



Northern Arizona Intergovernmental Public Transportation Authority

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Board of Directors Minutes for Wednesday, February 17, 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, February 17, 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;
Art Babbott (Vice Chair), Board of Supervisors, Coconino County - late arrival at 10:27am;
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:

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;

NAIPTA STAFF IN ATTENDANCE:

Jeff Meilbeck, CEO and General Manager;
Erika Mazza, Deputy General Manager - late arrival at 10:07am;
Heather Dalmolin, Administrative Director;
Jacki Lenner, Marketing Manager;
Jon Matthies, IT Manager;
Lauree Battice, Business Manager;
Anne Dunno, Capital Project Manager;
Alicia Becker, Transit Planner;
Kate Morley, Mobility Planner;
Jim Dickey, BRT Project Manager - late arrival at 10:18am;
Rhonda Cashman, Clerk of the Board;



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Sam Coffman, NAIPTA Attorney (via WebEx) - late arrival at 10:05am

GUEST PRESENT: Randy Farwell, Principal, Nelson Nygaard

1. CALL TO ORDER -Chair Payne called the meeting to order at 10:01am
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES 1/20/2016
Director Overton moved to approve the January 20, 2016 meeting 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. OPTIONS FOR LIABILITY INSURANCE
-Heather Dalmolin, Administrative Director
This item is for discussion only and no recommendation for action is being made.

Ms. Dalmolin stated she contacted Aon, our insurance broker. The two big questions were: should we consider self-insurance and should we reduce our \$30M liability coverage? In her discussions with the broker, they determined NAIPTA is such a small agency that the cash set-aside requirement would be cost prohibitive. She had a conversation with the City's Risk Manager about adjusting NAIPTA's liability coverage. Currently NAIPTA has a base policy for \$10M with One Beacon for all areas of coverage. In addition, NAIPTA has \$20M in excess coverage. We could decrease that to \$10M, but Arizona has no tort cap, so that amount could go quick, if there was an accident involving many passengers. There is approximately a \$50K difference in the cost of the premium for a lot less coverage. If there would be a major accident, the out-of-pocket cost would be substantial. The current deductible for a bus accident is \$10K and we could raise it to a \$25K deductible. Again, the premium cost savings did not seem to warrant the risk of a larger cash outlay in the event of an accident. She recommends we stick with the current coverage and discuss it again before we go to market the next time. Our current insurance company has really good customer service and she has been very happy with the claims management. They are working for us. This was a good exercise to see where things stand regarding our liability insurance. The Board members agreed with the sentiment on the deductible. Mr. Meilbeck has some historical knowledge to share. When NAIPTA was formed, the



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liability insurance formed a firewall of protection. He believes the cost is less now than in NAIPTA's first year. The Board concurred with Ms. Dalmolin's recommendation.

6. METHODOLOGY FOR PROJECTING TRANSIT TAX REVENUES

-Heather Dalmolin, Administrative Director

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

Ms. Dalmolin reported the City plans a recession approximately every 7-8 years and she repeats the pattern for NAIPTA. The fund balance graph was brought up on screen. When meeting with the City regarding financials and budgeting, it is helpful to follow the same pattern the City uses. She proposed NAIPTA continue using the practices that the City employs. Mr. Meilbeck stated he could see where NAIPTA might use more conservative projections, but not less. He feels the current practice is pretty safe. If a financial problem comes up, NAIPTA has the ability to phase back service, if significant changes are warranted. Ms. Dalmolin noted there are significant changes for the good, which will be revealed during the budgeting process. The Board was supportive of continuing to follow City practices.

Chair Payne stated the agenda order would be amended slightly in anticipation of Vice Chair Babbott's arrival.

7. ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT) SUPPORT LETTER

-Jeff Meilbeck, CEO and General Manager

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.

Mr. Meilbeck asked Board members to weigh in on the widening of Humphreys and Route 66. The City Council has already purchased the right of way for this change, per Director Overton. Mr. Meilbeck noted this plan is consistent with our future plans for transit in this area and NAIPTA could add momentum for the project. Ms. Mazza stated she was contacted by Mr. Reisner at ADOT regarding this letter of support. The Bus Rapid Transit (BRT) project will likely utilize this intersection in the future and the widening is thought to be beneficial. The application is due today. The visual schematic of the intersection was brought up on screen. The project would include a widening at Humphreys allowing for one right turn lane and a second left turn lane from Route 66. It was expressed that it is best to have all parties at the table. Timing was of the essence for the City. The Board felt it was appropriate to send the letter of support. Mr. Meilbeck mentioned there may be opportunities for other projects related to the BRT to piggyback on work ADOT is doing.

Mr. Meilbeck introduced Mr. Dickey to the Board. He is the BRT Project Manager for NAIPTA. He has a history in transit at Valley Metro and The Arizona Transit Association (AzTA).



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8. REGIONAL TRANSPORTATION PLAN (RTP) STEERING COMMITTEE UPDATE

-Jeff Meilbeck, CEO and General Manager

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

Mr. Meilbeck reported this committee is working on a plan that can be built on. It really depends on what the City decides to do.

Vice Chair Babbott arrived at approximately 10:27am.

Other partners involved with the renewal of the Transportation Tax are: Coconino County, ADOT, NAIPTA/Federal Transit Administration (FTA) and the private sector. The committee is looking for buy-in now. The One Page Plan was brought up on screen. This visual provided the steps to take regarding technical planning, public discussion, partner decisions, funding decisions and beginning construction with underlying grant writing, planning and relationship building. Per Mr. Meilbeck, there is a huge amount of work to do and the committee is doing good work.

9. 2ND QUARTER PERFORMANCE REPORT

-Heather Dalmolin, Administrative Director

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

Ms. Dalmolin noted she looked for “like communities” to do the peer comparison. This process was started approximately one year ago. She reiterated the likeness factors always have nuances. We have to evaluate if they are the “right” like communities. All cities except Santa Fe are college towns. Ms. Dalmolin noted we invest highly in our system. Overall, the Board was pleased with the information provided and they are interested in looking at the data over time. There are no comparisons for demand response or the taxi voucher programs yet. The trend shows a decreasing cost per hour. The Board was supportive of how much effort it takes to do these reports and noted the requirement by FTA. The information should be helpful when working on the budget as well. There are great stories to be told which add value.

10. FEDERAL FUNDING UPDATE

-Jeff Meilbeck, CEO and General Manager

This item is for information and discussion only.

Mr. Meilbeck explained federal dollars are not free. The required reporting is detailed and time-consuming. Receiving 80 cents on the dollar is worth it. ADOT is responsible for distributing funds in the next few months. They are about a year behind in distribution and he wants to make sure no other systems swoop in to take the funds NAIPTA should be able to compete for. NAIPTA staff are putting together capital projects to be ready for the application process. We may need Board members to weigh-in. They stated they would be happy to help. The projects include buses and transit lanes, etc. The FMPO strengthens our hand in other multimodal projects. Mr. Meilbeck noted when he was at the South West Transit Association (SWTA)



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conference a couple weeks ago and the FTA Regional Administrators were on stage and were asked to finish the sentence: "We wish our grantees would?" The resounding response was they wanted the grantees to use the money.

PROGRESS REPORTS:

11. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- Flagstaff Metropolitan Planning Organization (FMPO) Executive Board
Mr. Meilbeck reported the FMPO Board took the NAIPTA Board recommendation and NAIPTA has a voting seat.
- Strategic Workplan
Mr. Meilbeck noted the strategic workplan is usually discussed at the Advance. He asked if the Board wants to have a special meeting or wait to work on it until the joint meeting in May. The consensus of the Board was to have it on the Joint Meeting agenda.
- Reminder to Renew NAIPTA ID/Bus Pass in March – Good for 1 year
Mr. Meilbeck asked Ms. Cashman to discuss this item. For those members that received their NAIPTA ID/Bus Pass in March, Ms. Cashman asked them to bring it by to reload it for another year.

Vice Chair Babbott made a motion to move into Executive Session at approximately 11:01am and Ms. Hipolito seconded. All approved, none opposed. Motion carried.

EXECUTIVE SESSION

Executive sessions are closed to the public.

The Board went into executive session pursuant to A.R.S. § 38-431.03 (A)(1) at approximately 11:01am for the following purpose:

1. CEO and General Manager's Evaluation

Following the conclusion of the Executive Session, the Board reconvened the public meeting at approximately 11:36am.

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.

Director Overton made a motion to have Mr. Meilbeck proceed with gathering data for his evaluation in the month of March and then schedule another Executive Session in April to review the data. Following the evaluation process, the CEO and General



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Manager contract and compensation package can be negotiated in May. Ms. Hipolito seconded. All approved, none opposed. Motion carried.

ITEMS FROM COMMITTEE AND STAFF:

Chair Payne asked the Clerk to verify quorum will be available for the next meeting scheduled for Wednesday, March 16th. Vice Chair Babbott and Director Hipolito stated they will not be available. If no quorum for March 16th, the Board suggested rescheduling the meeting to Wednesday, March 23rd. If the agenda allows, cancelling the meeting would be another option.

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

-Chair Payne adjourned the meeting at 11:41am.

Richard Payne, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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