



Northern Arizona Intergovernmental Public Transportation Authority

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Transit Advisory Committee Minutes for Thursday, January 7, 2016

NAIPTA Conference Room
3773 N. Kaspar Dr.
Flagstaff, AZ 86004

NOTE: IN ACCORDANCE WITH PROVISIONS OF THE ARIZONA REVISED STATUTES THE SUMMARIZED MINUTES OF NAIPTA TAC MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITHIN QUOTATION MARKS ARE VERBATIM. AUDIO RECORDINGS OF NAIPTA TAC MEETINGS ARE ON FILE IN THE NAIPTA CLERK'S OFFICE.

The Transit Advisory Committee met in Regular Session on Thursday, January 7, 2016 at 10am in a WEB BASED meeting. Members of the TAC attended in person, by telephone or internet conferencing. NAIPTA staff were present in the NAIPTA Conference Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004. The public was invited to observe and participate in the meeting at the address above.

TAC MEMBERS PRESENT:

Todd Madeksza, Government Relations Director, Coconino County, designee (via WebEx);
Barbara Goodrich, Deputy City Manager, City of Flagstaff, designee (via WebEx);
Shari Miller, Citizen Representative, City of Flagstaff (via WebEx);
Dave Wessel, (Vice Chair), Manager, FMPO (via WebEx);
Erin Stam, (Chair), Director of Parking and Shuttle Services, NAU, designee (via WebEx);
Tim Kinney, Business Representative, Flagstaff Forty
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Cynthia Seelhammer, County Manager, Coconino County;
Andy Bertelsen, Public Works Director, alternate;
Gillian Thomas, Citizen Representative, Coconino County;
Josh Copley, City Manager, City of Flagstaff;
Mark Easton, Executive Director of Facilities, CCC, designee;
Martin Ince, Multi-Modal Planner, FMPO, alternate

NAIPTA STAFF IN ATTENDANCE:

Jeff Meilbeck, CEO and General Manager;
Erika Mazza, Deputy General Manager;
Jacki Lenner, Marketing Manager;
Lauree Battice; Business Manager;
Jon Matthies, IT Manager;
Anne Dunno, Capital Project Manager;



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Alicia Becker, Transit Planner;
Kate Morley, Mobility Planner;
Rhonda Cashman, Clerk of the Board

GUESTS PRESENT:

Karl Eberhard, Community Design and Redevelopment Manager and Historic Preservation Officer, City of Flagstaff

1. CALL TO ORDER -Chair Stam called the meeting to order at approximately 10:05am.
2. ROLL CALL AND INTRODUCTIONS
Mr. Meilbeck introduced our new staff: Kate Morley, Mobility Planner, coming from Coconino County and Alicia Becker, Transit Planner, former Planning Intern, returning to us from Valley Metro.
3. APPROVE TAC MINUTES FROM 10/1/2015
Advisor Wessel moved to approve the minutes from October 1, 2015. Advisor Madeksza seconded. There was no further discussion. All approved, none opposed. Motion carried.
4. CALL TO THE PUBLIC
No one came forth to speak during the call to the public.
5. TAC AGENDA
 - a. **DISCUSSION / ACTION ITEMS:**
 - i. DOWNTOWN PARKING PLAN
-Jeff Meilbeck, CEO and General Manager
This item is for discussion only with no recommendation being made at this time.

Mr. Meilbeck introduced Mr. Eberhard and stated he has been working on a downtown parking plan for about 10 years now. It has recently been reinvigorated. Mr. Eberhard presented to the Board in November and he has been asked back to backfill with the TAC and briefly describe what's going on and where things are in the process. It is important for transit, parking and all modes to work together. The main parts of the parking plan are residential, employee permits and pay to park. Approximately half a million dollars in revenues will be generated per year under the plan and it will go towards operating the program and building parking. He will go back to the City Council with this item on January 19th for the first reading and the second reading is scheduled for February 2nd. He is trying to get all stakeholders on board. The City Council needs to adopt the plan and a separate revenue fund for parking.



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He is currently working on ordinances to go along with the plan. Per Mr. Meilbeck, incentives and disincentives need to be addressed; making parking at least even with riding the bus, as far as cost. Mr. Eberhard is optimistic. He noted the plan will allow for alternatives such as bus and bike, etc. in an effort to reduce demand on parking. He encouraged feedback to be given to councilmembers. It is time to make the move to manage parking. He will recommend permission be given to the parking staff to develop the details. i.e. color of parking permits, etc. NAIPTA may be able to assist with some of these details. Mr. Eberhard addressed several questions as follows: Leroux parking lot will be accessible parking only. Individuals will be able to pay the meter through an app on their phone from sitting in their car. There has been some discussion regarding 15 minute free short term parking in a few spots. Once approved by Council, the timeline for implementation is anticipated to be several months away due to being budgeted in FY2017. The first equipment won't be ordered until after July 1st. Mr. Eberhard offered to have TAC members contact him directly with any further questions. Chair Stam stated she appreciated his efforts on this project and wished him good luck.

6. REVIEW OF THE DRAFT BOARD BUSINESS AGENDA

The TAC reviewed the draft board business agenda and discussed staff reports, in order to provide recommendations to the Board. Specific comments and recommendations are noted in these minutes.

a. **CONSENT ITEMS:**

There were no items for the consent agenda.

b. **DISCUSSION/ACTION ITEMS:**

i. PARATRANSIT REPORT

-Jeff Meilbeck, CEO and General Manager

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

Mr. Meilbeck told a story about working under Joe Montoya in Coconino County Community Services. Mr. Montoya wanted Mr. Meilbeck to get transit transferred back to the City and about nine years later NAIPTA was formed. Our roots are in community service. NAIPTA offers more service than the Americans with Disabilities Act requires. Some members of the local disabled community came to the Board meeting in November to request more service and service to specific areas. The Board directed staff to do a follow up report. The County has no dedicated funding. Staff will review Mountain Lift services as part of the FY2017 budget development process. At this point, Mr. Meilbeck said he is not



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prepared to recommend expansion as he is not confident it is sustainable. There were no questions.

ii. PILOT PROGRAM – MOUNTAIN EXPRESS

-Jeff Meilbeck, CEO and General Manager

This item is for information only.

Mr. Meilbeck reported there is lots of excitement regarding this route. NAIPTA is offering service 15 days this season with three trips from the DCC and several trips up and down the mountain per day as a pilot program. It has been discussed for years. The Arizona Snowbowl is paying the operating cost and the same fare is charged to the passenger as all other Mountain Line routes. A Memorandum of Understanding (MOU) has been signed. The response from the public has been great! Ridership is about 50% of what we would like to see at this point. There may be an increase in ridership once NAU students return from break. A discussion proceeded regarding number of trips from downtown versus bottom to top of the mountain. If transit is going to be part of the solution to congestion on Highway 180, parking management has to be a part as well. The need is to bring more people to/from downtown and not just up and down the mountain to aid the congestion problem. Ms. Mazza and her staff will dig into the ridership data so far and report back. Were the buses stuck in traffic like everyone else? Yes, on the two Saturdays, but it was not as bad as it could have been. The timing points are good. Perhaps shoulder improvements for transit only, to bypass a lot of the traffic, could be part of the Regional Transportation Plan (RTP). There was no further discussion.

iii. FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO) EXECUTIVE BOARD

-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.

Mr. Meilbeck stated he wants to see how the invitation comes from the FMPO, voting or ex-officio member. He has given the Board alternatives in the staff report: accept an invitation for voting or ex-officio FMPO Board membership, do not accept the FMPO's invitation or accept the FMPO's invitation and request a particular status. He recommends accepting whatever invitation the FMPO offers. It will be beneficial for collaboration in any case. The overall consensus from the TAC was positive. Vice Chair Wessel weighed in as the FMPO Manager. He said there has been an ongoing dialogue about increasing coordination and collaboration between the FMPO and NAIPTA. This is the next



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best step. He will look at amending the FMPO operating procedures to invite NAIPTA to join the FMPO Board. There was no further discussion.

iv. MEETING CALENDAR REVIEW

-Rhonda Cashman, Clerk of the Board

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

Ms. Cashman noted the FY2016 and the proposed FY2017 meeting dates were included in the agenda packet. The calendar format for FY2017 is the same as FY2016, in which NAIPTA held meetings in July and had a recess in August. She asked if the TAC had any feedback about the dates and received no response. In March each year, the Board meeting falls during Spring Break. The Board will address that fact and provide direction at their meeting.

v. FEDERAL FUNDING UPDATE

-Jeff Meilbeck, CEO and General Manager

This item is for information only.

Mr. Meilbeck reviewed a PowerPoint presentation on the FAST Act with TAC members. This is the recent Transportation Bill developed by Congress. There is opportunity for NAIPTA to compete for Federal funds at the Federal and State levels. Small Transit Intensive Cities (STIC) funding will increase from 1.5% to 2% in FY2019. NAIPTA plans to continue to hit benchmarks to earn STIC funding. There were questions about the need for this funding in addition to our transit tax. Mr. Meilbeck explained most of the additional federal funds are used for capital improvements and some operational costs of our system and the local transit tax supports operational costs and local match for federal funds. Both are needed to run our system. Given the economic environment, this is great news for NAIPTA.

vi. ELECTION OF BOARD SECRETARY

-Rhonda Cashman, Clerk of the Board

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

Ms. Cashman explained Al White, the most recent Board Secretary, is no longer a member of the NAIPTA Board. Effective this month, incoming Coconino Community College President, Colleen Smith, has made Interim President and Dean of Student Services, Veronica Hipolito her designee moving forward. Therefore the election of a new Board Secretary is necessary. Nominations will be taken from those eligible members to serve for the remainder of FY2016.



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c. PROGRESS REPORTS:

i. BUS STOP MOBILITY PROJECT

-Anne Dunno, Capital Project Manager

Ms. Dunno reported NAIPTA received a Section 5310 grant for \$516,000 from the Arizona Department of Transportation (ADOT) last August for improvements to our fixed route system. An inventory of our stops was done. The engineer should have 90% plans done tomorrow. We anticipate bringing a construction contract to the TAC and Board in April. Construction is slated to begin in May.

ii. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- Regional Transportation Plan (RTP) Update

Per Mr. Meilbeck, the next RTP Steering Committee meeting is next Thursday, January 14th. Planning Studios are scheduled for tomorrow and early next week. Vice Chair Wessel said the process is moving along and there is an online survey as well. The transit focus group is on Friday, 1:30-3:30pm and the road/street/pedestrian/bike focus group is on Monday, 12:30-3pm. Chair Stam noted the online survey is very easy and quick to do. The survey will be available until the end of January.

- Insurance Limit Update

Mr. Meilbeck stated NAIPTA has \$30 million in liability insurance. The Board requested staff review the amount and costs versus risk. He reminded members when NAIPTA was formed there was still the memory of the Flagstaff Unified School District (FUSD) bus accident. There will likely be future discussion on this item.

- Public Transit and Universities Conference in Grand Rapids, Michigan

Mr. Meilbeck reported he will be going this year. He has been trying to go to this conference for the last 17 years.

ITEMS FROM COMMITTEE AND STAFF:

7. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next TAC meeting will be February 4, 2016 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. 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 TAC.



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8. ADJOURNMENT -Chair Stam adjourned the meeting at 11:11am.

Erin Stam, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

Rhonda Cashman, Clerk of the Board



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