



# 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, February 17, 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 MEETING MINUTES: 1/20/2016 -pages 4-10
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 law from discussing, considering or acting on items raised during the call to the public,





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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. OPTIONS FOR LIABILITY INSURANCE -pages 11-12  
-Heather Dalmolin, Administrative Director  
This item is for discussion only and no recommendation for action is being made.
6. METHODOLOGY FOR PROJECTING TRANSIT TAX REVENUES  
-Heather Dalmolin, Administrative Director -pages 13-14  
This item is for discussion only and no recommendation for action is being made.
7. 2<sup>ND</sup> QUARTER PERFORMANCE REPORT -pages 15-17  
-Heather Dalmolin, Administrative Director  
This item is for discussion only and no recommendation for action is being made.
8. REGIONAL TRANSPORTATION PLAN (RTP) STEERING COMMITTEE UPDATE  
-Jeff Meilbeck, CEO and General Manager -pages 18-20  
The board may take action, but there is no recommendation from staff at this time.
9. ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT) SUPPORT LETTER  
-Jeff Meilbeck, CEO and General Manager -pages 21-24  
None. Staff requests the NAIPTA Board of Directors consider a request by ADOT to provide a letter of support for a widening project at the intersection of Route 66 and Highway 180.
10. FEDERAL FUNDING UPDATE -pages 25-27  
-Jeff Meilbeck, CEO and General Manager  
This item is for information and discussion only.

## PROGRESS REPORTS:

11. SUMMARY OF CURRENT EVENTS  
-Jeff Meilbeck, CEO and General Manager
  - Flagstaff Metropolitan Planning Organization (FMPO) Executive Board
  - Strategic Workplan
  - Reminder to Renew NAIPTA ID/Bus Pass in March – Good for 1 year



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### EXECUTIVE SESSION

Executive sessions are closed to the public.

The Board will consider a motion to convene an executive session pursuant to A.R.S. § 38-431.03 (A)(1) for the following purpose:

#### 1. CEO and General Manager's Evaluation

Following the conclusion of the Executive Session, the Board will reconvene the public meeting.

### DISCUSSION / ACTION ITEMS:

#### 12. CEO AND GENERAL MANAGER'S EVALUATION

-Rich Payne, Board Chair and Fredda Bisman, NAIPTA Legal Counsel

The Board of Directors may take action regarding the CEO and General Manager's Evaluation.

### ITEMS FROM COMMITTEE AND STAFF:

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

The next Board meeting will be on Wednesday, March 16, 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. March agenda items will include but not be limited to the Financial Audit, 5310 and 5311 Grant Applications, Budget Process and Regional Transportation Plan Update. The March 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.

#### 14. ADJOURNMENT



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## Board of Directors Minutes for Wednesday, January 20, 2016

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, January 20, 2016 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.

**BOARD MEMBERS PRESENT:**

- Rich Payne (Chair), Director of Residence Life, NAU;
  - Celia Barotz, City Council, City of Flagstaff;
  - Art Babbott (Vice Chair), Board of Supervisors, Coconino County - late arrival at 10:59am;
  - Scott Overton, City Council, City of Flagstaff;
  - Veronica Hipolito, Interim President, CCC
- \*Three of our five Board member seats must be present to constitute a quorum.*  
*\*\*The City of Flagstaff holds two seats.*

**BOARD MEMBERS EXCUSED:**

- Karla Brewster, City Council, City of Flagstaff, alternate;
- Matt Ryan, Board of Supervisors, Coconino County, alternate;
- Rich Bowen, Associate Vice President for Economic Development, NAU, alternate;

**NAIPTA STAFF IN ATTENDANCE:**

- Jeff Meilbeck, CEO and General Manager;
- Erika Mazza, Deputy General Manager;
- Jacki Lenners, Marketing Manager;
- Jon Matthies, IT Manager;
- Lauree Battice, Business Manager;
- Alicia Becker, Transit Planner;
- Kate Morley, Mobility Planner;
- Rhonda Cashman, Clerk of the Board;
- Fredda Bisman, NAIPTA Attorney (via WebEx)

**GUESTS PRESENT:** None.



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1. CALL TO ORDER -Chair Payne called the meeting to order at 10:03am and stated there will some changes to the agenda order throughout the meeting.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES:
  - a. Regular Board Meeting 11/18/2015
  - b. Board and TAC Advance 12/3/2015

Director Overton moved to approve both the November 18, 2015 meeting minutes and the December 3, 2015 advance minutes. Director Hipolito seconded. All approved, none opposed. Motion carried.

4. CALL TO THE PUBLIC

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

### CONSENT ITEMS:

There were no items for the consent agenda.

### DISCUSSION / ACTION ITEMS:

5. 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 asked for feedback on the meeting calendars. She stated she followed the same format as FY2016 for FY2017 with a meeting in July and recess in August. Typically our March Board meeting falls in the middle of Spring Break and the County Board of Supervisors has a recess during that week. Director Hipolito states she will not be available for our March Board meeting. The Board supported the list of meeting dates as presented.

6. 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 the members of the Board. The FAST Act and the changes made from MAP-21 are good for NAIPTA. There is a new bus and bus facilities account. This funding was previously scooped up by rail under MAP-21. The FAST Act brings back competitive bus and bus facility funding. \$1.65 million will go to states. The new competitive program is in addition to formula awards. This funding is more than there was under MAP-21, but it is approximately 15 percent less than a few years ago. As a small urban system,



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NAIPTA receives about \$2 million per year and we are not eligible for rural funding for our current Mt. Line/Link/Lift system. Section 5311 (rural) funds are available for areas outside of Flagstaff, but not Doney Park, Kachina Village or Mountaineer. Winslow and Williams do qualify for rural funding. Small Transit Intensive Cities (STIC) funds will increase from 1.5 percent to 2 percent in FY2019. Congresswoman Ann Kirkpatrick was instrumental in getting this funding increased. The local transit tax brings in approximately \$4 million per year. This dedicated funding has definitely helped us with the local match required to draw down federal funds. Ms. Mazza stated she is starting to understand the specifics of the FAST Act as there are now competitive funds available and it's nice to know the STIC funding will be increased down the road. Ms. Morley just attended some training for her position as Mobility Planner. There are some positive changes coming under the 5310 umbrella for the elderly and disabled and mobility management.

### PROGRESS REPORT:

#### 7. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- New Staff Introductions

Mr. Meilbeck introduced Kate Morley our new Mobility Planner and Alicia Becker our new Transit Planner. He showed a quick PowerPoint of some Transit Voice slides.

- Staff One on One meetings with Mr. Meilbeck

Mr. Meilbeck has completed one on one meetings with almost all staff since his return to NAIPTA in September. He plans to respond to employee suggestions.

- Workplace Wellness

On behalf of the Wellness Committee, one of our operators, Paul Reese told his lifestyle change story at a Lunch and Learn in December.

- New Year's Eve Service

New Year's Eve service was successful with nearly 4700 boardings.

- New Bus Shelter Design

New shelter design is coming in 2016 to offer a smaller shelter footprint, additional ADA landing areas, and hopefully reduce costs of installation and maintenance, and it will be consistent with the current Summit shelter style.

- Electric Bus Visit

An all-electric 40 foot GreenPower bus made an appearance at NAIPTA recently. It is estimated to cost \$850,000.

- Travel and Training

Ms. Mazza and Mr. Wagner are scheduled to go Bus Rapid Transit (BRT) scouting and attend National Transit Database (NTD) Training in Denver and Fort Collins, Colorado next week.

- Public Transit and Universities Conference in Grand Rapids, Michigan

Mr. Meilbeck is planning to attend the Public Transportation and Universities Conference in Grand Rapids, Michigan in April. He stated he has been trying to go



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since 1998. It would be a great opportunity to have Northern Arizona University (NAU) join. It's a very focused conference.

- South West Transit Association (SWTA) Conference  
Mr. Meilbeck reported he and Ms. Lenners will attend the SWTA conference in Mesa, Arizona as speakers on the following topics: Student Pass Programs and the Federal Legislative Process, in early February.
- Regional Transportation Plan (RTP) Update  
Mr. Meilbeck said he received NAIPTA's Board approval and the FMPO's Board approval to move forward on the Regional Transportation Plan at the Advance on December 3rd. Since then, two 90 minute meetings have been held over lunch for the Steering Committee and they are going very well. The members went through a project prioritization process. They will see how that pans out and figure out some of the costs. He is very optimistic they will come up with a plan for multiple organizations to bear the financial burden, so it is not on the back of one organization.
- City of Flagstaff Parking Plan  
Mr. Meilbeck informed the Board the City Council approved the parking plan last night.
- The Hub Housing Development  
The Planning and Zoning Commission is looking at The Hub development that may be built in our service area downtown.
- Insurance Limit Update  
Mr. Meilbeck reported NAIPTA currently carries \$30 million in liability insurance coverage. There was a brief period of questions. The Board directed staff to address the following criteria in a future report: possible federal regulations associated with grant requirements, review of the Restated Master IGA language, accident history and payout figures, as well as checking with other agencies and associations to see if this amount of coverage is in line with peers. Staff was also asked to consider self-insuring for small claims.

### DISCUSSION / ACTION ITEMS:

#### 8. PILOT PROGRAM – MOUNTAIN EXPRESS

-Jeff Meilbeck, CEO and General Manager  
This item is for information only.

Ms. Mazza presented this item. The Mountain Express schedule was brought up on screen for Board members to view. There will be 17 days of service, since Sunday, January 10<sup>th</sup> was added. There have been some hiccups with the Automatic People Counters (APCs). They count snowboards and skis as passengers sometimes. Ms. Lenners put together some nice marketing materials. The Arizona Snowbowl has been using social media to get the word out about this service.. Snowbowl extended their hours until 4:30pm over the holidays this year, which has helped with traffic flow. The average bus service is 18-20 hours per day. Some trips are from downtown in the morning, some are to/from downtown mid-day and some are to downtown in the



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evening, along with several trips up and down the mountain throughout the day. All data will be reviewed at the conclusion of the service period to determine viability for next year. The overall response is positive, but there is still the Wing Mountain snow play area traffic to contend with as they now have 1000 parking spots along Highway 180. Some residents along Highway 180 still expect more to be done.

9. AGENDA PACKET POLICY

-Rhonda Cashman, Clerk of the Board

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

Ms. Cashman reviewed the changes made to the policy approved by the Board in July, 2015. The most significant change was to send attachments of ten pages or more separate from the agenda packet. There were no questions.

10. PARATRANSIT REPORT

-Jeff Meilbeck, CEO and General Manager

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

Mr. Meilbeck informed the Board this report was in response to the residents that came to speak at the Board meeting in November 2015 on disability transportation services into the county. He reviewed the history of Coconino County Special Needs Transportation and Pine Country Transit. The Transit Tax was approved in 2000. The County had the Local Transportation Assistance Fund (LTAF). The State pulled LTAF funding several years ago. The County has no dedicated funds to count on. Then the recession hit in 2008. Some County money has helped grow the Taxi Voucher Program. He recommended NAIPTA continue as is and evaluate service during the FY2017 budget process. There were no questions.

Vice Chair Babbott arrived at 10:59am.

11. 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 the FMPO Board met immediately following the NAIPTA Board and TAC Advance on December 3<sup>rd</sup>. The FMPO Board will be meeting again on January 27<sup>th</sup>. There may need to be changes made to their governing documents. There are quorum requirements to be considered. The TAC was supportive of NAIPTA having an FMPO Board seat. The question was asked if any conflicts could be anticipated with voting versus ex-officio status. Mr. Meilbeck said he sees merit in being a voting member as the most efficient for NAIPTA representation. He will discuss possible conflicts with Ms. Bisman, NAIPTA legal counsel. There are no property issues; he is not an elected official, if any, there are most likely to be political conflicts. NAIPTA



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status may be similar to State representation. There may be practical conflicts regarding which agency submits the grant, etc. It was suggested to look at all the positives. There was no further discussion. Director Overton moved to accept an invitation to the FMPO Executive Board with a request for voting membership. Vice Chair Babbott seconded. All approved, none opposed. Motion carried.

### **12. ELECTION OF BOARD SECRETARY**

-Rhonda Cashman, Clerk of the Board

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

Chair Payne noted Al White is no longer on the NAIPTA Board, which has created a vacancy for the office of Secretary. He asked for nominations for the office. Director Barotz offered to accept this position. Director Overton moved to elect Director Barotz to the position of Board Secretary. Vice Chair Babbott seconded. All approved, none opposed. Motion carried.

### **PROGRESS REPORT:**

### **13. QUARTERLY PERFORMANCE MEASURES**

-Heather Dalmolin, Administrative Director

This item was tabled.

### **14. BUS STOP MOBILITY PROJECT**

-Anne Dunno, Capital Project Manager

Ms. Mazza presented this item. She told the Board NAIPTA is currently in Phase II design. The TAC and Board can expect to see a construction contract in April. It was suggested that the upcoming changes be communicated to disabled individuals. This should be helpful. Another recommendation was to do a press release. Ms. Lenners recommended getting a whole story down the road, closer to completion. The 90/10 funding split was thought to be especially beneficial in making these improvements.

### **ITEMS FROM COMMITTEE AND STAFF:**

Chair Payne would like Board members to be thinking about officer nominations. He plans to hold elections in April for the next fiscal year.

### **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. The February agenda items will include but not be limited to the Financial Audit, NAIPTA Liability Insurance Strategies and Financial Projections, Financial Measures, Strategic Workplan, Regional Transportation Plan (RTP) Update and Quarterly Performance



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Measures. 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.

- 17. ADJOURNMENT -Chair Payne adjourned the meeting at 11:19am.

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

ATTEST:

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



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**DATE PREPARED:** February 4, 2016  
**DATE:** February 17, 2016  
**TO:** Honorable Chairman and Members of the Board  
**FROM:** Heather Dalmolin, Administrative Director  
**SUBJECT:** Options for Liability Insurance

### **RECOMMENDATION:**

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

### **RELATED STRATEGIC WORKPLAN OBJECTIVE:**

Guiding Principles:

- ❖ Strive for continuous improvement in all we do

5 Year Horizon:

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

### **BACKGROUND:**

During the November Board of Directors meeting, staff were seeking authorization to increase purchase limit for Liability Insurance in FY2016. As the final cost exceeded the budget, staff provided a summary presentation on reason for the increase. During the discussion, staff were asked to consider what other options might be available for controlling or cutting NAIPTA’s cost. Staff were asked to consider whether 1) becoming self-insured was possible and 2) if the policy limit could or should be adjusted.

Consideration of these two possibilities started in consultation with NAIPTA’s insurance broker, AON Risk Services. AON performs NAIPTA’s marketing effort annual and participates with staff on strategizing coverage and plans to identify most advantageous policies. AON responded as below:

1. Self-Insured would be a challenge for NAIPTA due to our agency size. Self-Insured requires an excess liability carrier and it is unlikely an agency our size would be able to attract such a carrier. Additionally, self-insured coverage requires cash to be dedicated for claims based on an actuary study of claims history and prediction of future claims. This dedication of cash can create a cash flow hardship for small agencies like NAIPTA.
2. Reduction of the \$30M policy limit is a viable option and policy limits are really about NAIPTA’s comfort with risk and exposure. Arizona does not have a tort cap, a limit for liability claims, and NAIPTA should be aware that any claim awarded exceeding policy limit would have to be covered out of pocket.

Staff also consulted with the City of Flagstaff Risk Manager as well. The focus of the conversation was really on policy limits as City Risk Manager, Dean Coughenour, agreed with AON regarding self-insurance.

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1. Lowering limit from \$30M to \$10M was thought to be ill advised in light of our exposure. While it isn't highly likely that NAIPTA will have claims exceeding \$10M, the exposure to the possibility occurs regularly when we are operating a bus full of passengers in quickly changing traffic situations.
2. It was suggested other strategies should be considered:
  - ❖ Umbrella Plan vs Excess Coverage
  - ❖ Increase in per incident deductible, currently \$10K
  - ❖ Change plan limits, reduce primary and increase excess, currently \$10M in primary and \$20M excess coverage

NAIPTA's FY2016 Liability Insurance cost is \$287,962. Based on current programs, if NAIPTA were to drop policy limit to \$10M, NAIPTA would save approximately \$50,000. This savings is the cost of our secondary excess coverage which represents \$20M in coverage.

Staff continue to gather information to inform the strategy for FY2017 coverage, but believe that we should change our strategies to identify savings vs pursuing self-insurance or reducing policy limits.

Additional information needed in order to make a recommendation include:

- Comparable policy limits for other transit agencies
- Projected plan cost with higher deductibles
- Projected plan cost with change in primary and secondary excess coverage
- Projected plan cost with increase in umbrella coverage vs excess coverage

### TAC DISCUSSION:

The TAC meeting scheduled for February 4, 2016 was cancelled due to lack of quorum.

### FINANCIAL IMPACT:

The financial impact and financial risk of General Liability policy limits is still being evaluated.

### **SUBMITTED BY:**

### **APPROVED BY:**

\_\_\_\_\_  
Heather Dalmolin  
Administrative Director

\_\_\_\_\_  
Jeff Meilbeck  
CEO and General Manager

### **ATTACHMENTS:**

None.



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**DATE PREPARED:** February 4, 2016  
**DATE:** February 17, 2016  
**TO:** Honorable Chairman and Members of the Board  
**FROM:** Heather Dalmolin, Administrative Director  
**SUBJECT:** Methodology for Projecting Transit Tax Revenues

### RECOMMENDATION:

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

### RELATED STRATEGIC WORKPLAN OBJECTIVE:

#### **Guiding Principles:**

- Strive for continuous improvement in all we do

#### **5 Year Horizon:**

- Establish financial policies and seek revenue sources to maintain fiscal strength.

### BACKGROUND:

During the November presentation of the updated Financial Projections, staff were asked to evaluate how the transit tax is projected to perform in future years and consider whether the projection correctly accounts for future increases and/or decreases.

Historically, NAIPTA has depended on the City of Flagstaff for the Transit Tax projections that are used as part of the Financial Projections as the tax is collected and maintained by the City. On a quarterly basis, the City provides an update to NAIPTA for the current year as well as future year revenue projections based on actual receipt collection within the prior quarter. City staff provides the analysis of actual collection activity and trends to determine any recommended increases or decreases in future years. At the end of each fiscal year staff from the City and NAIPTA compare our respective fund balance for Transit taxes to ensure that we have same projections before entering the budget cycle.

The City of Flagstaff quarterly report updates the current year plus 5 years of revenue projections. At this time, City staff have confirmed the following considerations in projection of FY2016 thru FY2021 transit tax revenues:

- FY2016 is projected to exceed the FY2016 budget based on actual revenues in the 1<sup>st</sup> 6 months,
- FY2017 is estimated to increase by only 1% due to many unknowns associated with the Arizona Department of Revenue taking over tax collection for the City sometime in FY2017,
- FY2018 thru FY2019 is projected to include a growth in revenue between 2% and 3%,
- FY2020 is a planned 'recession,' a 5% decrease in revenues, based on economist projections from this past fall, and

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- FY2021 is planned to be flat with FY2020 collections.
- For years beyond FY2021, the City includes a recession every 7 to 8 years.

As NAIPTA financial projections are thru FY2030, we use this same methodology in years beyond FY2021:

- FY2022 thru FY2027 is projected to include a growth in revenue of 2% (our costs are projected to increase by 2.5%),
- FY2028 is a planned recession of 5% with FY2029 projected to be flat with FY2028, and
- FY2030 is projected to increase by 1%.

Staff discussed the need to be more conservative than the City but feel that deferring to the City for immediate projections and following their methodology for future year projections has served NAIPTA well in the past and is consistent with Financial Management Policies. By having the same revenue projection methods, it ensures staff are able to quickly reconcile respective fund balances which in turn creates confidence in using the financial projections to plan for future service potentials.

### TAC DISCUSSION:

The TAC meeting scheduled for February 4, 2016 was cancelled due to lack of quorum.

### FINANCIAL IMPACT:

Although there is not a true hard dollar cost in changing our projection methodology, there could be an opportunity cost. In other words, if NAIPTA is too conservative with projections we may miss the opportunity to leverage grants or provide service. Conversely, if NAIPTA is not conservative enough we may expand service in a manner that is unsustainable. There are certainly wrong ways to do projections, but there is no empirically correct way.

### **SUBMITTED BY:**

\_\_\_\_\_  
Heather Dalmolin  
Administrative Director

### **APPROVED BY:**

\_\_\_\_\_  
Jeff Meilbeck  
CEO and General Manager

### **ATTACHMENTS:**

None.



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**DATE PREPARED:** February 4, 2016

**MEETING DATE:** February 17, 2016

**TO:** Honorable Chairman and Members of the Board

**FROM:** Heather Dalmolin, Administrative Director

**SUBJECT:** 2<sup>nd</sup> Quarter NAIPTA Performance Report

### RECOMMENDATION:

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

### RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Strive for continuous improvement in all we do
- ❖ Be trustworthy and dependable

### BACKGROUND:

As per the discussions with the Transit Advisory Committee and the Board of Directors in the spring of 2015, NAIPTA staff recommended a quarterly reporting schedule to include evaluation of the following performance measures:

For Bus service:

- Annual Operating Cost: the total cost of the program, including administration
- Farebox Recovery (previously subsidy per passenger): the percentage of operating cost paid for by fares and revenue contracts (fees in lieu of traditional fare collections: NAU, Division of Child Safety, etc.)
- Annual Boardings: total ridership
- Cost per Passenger: annual operating cost divided by annual boardings
- Cost per Service Hour: annual operating cost divided by service hours (service hours are the sum of hours of operation performed, i.e. 5 vehicles at 16 hours per vehicle is 80 service hours)
- Passenger Miles: total miles traveled by passengers, where miles are calculated by determining number of passengers on board between each point on a route and multiplying by miles between the points.
- Passenger Miles per Service Mile: passenger miles divided by service miles (service miles are total miles traveled by all vehicles in service)
- On-time Performance: departure from bus stop is determined to be on time when occurs no later than 5 minutes after the scheduled departure time



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For Paratransit service:

- Annual Operating Cost: the total cost of the program, including administration
- Passengers Per Hour: number of passengers provided divided by service hours (service hours are the sum of hours of operation performed)
- Cost per Passenger: annual operating cost divided by number of passengers
- Cost per Hour: annual operating cost divided by service hours (service hours are the sum of hours of operations performed)
- Cost per Mile: annual operating cost divided by service miles (service miles are the sum of miles of operations performed, i.e. 5 vehicles perform 100 miles per vehicle is 500 service miles)
- Trip Denial Ratio: percentage of total trips requested that are denied during the booking process (denial is defined as a trip that cannot be performed during the allowed 1 hour window on each side of requested time and any resulting 'return' trip that is cancelled due to lack of availability for other necessary trip)

For Taxi program:

- Cost per Voucher: total cost to provide program divided by number of vouchers used
- Total Vouchers: total number of vouchers used

For Vanpool:

- Number of Vans: total number of vans in service
- Trips: total number of passengers for all vans in service
- Number of Users: total number of individual users of program

At the end of the 1<sup>st</sup> quarter, staff presented the Performance report and received additional feedback to be incorporated into the 2<sup>nd</sup> quarter report.

- Define 'Like Communities' within the report
- Consider if there are industry standards that could be used to measure our programs against
- Addition of Cost per Customer to Taxi report

For the 2<sup>nd</sup> quarter report, staff have defined the term 'Like' communities as requested and added the Taxi performance measure. Additionally, the reports have been reformatted to highlight performance indicators that focus our report on measures most commonly used in the industry as standards. Although there are not standards issued by the transit industry or within our transit networks, like Arizona Transit Association or Community Transportation Association of America, by focusing on these standards we can compare to our peers for evaluating performance.

Our goal is to deliver quarterly and annual reports that contain the data in a usable format and provide comparisons that are meaningful for evaluating our service delivery, cost, and efficiency.



### **TAC DISCUSSION:**

The TAC meeting scheduled for February 4, 2016 was cancelled due to lack of quorum.

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**SUBMITTED BY:**

**APPROVED BY:**

\_\_\_\_\_  
Heather Dalmolin  
Administrative Director

\_\_\_\_\_  
Jeff Meilbeck  
CEO-General Manager

**ATTACHMENTS:**

None.



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# Northern Arizona Intergovernmental Public Transportation Authority

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**DATE PREPARED** February 4, 2016

**MEETING DATE:** February 17, 2016

**TO:** Honorable Chairman and Members of the Board

**FROM:** Jeff Meilbeck, CEO and General Manager

**SUBJECT:** RTP Steering Committee Update

**RECOMMENDATION:**

The Board may take action, but there is no recommendation from staff at this time.

**RELATED Guiding Principles:**

- ❖ Collaborate to enhance service delivery

**BACKGROUND:**

On December 3, 2015, the NAIPTA Board and the FMPO Executive Board provided support for formation of the Regional Transportation Plan Steering Committee (Committee). The Committee has a specific structure as follows:

**Vision:** To craft a comprehensive transportation solution that improves mobility and quality of life for residents and visitors of the greater Flagstaff region, promotes economic development and meets granting agency requirements.

**Mission:** To identify priority transportation projects, related costs and viable revenue sources for turning ideas into reality.

**Approach:** Establish a small steering committee of economic development, citizen advocacy groups and government and business leaders<sup>1</sup> who will:

- Provide technical and strategic insights and commit human capital towards achieving our mission
- Ensure that priority projects are included in the RTP
- Identify public and private funding partners.
- Author an RTP Executive Summary which includes specific project and funding recommendations.

**Time-Commitment**

- Attend monthly meetings of 60-90 minute duration anticipated from November 2015 to June 2016
- Read materials between meetings
- Coordinate with FMPO outreach efforts

<sup>1</sup> ADOT, Chamber, COF, County, ECoNA, Flag 40, FMPO, Neighborhood Association, NAIPTA, NAU



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**Authority**

The Steering Committee is advisory to the FMPO.

**IMPLICATIONS AND TIMELINE**

The committee will complete its work in the spring of 2016 and will be available to share their recommendations and insights with the FMPO Board, NAIPTA Board, City Council, County Board and other officials and governing bodies as requested. The Committee may do a small amount of media outreach to help ensure their message is clearly transmitted.

It must be made clear that the committee is an informal advisory group of stakeholders and community leaders and the committee does not carry any official policy authority. However, the committee's insights and recommendations will be available to elected and appointed officials of state and local government agencies. It is hoped that this approach will provide the foundation for a cooperative transportation funding and construction effort that is of benefit to all partners and the broader community. That said, it will ultimately be up to the respective agencies to decide how to proceed; the committee is not an advocacy group.

**TAC DISCUSSION:**

The TAC meeting scheduled for February 4, 2016 was cancelled due to lack of quorum.

**SUBMITTED BY:**

\_\_\_\_\_  
Jeff Meilbeck  
CEO and General Manager

**ATTACHMENTS:**

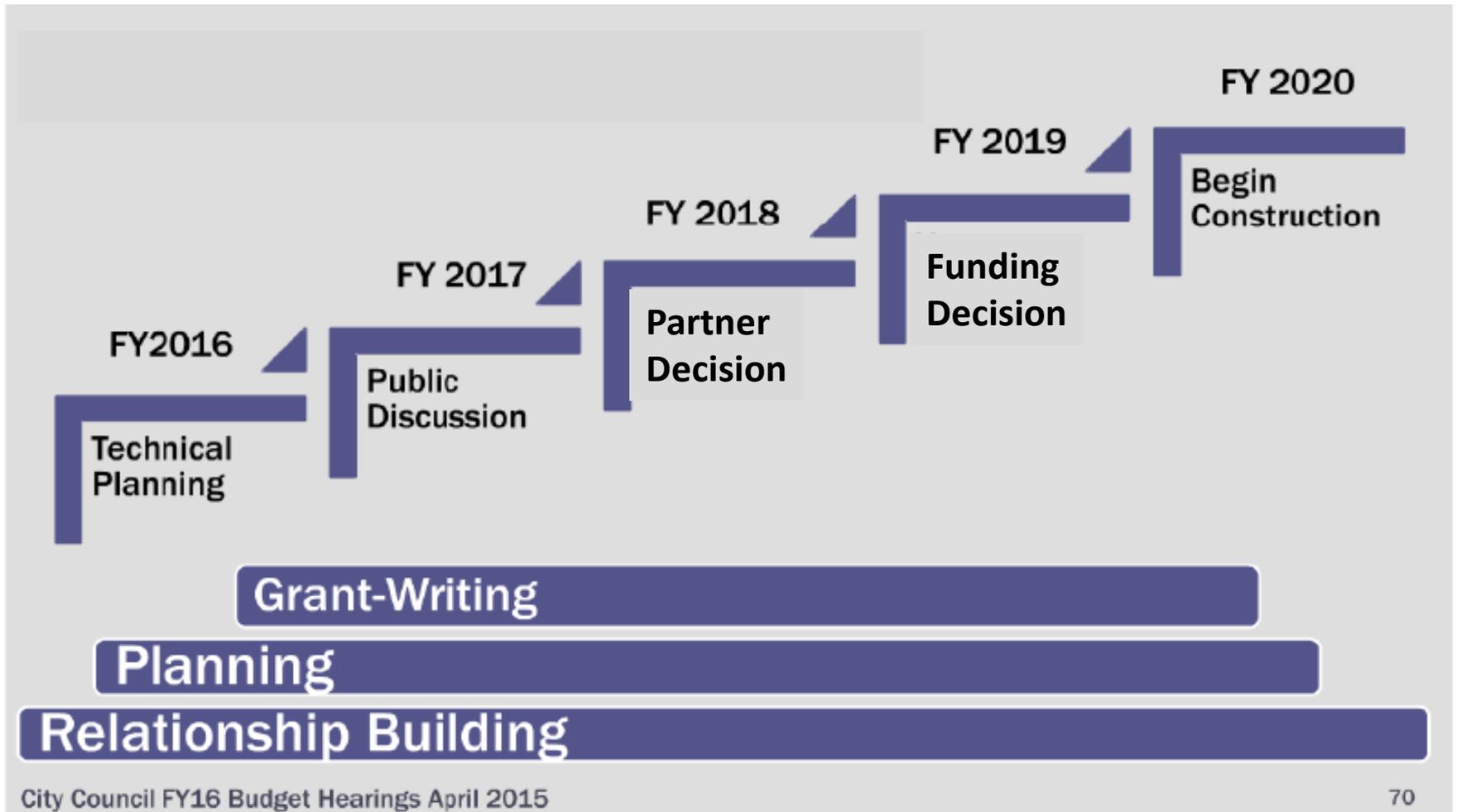
- 1) One Page Plan -page 20



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# One Page Plan





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**DATE PREPARED:** February 4, 2016  
**MEETING DATE:** February 17, 2016  
**TO:** Honorable Chairman and Members of the Board  
**FROM:** Jeff Meilbeck, CEO and General Manager  
**SUBJECT:** ADOT Support Letter

**RECOMMENDATION:**

None. Staff requests the NAIPTA Board of Directors consider a request by ADOT to provide a letter of support for a widening project at the intersection of Route 66 and Highway 180.

**RELATED Guiding Principles:**

- ❖ Collaborate to enhance service delivery

**BACKGROUND:**

ADOT's Northcentral District requested a letter of support from NAIPTA for an internal funding application to try and alleviate congestion on US 180 (Humphreys) and SR-40B (Rt. 66) in front of City Hall. Over the past 10 + years, FMPO and ADOT have conducted 2 studies that have provided recommendations to help alleviate congestion within this area.

The project scope is for an additional southbound right turn lane on Humphreys on to Rt. 66 and a right turn lane on Humphreys onto Aspen Ave. If funded, this project will include design and construction.

NAIPTA along with the FMPO are currently finalizing a Locally Preferred Alternative (LPA) for the engineering and possible construction of a Bus Rapid Transit (BRT) route that would utilize the Humphreys/Rt. 66 intersection. The improvements proposed by ADOT will enhance the overall BRT turn movements. As NAIPTA further identifies infrastructure improvements, we request that ADOT and the City continue to work with us to include the BRT project in this and future projects.

In order to provide a comprehensive transportation strategy, staff have brought this project forward for consideration and discussion with NAIPTA's TAC and BOD.

**TAC DISCUSSION:**

The TAC meeting scheduled for February 4, 2016 was cancelled due to lack of quorum.



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**SUBMITTED BY:**

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Jeff Meilbeck  
CEO and General Manager

**ATTACHMENTS:**

- 1) DRAFT Letter of Support -page 23
- 2) Schematic of ADOT Application -page 24



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February 2, 2016

Audra Merrick, P.E.  
Northcentral District Engineer  
Arizona Department of Transportation  
1801 S. Milton Rd.  
Mail Drop F568  
Flagstaff, AZ 86001-6311

**Re: Letter of Support – District Minor Application: Mitigation U.S. 180 & Route 66 traffic congestion**

Dear Ms. Merrick,

Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) supports the proposed lane improvements that would alleviate congestion at the intersection of U.S. 180 (Humphreys) & SR-40B/Route 66 in front of City Hall. NAIPTA has experienced an increase in travel time on current bus routes, particularly at this intersection and the Milton/Route 66 intersection. Increased delays due to queuing and traffic signal coordination challenge NAIPTA's commitment to run a timely schedule that riders can count on.

NAIPTA has been a supportive partner with Flagstaff Metropolitan Planning Organization (FMPO) on the Winter Traffic Study and Milton Road Alternative Operations Analysis. Both studies noted the intersection of U.S. 180 and Route 66 as being a major contributor to traffic congestion and provided recommendations to alleviate some of the traffic delays. NAIPTA is planning a future crosstown BRT (Bus Rapid Transit) route that will utilize Milton/Route 66 to U.S. 180 (Humphreys) northbound. NAIPTA's BRT might propose transit signal prioritization and queue jumping at major intersections which could expand upon the ADOT District Minor lane improvements in the future.

Thank you in advance for ADOT Northcentral District's efforts to implement a plan to alleviate traffic congestion at this critical intersection.

Sincerely,

Jeff Meilbeck  
CEO/General Manager  
NAIPTA  
3773 N. Kaspar Dr.  
Flagstaff, Arizona 86004



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Flagstaff City Hall

New back of curb is approximately 11' from existing back of curb

New back of curb is approximately 14' from existing back of curb

Route 66

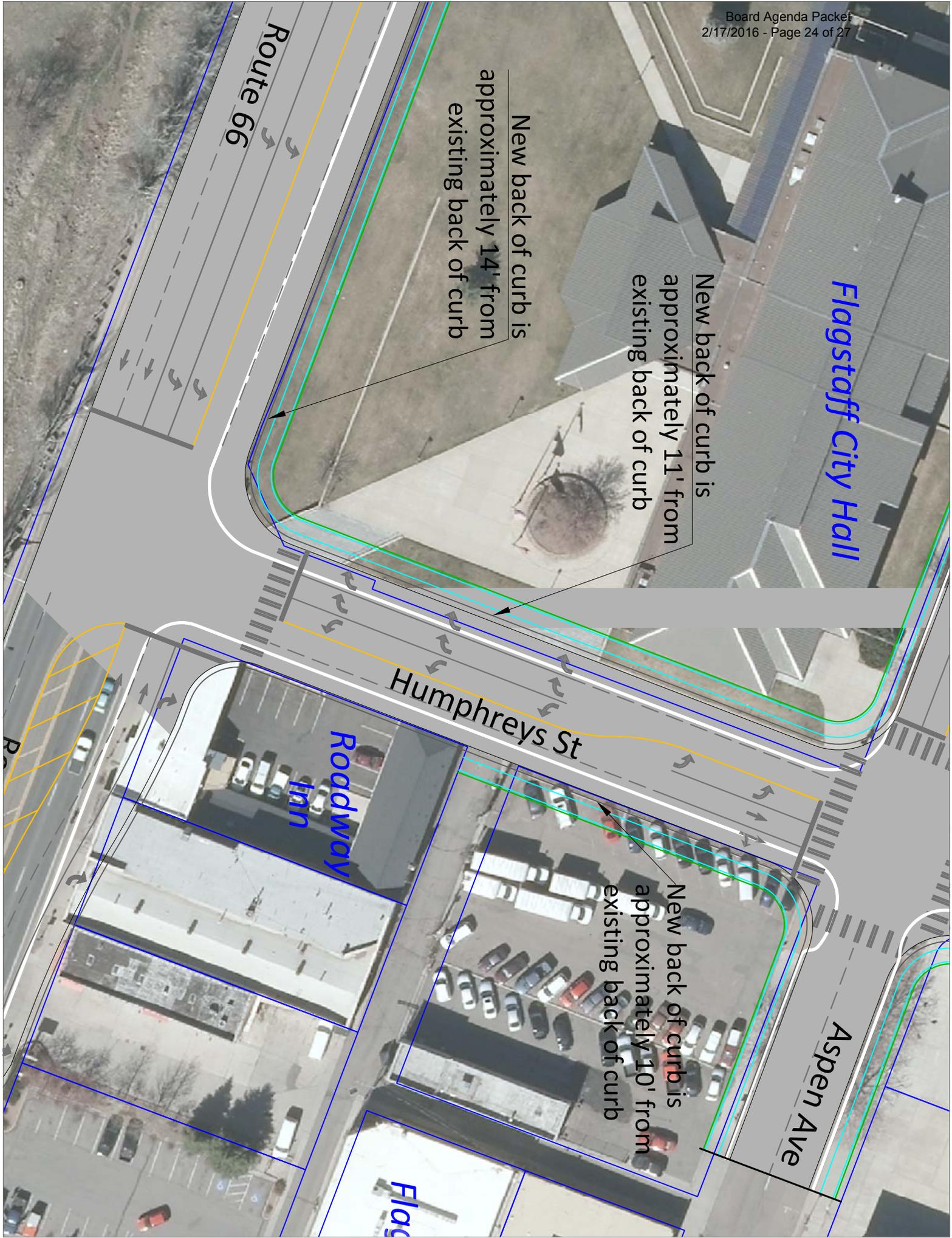
Humphreys St

New back of curb is approximately 10' from existing back of curb

Aspen Ave

Roadway

Flag





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**DATE PREPARED:** February 9, 2016  
**MEETING DATE:** February 17, 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 and discussion only.

**RELATED Guiding Principles:**

- ❖ Show initiative, imagination and creativity

**BACKGROUND:**

Since 2012 NAIPTA has been a successful competitor for federal funds passed through the State. We have travelled to Washington, DC, worked with the State to develop a competitive distribution process, developed projects and made our case on applications. NAIPTA has spent every dollar granted to us and we have an excellent reputation with State and Federal funding agencies for doing what we say we are going to do.

Due to some staffing changes and shortages at ADOT, there has been a delay in distribution of small urban funds through ADOT. The purpose of the attached letter is to respectfully support ADOT's intent to open the competitive process so that all small urban areas can compete. The letter also defends against some risk that another larger agency will attempt to scoop the funds for their purposes. Although distributing small urban federal funds to large urban areas is arguably wrong and inconsistent with federal funding policy, there is still some risk that a political case could be made and authority for such a switch could be found somewhere within the regulations. As such, the attached letter keeps the focus on continuing the established process.

At some point in the future we may need the participation of NAIPTA Board members in this process. I will continue to keep you posted.

**TAC DISCUSSION:**

The TAC meeting scheduled for February 4, 2016 was cancelled due to lack of quorum.



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**SUBMITTED BY:**

---

Jeff Meilbeck  
CEO and General Manager

**ATTACHMENTS:**

- 1) CEO Letter to ADOT

-page 27



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Mike Normand and Jaclyn Meli  
Community and Grant Services  
Arizona Department of Transportation Services  
206 S. 17th Ave. Mail Drop 310B  
Phoenix, AZ 85007

February 8, 2016

Dear Mike and Jaclyn:

As per recent discussions, I am writing to support your plans to exercise ADOT's authority to distribute all FY 2015 5307 and 5339 funds so the funds may be put to good use on pressing transportation projects in small urban areas of the State.

According to the Federal Register and corresponding tables, Small Urban apportionments for FY15 have been made and total small urban apportionments under ADOT's authority are as follows:

FY15 Section 5339 Small Urban Allocation: \$1,041,131  
FY15 Section 5307 Prescott Valley – Prescott \$1,146,810  
FY15 Section 5307 Casa Grande \$805,620  
FY15 Section 5307 Lake Havasu City, AZ \$749,489

These small urban funds were designated by Congress to be used in small urban areas with populations ranging from 50,000 to 199,999. While I do not question the needs in large urban and rural areas, those communities have their own funding from FTA that dwarfs the available small urban funding. Furthermore, and as you know, if these funds are not redistributed and obligated, they will lapse and be returned to FTA.

The competitive process ADOT established in 2012 allowed small urban areas throughout the State to apply for these funds and put them to good use. As a case in point, NAIPTA was able to build a sorely needed bus storage and maintenance facility with FY 2013 and FY 2014 competitive distributions. We have many more pressing capital projects and are looking forward to the opportunity to make our case through an open, competitive process with other small urban areas for these small urban funds.

I would also point out that ADOT has authority for distributing a FY15 Section 5339 State Allocation of \$1,250,000. I respectfully request that you consider including this funding in the small urban competitive process as you did in FY 2013 and FY 2014 as well.

In total, the small urban funding that ADOT has authority and responsibility to appropriate equals \$3,743,050 of small urban funding for FY15. If the 5339 State Allocation is also distributed in this manner, the total will be \$4,993,050.

I do appreciate how busy you are at ADOT and the staffing shortages you face. If I can provide any further information, please contact me.

Sincerely,

Jeff Meilbeck  
NAIPTA CEO and General Manager



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