



Northern Arizona Intergovernmental Public Transportation Authority

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Board of Directors Minutes for Wednesday, March 23, 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, March 23, 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;
Celia Barotz (Secretary), City Council, City of Flagstaff;
Scott Overton, City Council, City of Flagstaff;
**Three of our five Board member seats must be present to constitute a quorum.*
***The City of Flagstaff holds two seats.*

BOARD MEMBERS EXCUSED:

Colleen Smith, President, CCC;
Veronica Hipolito, Dean of Students, CCC, designee;
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 10:09am;
Heather Dalmolin, Administrative Director;
Jim Wagner, Operations Director;
Jacki Lenner, Marketing Manager;
Jan Knapp, Operations Manager;
Jon Matthies, IT Manager;
Lauree Battice, Business Manager;
Anne Dunno, Capital Project Manager;
Alicia Becker, Transit Planner;



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Kate Morley, Mobility Planner;
Stephanie Stearns, Associate Planner;
Dylan Monke, Planning Fellow;
Rhonda Cashman, Clerk of the Board;
Sam Coffman, NAIPTA Attorney (via WebEx)

GUEST PRESENT: None.

1. CALL TO ORDER -Chair Payne called the meeting to order at 10:04am
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES 2/17/2016
Director Overton moved to approve the February 17, 2016 meeting minutes. Vice Chair Babbott 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. SUMMER 2016 SERVICE ENHANCEMENTS PUBLIC HEARING AND REVIEW OF PROPOSED SERVICE CHANGES

-Alicia Becker, Transit Planner

Staff recommends the Board of Directors: 1) Conduct a public hearing on proposed service enhancements and route expansion for Summer 2016; 2) Review the proposed service enhancements and route expansion for Summer 2016 operations; and 3) Open public comment period thru June 1, 2016.

Ms. Becker reviewed a PowerPoint presentation with Board members regarding proposed service enhancements. A map noting the service changes was shown on screen: Route 5 weekend service, extended service hours on Routes 2 and 10, increased weekday service on Route 10 and move Route 2 FMC stop on North San Francisco Street to North Beaver Street. There was a question about the east/west street to be used to get from San Francisco to Beaver. We are still finalizing, but most likely it will be Desilva Avenue, as the right turn at Columbus is too tight for the bus. The public outreach calendar was viewed on screen as well. A question was asked about receiving requests for later hours on Friday and Saturday nights. Harkins will be moving to the east side of town, planning for growth and starting with busiest routes. Director Overton moved to open a public hearing and receive public comment through June 1st. Secretary Barotz seconded. The question was asked, "How will people know



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to comment?" Ms. Lenner was called upon to provide details on the marketing plan for these changes. Signs will be posted for all changes and postcards will be sent to homes in the Route 2 neighborhood due to later service on Friday and Saturday nights. Information will also be posted on our website. There was already a motion and a second to open the public hearing and public comment period. All approved, none opposed. Motion carried. The public hearing was opened at 10:14am. Seeing no members of the public present, Vice Chair Babbott moved to close the public hearing. Secretary Barotz seconded. All approved, none opposed. Motion carried. The public hearing was closed at 10:15am.

6. 5311 GRANT APPLICATION PUBLIC HEARING FOR VANPOOLS

-Kate Morley, Mobility Planner

Staff recommends the Board of Directors conduct a public hearing regarding an application for Section 5311 funds to administer and manage the Vanpool program.

Ms. Morley noted the public hearing is a requirement under the public outreach process for NAIPTA's 5311 grant application through the Arizona Department of Transportation (ADOT). Director Overton moved to open the public hearing. Secretary Barotz seconded. All approved, none opposed. Motion carried. The public hearing was opened at 10:16am. There was no one from the public available to speak. Vice Chair Babbott moved to close the public hearing. Director Overton seconded. All approved, none opposed. Motion carried. The public hearing was closed at 10:16am.

7. TRANSIT FUNDING RENEWAL

-Jeff Meilbeck, CEO and General Manager

This item is provided as information and there is no recommendation from staff at this time.

Mr. Meilbeck stated we need to take this to the City Council to get it on the ballot in November 2016. He went to the City Council to introduce this item a couple weeks ago. He believes he is on the agenda again for April 12th. A survey will be done in the next few weeks and then the public education piece will begin. He is optimistic. It will be helpful to look at the transit funding renewal and the Regional Transportation Plan as two completely different processes. A member asked what the latitude of Council is. Per Mr. Meilbeck, they decide if it gets on the ballot or not. Secretary Barotz recommended providing a comprehensive strategy to Council. The plan is to make 2016 strictly about transit operations funding. In 2018, we can address capital improvements, which is different. If the ballot initiative fails in 2016, we still have 2018. If we wait until 2018 and it fails, the next attempt would be 2020 and there will be a three month lapse in service which would be detrimental to the organization. These are some points he will make when he goes before Council on April 12th.

8. TIGER GRANT APPLICATION FOURTH STREET I-40 OVERPASS

-Jeff Meilbeck, CEO and General Manager



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Staff recommends that the NAIPTA Board of Directors submit a letter to the City of Flagstaff supporting the TIGER grant application for the Fourth Street I-40 overpass at a total project cost of \$15,000,000.

Mr. Meilbeck noted this item is symbolic of where our organization is going. Flagstaff Metropolitan Planning Organization (FMPO) has this important project and even though it is not specifically related to transit, we can work together and offer support. The grant information was sent electronically as a separate attachment.

9. UPDATE ON SMART GOALS AND DELIVERABLES FOR NAIPTA'S VANPOOL PROGRAM

-Kate Morley, Mobility Planner

Staff recommends the Board of Directors review and approve the continuation of the Goals and Deliverables for NAIPTA's Vanpool Program.

Ms. Morley told the Board NAIPTA has 3 vanpools on the road right now. One between Flagstaff and Winslow for pharmacists at the Indian Health Care Center and two for North Country: one to Winslow and one to Ash Fork for their staff. Contracts with vRide are being reviewed by: Twin Arrows for two, one to Flagstaff and one to Winslow, Tuba City Regional Health Care Center for five, four to Flagstaff and one to Kayenta or Page, Flagstaff Area Monuments for two, one to Walnut Canyon and one to Sunset Crater and an independent group between Tuba City and Flagstaff. We could potentially have 13 vanpools on the road very soon. She has been doing a lot of outreach. There is a great deal of interest out there. Camp Navajo has many employees making a big commute; Grand Canyon and Goodwill are also considering vanpools. NAIPTA is still doing lots of marking and receiving new leads. Board members were pleased to know this program is moving forward. There were questions about individuals picking up seats on vanpools with empty seats and if we will hit an underlying tipping point on funding. Ms. Morley replied that if it is an employer contacted vanpool, it is for employees only. We have funding to operate 10 vanpools year around, but most have not been operating very long, so we have some extra funds for the remainder of this fiscal year. In the future, we may need to look at additional funding options and work with ADOT on how the funding is split. Mr. Meilbeck has talked about transit paying for itself in the past. He thinks vanpools may be a case where user fees cover the cost and we could do away with the subsidy because it has such economic value for the riders. Ms. Mazza stated the federal tax commuter benefit is now permanent. It pays \$225 per month for federal employees. As we learn more and as this program grows, other opportunities will present themselves. There was another question about vanpools being a reasonable, added value if we can find a way to multipurpose the vans. Ms. Morley responded that the contracted company could sell seats, but since they are the contract holder, it would be up to them. Ms. Mazza noted there are commuter needs and then there are day tripper needs. As we go through the process there may be a way to set up a more formal carpooling system. A Board member asked about a rider that jumps in on a vanpool, would they be able to get to one of the connection centers to use the bus in town? Ms. Morley replied that we



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are trying to get away from the one employer-based approach. There may be a possibility of pick up/drop off at one location, like the mall. There was no further discussion.

10. 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 all about momentum. Projects, costs and benefits are being evaluated. This committee serves in an advisory capacity only. Their recommendations will go to the agencies involved for them to take action. It is going very well. He met with the ADOT Deputy Director on Monday, March 21st and filled him in. Stay tuned. Board members were glad to hear it is going so well. It was mentioned that Mr. Meilbeck is broadening his scope through the FMPO coordination. The benefit is noticeable. Mr. Meilbeck stated he is able to do this due to the staff ability and competence with transit and we have a unified Board. One Board member noted there was a recent article in the local newspaper about the committee. Mr. Meilbeck stated he makes an effort not to get ahead of the Board. There is a history of our partners working well together. One Board member shared that bringing Ms. Lenners on staff has been extremely beneficial. The coordinated communication has improved the link between our organization and the community.

11. WINSLOW 5311 GRANT APPLICATION

-Jeff Meilbeck, CEO and General Manager

The Board may provide direction but there is no recommendation from staff at this time.

Mr. Meilbeck noted he would be meeting with the Winslow City Manager later that day to discuss NAIPTA doing some grant writing on their behalf for planning and operations. The consensus was that we need some level of commitment from Winslow. The grant is due on April 22nd. This planning effort would further our mission. Winslow has to pay their way. The prior City Manager had transit experience and then he left. Per Ms. Mazza, ADOT recommended Winslow partnered with a high performing agency. Section 5311 grant funds are highly competitive. ADOT encouraged the benefit of intercity transportation. In response to Mr. Meilbeck's question to FTA Administrators, as mentioned before, they want grantees to build, use their funds and close out grants. He told the Board our average grant life is 8 months and the shortest was 4 days. This record helps. Winslow has to be willing to invest.

PROGRESS REPORTS:

12. TRANSIT SPINE ROUTE STUDY UPDATE

-Erika Mazza, Deputy General Manager

Ms. Mazza pointed out the transit spine study is currently working off of an FMPO/ADOT grant with an 80/20 split. She reviewed a PowerPoint presentation with



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the Board. The study has determined the Locally Preferred Alternative (LPA). The map of the LPA was reviewed in detail. There was some concern about the mention of a tunnel in the plan. The estimated cost of the Bus Rapid Transit (BRT) Route is \$25M. To upgrade the railroad underpass it is estimated to cost \$8M-\$12M. Ms. Mazza stated there may still be consideration for starting at Fort Tuthill. One Board member asked about the possibility of using Lone Tree. Mr. Meilbeck noted there may be more than one spine route eventually. Ms. Mazza told the Board we will begin the next 5 Year Plan process in FY2017, so it is not too soon to be thinking about it. She reported ADOT did receive the award for the district minor application for the Humphreys intersection expansion. Some additional concepts presented were a Fourth Street Median Busway and some Station Concepts. The finalized application will go to the Federal Transit Administration (FTA). This is very exciting. One Board member brought up a concern about funding. Some officials may be alarmed. Will there be any funding requested from the City of Flagstaff? Mr. Meilbeck responded that it would be similar to Mountain Link. We would need look at funding alternatives for the 20% local match. Board requests to be mindful of funding support. Will the entire BRT project be in the RTP? There was no delineation in the FMPO meeting this morning. Mr. Meilbeck stated he knows more detail is needed. It would be an RTP recommendation to Council, not a NAIPTA recommendation. There is a complex political landscape.

13. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- Board Officer Nominations

Mr. Meilbeck asked Board members to be thinking about officer nominations so it is no surprise next month. The election of officers will be in April and terms will begin July 1st.

- Federal Funding Update

Mr. Meilbeck let the Board know Ms. Mazza went to the American Public Transportation Association (APTA) Legislative Conference in Washington, DC last week. He is still working on Small Transit Intensive Cities (STIC) funding and ADOT grant applications are due on April 22nd. Ms. Mazza reported she learned of three new funding sources at the conference which can be piggybacked with the BRT application. Senator Shelby and Representative Gallegos praised the success of NAIPTA and our transit system. She met with Representative Ann Kirkpatrick and took her a NAIPTA vest as well. The praise was nice to hear.

ITEMS FROM COMMITTEE AND STAFF:

Vice Chair Babbott asked if NAIPTA would be sending a taxi voucher proposal to the County soon. Mr. Meilbeck replied the request will be done soon. This program typically runs out of funding. Vice Chair Babbott said the County may consider a small increase for a proven program.

14. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS



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The next Board meeting will be on Wednesday, April 20, 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. April agenda items will include but not be limited to the Financial Audit Report, 5310 and 5311 Grant Applications, Budget Message, Regional Transportation Plan Update and Election of Officers. The April 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 11:23am.

Richard Payne, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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