning organizations consist of: local elected officials, officials of public agencies that administrate or operate major modes of transportation in the area, including public transit providers, and state officials.
- NAIPTA has access to considerable capital funding that, if appropriately coordinated with other funds via dialog within the FMPO can leverage important improvements.
- What FMPO actions are necessary to change NAIPTA's role within the FMPO?
 - In order to affect changes, the Executive Board would simply amend their Operating Procedures to change the Executive Board membership.
- Are there opportunities to expand NAIPTA's role within the FMPO?
 - Yes. There are five general aspects that can be addressed.
 - Board and/or Committee participation. NAIPTA currently serves as a voting member on the Technical Advisory Committee. NAIPTA might also be involved on the Management Committee and the Executive Board.
 - Voting Status. The NAIPTA representative might be a voting or non-voting (i.e., ex-officio) member of any FMPO Board or Committee.
 - Membership Status / Quorum Status. Current quorum requirements are that a member of each agency be present, meaning the City of Flagstaff, Coconino County and ADOT. NAIPTA is not a full-fledged member. An IGA exists between the City and County establishing the FMPO and each contribute local dollars to the FMPO budget. Another IGA exists between the City and ADOT establishing work program, compliance and financial relationships. An MOU exists between the FMPO and NAIPTA on general planning practices.
 - Designated Representation Status. Participants might be staff, management or elected or appointed officials. Typically these are assigned to correspond to the respective board or committee function. Exceptions have been made on occasion to cover vacancies and assure that a quorum is maintained.
- What are the considerations for NAIPTA participation on the different Boards and Committees?
 - Technical Advisory Committee (TAC) – The TAC provides technical input to the transportation improvement program and studies conducted by FMPO. NAIPTA serves on the TAC as a voting, non-quorum member. The NAIPTA transit planner is named as the participant and NAIPTA has designated other positions up to general manager to serve as alternates. If full-membership is considered, NAIPTA should be made a quorum member. This puts a premium on attendance by another member in order to conduct business.
 - Management Committee (MC) – The MC has served to provide more direct oversight of the FMPO Manager and reviews the work program to see that local resources, if needed, are available and that local/regional priorities from the perspective of management are being addressed. NAIPTA has considerable resources they could contribute to FMPO functions and has considerable demands that require FMPO resources. The MC is considered a staff function and not subject to open meeting laws. Full agency participation has not been required for quorum and that would not have to change. Assuming a re-energized Management Committee, NAIPTA's direct input to the MC will be valuable in setting work programs, outreach and advocacy agendas. The

- NAIPTA General Manager seems the most appropriate position to fill this need with designated alternates as NAIPTA deems necessary.
- Executive Board (EB) – The EB is responsible for adopting the Regional Transportation Plan which is the policy document directing federal transportation investments in the region. The EB also adopts the annual work program and transportation improvement program the planning and capital efforts, respectively, used to implement the regional transportation plan. Larger MPOs over 200,000 population are federally mandated to have transit provider representation on their policy boards. Though not mandated for small MPO's the input of the transit provider is valuable. There are several alternatives to NAIPTA involvement on the EB. The EB would describe in the operating procedures the position to be assigned and NAIPTA would make an appointment.
 - Status quo: The make-up of the Board is loosely weighted by population with three city representatives and two county representatives. The City and County are represented on the FMPO Board and are also represented on the NAIPTA Board. However, they are not always the same representatives so the transit perspective may not be well-conveyed and the desired level of cooperation and coordination may not be achieved. It would fall on FMPO staff and input through the TAC to mitigate this and this fails to bring policy level perspective from transit to the discussion.
 - Non-voting membership: The operating procedures allow for non-voting members to join the Board. FTA, FHWA and NAU have served in this capacity before and generally failed to attend, perhaps from lack of motivation. Assuming attendance, this would permit NAIPTA's perspectives to be shared and not change the voting structure.
 - Elected/Appointed official – If the non-voting member is an elected official from either the City or County it could result in a quorum of that body being present at an FMPO EB meeting. Other NAIPTA Board members include representatives from NAU and the Community College. Their participation would bring an additional perspective, but limiting NAIPTA's options of whom to appoint may not be appropriate.
 - General Manager – If the NAIPTA general manager is assigned a non-voting member status, his/her role would serve as an ancillary staff advisor, allowing NAIPTA's concerns a more thorough expression.
 - Non-member, voting participation
 - Elected/Appointed – There are three options
 - Add a representative is from the City or County: This could create a quorum of either City or County. It also changes the balance of voting. Given the long history of near unanimous votes, this may not be an issue. As a non-member organization, the presence or absence of NAIPTA would not affect quorum.
 - Add a non-City/County representative: This avoids the City Council/Board of Supervisors quorum issue.
 - Require that the City and/or County appoint the same individual to serve on both the NAIPTA and FMPO Boards. This places limits on the City, County and the individual members who may seek a diversity of appointments. This avoids the shift in weighted voting and quorum issues. It does not create an explicit transit vote.
 - General Manager – The general manager is not an elected or appointed official. A partial precedent has been set in that an ADOT staff person often fills in for the State Transportation Board representative. A question

has been raised within the national MPO community whether a transit general manager would exercise an independent vote if a member of the transit Board of Directors also sits on the MPO Board.

- Full-member, voting participation: This would require a new IGA between the City, County and NAIPTA. It could require NAIPTA to contribute local funds to the FMPO. It should require that NAIPTA, along with other members, be present in order to establish a quorum. The same options for appointment exist as in the non-voting member alternative.

Community Involvement:

- TAC and EB meetings are open to the public.

Financial Impacts:

- No impacts are considered.

Alternatives/Consequences:

- Table the action – There will be little time to discuss this issue at the December meeting. Postponing action until January or later has little consequence. It provides FMPO staff to discuss this at length with the Management Committee prior to action and for NAIPTA staff to discuss this with their Board. **Recommended**
- Direct staff to develop operating procedures amendments for NAIPTA participation on the Management Committee. The questions of coordinating resources and reviewing FMPO service to the transit community are relevant. This action can move forward independent of NAIPTA's involvement on the Executive Board **The Board may wish to proceed with this action separately.**
- Direct staff to develop operating procedures amendments for NAIPTA participation on the Management Committee and Executive Board. **Not recommended.** Given the many permutations regarding weighted voting, membership status, quorum and representation and the short time for discussion, staff cannot recommend this course of action at this time.

Attachments/Exhibits:

- None



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DATE PREPARED: January 12, 2016
MEETING DATE: January 20, 2016
TO: Honorable Chairman and Members of the Board
FROM: Rhonda Cashman, Clerk of the Board
SUBJECT: Meeting Calendar Review

RECOMMENDATION:

Staff recommends the Board of Directors review and provide direction regarding the FY2016 and FY2017 Meeting Calendars.

BACKGROUND:

Pursuant to Board practice, staff offers a calendar review each year in January and June. This allows all Board, TAC and staff members to plan ahead and have the meetings marked on their calendars. To assist in planning for the next 18 months, staff requests the BOD review the remaining FY2016 meeting dates and the proposed dates for the FY2017 meeting calendar. These dates and times are open to discussion and modification.

Spring Break in March is the only possible conflict for the Board that seems to be repetitive.

TAC DISCUSSION:

The TAC reviewed the meeting dates provided and supported the meeting calendars as presented.

FISCAL IMPACT:

The Board and TAC meeting schedule has no fiscal impact.

SUBMITTED BY:

APPROVED BY:

Rhonda Cashman
Clerk of the Board

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

1. FY2016 Meeting Calendar -page 42
2. FY2017 Meeting Calendar -page 43



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NAIPTA FY2016 REGULAR MEETINGS

Transit Advisory Committee (TAC) - First Thursday of each Month
Board of Directors (BOD) – Third Thursday (7/16 only) then Third Wednesday of each Month

Date	Meeting	Location	Time
7/2/2015	TAC	WEB EX NAIPTA Based	10am
7/16/2015	BOD	WEB EX NAIPTA Based	10am
8/2015	Recess	-----	-----
9/3/2015	TAC	WEB EX NAIPTA Based	10am
9/16/2015	BOD	WEB EX NAIPTA Based	10am
10/1/2015	TAC	WEB EX NAIPTA Based	10am
10/21/2015	BOD	WEB EX NAIPTA Based	10am
11/5/2015	TAC	WEB EX NAIPTA Based	10am
11/18/2015	BOD	WEB EX NAIPTA Based	10am
12/3/2015	BOD/TAC Advance	Flagstaff	8am-5pm (TBD)
1/7/2016	TAC	WEB EX NAIPTA Based	10am
1/20/2016	BOD	WEB EX NAIPTA Based	10am
2/4/2016	TAC	WEB EX NAIPTA Based	10am
2/17/2016	BOD	WEB EX NAIPTA Based	10am
3/3/2016	TAC	WEB EX NAIPTA Based	10am
3/16/2016	BOD	WEB EX NAIPTA Based	10am
4/7/2016	TAC	WEB EX NAIPTA Based	10am
4/20/2016	BOD	WEB EX NAIPTA Based	10am
5/5/2016	TAC	WEB EX NAIPTA Based	10am
5/18/2016	TAC/BOD Joint Meeting	Flagstaff	10am-2pm (TBD)
6/2/2016	TAC	WEB EX NAIPTA Based	10am
6/15/2016	BOD	WEB EX NAIPTA Based	10am

NAIPTA FY2017 REGULAR MEETINGS

Transit Advisory Committee (TAC) - First Thursday of each Month
Board of Directors (BOD) – Third Wednesday of each Month

Date	Meeting	Location	Time
7/7/2016	TAC	WEB EX NAIPTA Based	10am
7/20/2016	BOD	WEB EX NAIPTA Based	10am
8/2016	Recess	-----	-----
9/1/2016	TAC	WEB EX NAIPTA Based	10am
9/21/2016	BOD	WEB EX NAIPTA Based	10am
10/6/2016	TAC	WEB EX NAIPTA Based	10am
10/19/2016	BOD	WEB EX NAIPTA Based	10am
11/3/2016	TAC	WEB EX NAIPTA Based	10am
11/16/2016	BOD	WEB EX NAIPTA Based	10am
12/1/2016	BOD/TAC Advance	Flagstaff	8am-5pm (TBD)
1/5/2017	TAC	WEB EX NAIPTA Based	10am
1/18/2017	BOD	WEB EX NAIPTA Based	10am
2/2/2017	TAC	WEB EX NAIPTA Based	10am
2/15/2017	BOD	WEB EX NAIPTA Based	10am
3/2/2017	TAC	WEB EX NAIPTA Based	10am
3/15/2017	BOD	WEB EX NAIPTA Based	10am
4/5/2017	TAC	WEB EX NAIPTA Based	10am
4/18/2017	BOD	WEB EX NAIPTA Based	10am
5/3/2017	TAC	WEB EX NAIPTA Based	10am
5/16/2017	TAC/BOD Joint Meeting	Flagstaff	10am-2pm (TBD)
6/1/2017	TAC	WEB EX NAIPTA Based	10am
6/21/2017	BOD	WEB EX NAIPTA Based	10am



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DATE PREPARED: December 11, 2015
MEETING DATE: January 20, 2016
TO: Honorable Chairman and Members of the Board
FROM: Rhonda Cashman, Clerk of the Board
SUBJECT: The Current Agenda Packet Policy

RECOMMENDATION:

No recommendation at this time, but the Board may take action if they so choose.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Strive for continuous improvement in all we do

Goals:

- ❖ Plan with attention to “green” opportunities and long-term sustainability.

BACKGROUND:

This item was reviewed in July by the TAC and the Board; however, we did not have all Board members present at that meeting and we have at least one new Board member.

Per the July Board minutes, 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.

TAC DISCUSSION:

This item was not brought back to the TAC for review.

FISCAL IMPACT:

There is no direct financial impact with the revision of the Agenda Packet policy update. The updated Agenda Packet policy will promote a “green” approach by removing large attachments and providing them as separate electronic documents and reduce costs due to fewer pages in the

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agenda packet to be printed. The electronic storage requirements for permanent and non-permanent records will also provide for cost savings and prevent duplication.

SUBMITTED BY:

APPROVED BY:

Rhonda Cashman
Clerk of the Board

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

1. Agenda Packet Policy, effective July 16, 2015 -page 46



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EFFECTIVE DATE: July 16, 2015

SUBJECT: Agenda Packet Policy

A. FOR TRANSIT ADVISORY COMMITTEE:

1. Agenda will be posted in accordance with Statement of Public Posting Locations and in accordance with Arizona Open Meeting Law Regulations.
2. NAIPTA website will be updated with the Agenda no later than 24 hours prior to the meeting.
3. Agenda Packets will be provided by email in PDF format approximately 2 business days prior to meeting. Packets will be distributed to identified member or designee for each member agency and administrative assistants. Upon request, a hard copy of the agenda packet will be available for attendees at the meeting. As an alternative, a link will be provided to download the packet.
4. In the interest of sustainability practices, large attachments (more than 10 pages) like reports and contracts will be made available as a separate document or upon request.

B. FOR BOARD OF DIRECTORS:

1. Agenda will be posted in accordance with Statement of Public Posting Locations and in accordance with Arizona Open Meeting Law Regulations.
2. NAIPTA website will be updated with Agenda Packet including: minutes from previous meeting, staff reports and attachments approximately one week prior to the meeting, unless special circumstances arise. BOD members, delegates, and staff can access any staff report or attachment for review prior to meeting.
3. Agenda Packets will be provided by email in PDF format approximately one week prior to meeting. Packets will be distributed to identified member or designee for each member agency and administrative assistants. Upon request, a hard copy of the agenda packet will be available for attendees at the meeting. As an alternative, a link will be provided to download the packet.
4. In the interest of sustainability practices, large attachments (more than 10 pages) like reports and contracts will be made available as a separate document or upon request.
5. Should the agenda change, an updated agenda shall be posted no later than 24 hours prior to the meeting.



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DATE PREPARED January 13, 2016
MEETING DATE: January 20, 2016
TO: Honorable Chairman and Members of the Board
FROM: Jeff Meilbeck, CEO and General Manager
SUBJECT: Federal Funding Update

RECOMMENDATION:

None. This item is for information only.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Show initiative, imagination and creativity

Goals:

- ❖ Continue to participate in state and national transit organizations with goal of advancing transit issues and increasing transit funding.

BACKGROUND:

Staff will provide a brief update on the recently adopted surface Transportation bill known as the “FAST Act”, including national and local funding implications.

TAC DISCUSSION:

The TAC was supportive of the potential increased funding the FAST Act may bring to our transit system.

FISCAL IMPACT:

The FAST Act is a net positive for NAIPTA and will likely result in increased funding to the region. That said, most funding is competitive and performance based which means NAIPTA will need to continue to work hard to earn federal funds.

SUBMITTED BY:

Jeff Meilbeck
CEO and General Manager



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DATE PREPARED: December 28, 2015

MEETING DATE: January 20, 2016

TO: Honorable Chairman and Members of the Board

FROM: Rhonda Cashman, Clerk of the Board

SUBJECT: Election of Board Secretary

RECOMMENDATION:

Staff recommends the Board of Directors elect a Secretary for the remainder of FY2016.

BACKGROUND:

REGARDING THE BOARD OF DIRECTORS:

In accordance with the Amended and Restated Master IGA Section 3, *“NAIPTA shall be governed by a Board of Directors consisting of at least five (5) and not more than nine (9) members. Upon the approval and execution of this Restated Master IGA by all Parties, the Board shall be comprised of five (5) directors, consisting of one (1) member of the Coconino County Board of Supervisors or designee; two (2) members of the Flagstaff City Council or designees; one (1) member of the Northern Arizona University administration appointed by the Northern Arizona University President, and the President of Coconino County Community College District or designee.”* The Board currently has five (5) directors.

Date Current Term Began	Term	Date Term Expires	Position	Agency	Name
7/1/2011	5 years	6/30/2016	Vice Chair	Coconino County	Art Babbott
				Coconino County	*Matt Ryan
7/1/2014	5 years	6/30/2019		City of Flagstaff	Scott Overton
				City of Flagstaff	*Karla Brewster
7/1/2013	5 years	6/30/2018		City of Flagstaff	Celia Barotz
				City of Flagstaff	*Karla Brewster
7/1/2015	5 years	6/30/2020	Chair	NAU	Richard Payne
				NAU	*Rich Bowen
7/1/2013	4 years	6/30/2017		CCC	Colleen Smith
				CCC	**Veronica Hipolito

* Alternate
** Designee



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Terms for the Board of Directors are as follows:

Electing Officials:

According to NAIPTA's Rules of Procedure Section 5.3, "*Officers shall be elected each year in June and take office effective July 1. An officer who has served in the same office for two consecutive terms shall be ineligible for nomination or election to that office for the term immediately following the completion of the said consecutive terms. The said officer shall, however, become eligible for nomination and election to the same office for later terms, subject always to the aforementioned limit of two consecutive terms.*" Director Al White served as Secretary for the first half of FY2016 and is no longer a member of the Board. Therefore a new Secretary needs to be elected. Please proceed with nominations for the office of NAIPTA Board Secretary for the remainder of FY2016.

FISCAL IMPACT:

Board appointments and election of officers have no fiscal impact.

SUBMITTED BY:

APPROVED BY:

Rhonda Cashman
Clerk of the Board

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

None.



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Northern Arizona Intergovernmental Public Transportation Authority

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NAIPTA MEMORANDUM

DATE: December 18, 2015

TO: Honorable Chairman and Members of the Board

FROM: Anne Dunno, Capital Project Manager

SUBJECT: *Progress Report: Bus Stop Mobility Project*

In spring 2015, NAIPTA conducted a bus stop accessibility audit using FTA evaluation criteria. The audit categorized stops as “accessible”, “not fully accessible”, and “inaccessible”. NAIPTA applied for an FTA Section 5310 grant “Enhanced Mobility for Seniors and Individuals With Disabilities” to improve accessibility at “not fully accessible” and “inaccessible” stops. In July, 2015 NAIPTA was awarded the grant in the amount of \$516,000.

New mobility infrastructure improvements and/or alterations in the immediate vicinity of the bus stop with intent to meet U.S. Department of Transportation, American with Disability Act (US DOT ADA) guidelines as described in FTA Circular 4710.0. Improvements include addition of landing pads, accessible seating areas, crosswalks and curb ramp connections to existing public infrastructure. Majority of bus stops improvements are located within City of Flagstaff (COF) and Arizona Department of Transportation (ADOT) right-of way. NAIPTA is seeking transit easements for improvements beyond the right of way.

Progress to Date:

- Project initiation/kick-off completed in August, 2015.
- Procured design services via COF on-call. Awarded Phase 1 Design (Survey & Preliminary Plans) to Woodson Engineering & Surveying, Inc., time and expense not to exceed \$49,300.
- Design work and coordination with COF & ADOT ongoing for plan review.

Looking Ahead:

- Commence Phase 2 Design (easement surveys, final plans, and construction phase support).
- Deliver final plans, specifications and engineer’s cost estimate in February, 2016.
- Construction RFP notification in March, 2016. RFP will include contractor qualifications and unit cost pricing.
- NAIPTA will seek BOD approval for construction contract award in April, 2016.
- Construction anticipated May through November, 2016.
- Grant deadline for completion of work is September 30, 2016. NAIPTA will seek grant extension prior to construction contract execution.

Budget:

Project budget of \$567,600 is budgeted in FY2016 with \$464,400 from ADOT Section 5310 and \$103,200 from City of Flagstaff. Total project budget which includes design, construction, and soft costs (project management, legal, permitting fees, geotechnical) is part of the \$1,063,252 “shelters” line item identified in the FY 2016 capital budget.

End Memo

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