



Northern Arizona Intergovernmental Public Transportation Authority

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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 10th 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 3rd. The FMPO Board will be meeting again on January 27th. 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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