



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, April 20, 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 1-5

1. CALL TO ORDER
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MEETING MINUTES: 3/23/2016 -pages 6-12
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:

All matters under Consent Agenda are considered by the Board of Directors to be routine and will be enacted by a single motion APPROVING THE CONSENT AGENDA. If discussion is desired on any particular consent item, that item will be removed from the consent agenda and will be considered separately. All items on the Consent Agenda with financial impact have been budgeted.

- 5. APPROVE THE FY2015 FINANCIAL AUDIT REPORT -pages 13-24
-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors approve the FY2015 Financial Audit Report as completed by Fester and Chapman and approve corrective action plan to address deficiencies.
- 6. 2ND AMENDMENT OF VRIDE VANPOOL PROGRAM -pages 25-28
-Kate Morley, Mobility Planner
Staff recommends the Board of Directors approves and authorizes the CEO and General Manager and NAIPTA Attorney approve the final modifications for the 2nd amendment to the vRide contract which provides public transportation services through a Vanpool Commuter Program. This contract will extend the timeline of the contract and clarify capital components of the service as well as performance standards.
- 7. ACCEPT AND APPROVE THE LOCALLY PREFERRED ALTERNATIVE (LPA) EXECUTIVE SUMMARY AND APPLY TO THE FEDERAL TRANSIT ADMINISTRATION (FTA) FOR ENTRY IN PROJECT DEVELOPMENT -pages 29-36
-Erika Mazza, Deputy General Manager
Staff recommends the Board of Directors accept and approve the Executive Summary and authorize NAIPTA staff to pursue application to the Federal Transit Administration (FTA) for Entry in Project Development.
- 8. AWARD RFP 2016-100 AND APPROVE CONTRACT FOR SERVICES WITH TRANSITFARE AND SYSTEMS, LTD -pages 37-38
-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors award RFP 2016-100 for Transit IT Solution and approve a contract with TransitFare and Systems, Ltd for implementation of the proposed Real-time Arrival solution as well as Stop Annunciators and Wi-Fi routers on board the buses for an amount not to exceed \$120,000.



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DISCUSSION / ACTION ITEMS:

9. BOARD ELECTION OF OFFICERS -pages 39-40
-Rhonda Cashman, Clerk of the Board
Staff recommends the Board of Directors elect officers for FY2017.
10. FY2017 BUDGET MESSAGE -pages 41-46
-Jeff Meilbeck, CEO and General Manager
Discussion only.
11. SECTION 5311 APPROVAL OF APPLICATION AND EXECUTION OF CONTRACT FOR PLANNING FUNDS FOR WINSLOW TRANSIT -pages 47-51
-Jeff Meilbeck, CEO and General Manager
Staff recommends the Board of Directors 1) Approve submission of application to Arizona Department of Transportation for Section 5311 funds; and 2) Execute contract award in an amount not to exceed \$200,000 for planning of transit programs for the City of Winslow.
12. REGIONAL TRANSPORTATION PLAN (RTP) STEERING COMMITTEE UPDATE -pages 52-54
-Jeff Meilbeck, CEO and General Manager
The board may take action, but there is no recommendation from staff at this time.
13. SECTION 5310 APPROVAL OF APPLICATION AND EXECUTION OF CONTRACT -pages 55-57
-Kate Morley, Mobility Planner
Staff recommends the Board of Directors: 1) Authorize staff to submit application to the Arizona Department of Transportation (ADOT); and 2) Execute the contract of award for \$629,045 in Section 5310 funds from the Federal Transit Administration (FTA) through ADOT for the continuation of the Mobility Management, Taxi Voucher Programs and ADA Plus Operations.
14. SECTION 5311 APPROVAL OF APPLICATION AND EXECUTION OF CONTRACT -pages 58-59
-Kate Morley, Mobility Planner
Staff recommends the Board of Directors: 1) Authorize staff to submit an application to the Arizona Department of Transportation (ADOT); and 2) Execute contract of award for \$180,188 for two years of Section 5311 funds from the Federal Transit Administration (FTA) through ADOT for the continued operation of Vanpools within Coconino County.
15. SECTION 5307/5339 APPROVAL OF APPLICATION AND EXECUTION OF CONTRACT -pages 60-61
-Erika Mazza, Deputy General Manager
Staff recommends the Board of Directors: 1) Authorize staff to submit application to the Arizona Department of Transportation (ADOT); and 2) Execute the contract awards for Section 5307/5339 funds from the Federal Transit Administration (FTA) through ADOT for planning and capital purchases.



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- 16. NAIPTA STRATEGIC ADVANCE SCHEDULE -pages 62-63
-Jeff Meilbeck, CEO and General Manager
Staff recommends that the Board of Directors hold a regular business meeting on May 18th rather than a joint meeting with the NAIPTA TAC as currently scheduled.

PROGRESS REPORTS:

- 17. EMPLOYEE SATISFACTION SURVEY
-Heather Dalmolin, Administrative Director
- 18. REVIEW STRATEGIC WORKPLAN PROGRESS
-Jeff Meilbeck, CEO and General Manager
- 19. SUMMARY OF CURRENT EVENTS
-Jeff Meilbeck, CEO and General Manager
 - Transit Tax Renewal

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 Evaluation. ARS 38-431.03(A)(1).

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

DISCUSSION / ACTION ITEMS:

- 20. CEO AND GENERAL MANAGER'S EVALUATION
-Richard Payne, NAIPTA Board Chair
The Board of Directors may take action regarding the CEO and General Manager's evaluation.

ITEMS FROM COMMITTEE AND STAFF:

- 21. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS
The next Board meeting will be on Wednesday, May 18, 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, unless the Board does not concur with staff recommendation above. The public is invited to attend. May agenda items will include but not be limited to the KCS Contract Changes, Bus Stop Mobility, Bus Stop Amenities, ERE (Employee Related Expenses) Rates and Regional Transportation



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Plan Update. The May 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.

22. ADJOURNMENT



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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 marketing 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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DATE PREPARED: April 13, 2016
MEETING DATE: April 20, 2016
TO: Honorable Chairman and Members of the Board
FROM: Heather Dalmolin, Administrative Director
SUBJECT: Approve the FY2015 Financial Audit Report

RECOMMENDATION:

Staff recommends the Board of Directors approve the FY2015 Financial Audit Report as completed by Fester and Chapman and approve corrective action plan to address deficiencies.

BACKGROUND:

In accordance with A.R.S. 28-9101 et seq. to establish an intergovernmental public transportation authority and the Master IGA signed by Coconino County and Yavapai County, registered with Secretary of State on June 6, 2006, the Board will cause an annual audit within 120 days of the end of each fiscal year and formally approve the report before submitting a certified copy with the auditor general's office.

In spring 2013, NAIPTA completed a procurement process that identified Fester and Chapman as best value contractor to perform financial audit services and staff awarded the contract in April 2013. The performance of the FY2015 Financial Audit is the 3rd year of the awarded 5 year agreement.

The FY2015 audit began in September with initial offsite document testing, followed by an on-site visit in October. The audit covered many areas of review to test the conformity of NAIPTA's prepared financial statements with U.S. generally accepted accounting principles (GAAP). During the on-site visit and through electronic document collection and review, staff from the auditing firm reviewed various topics of the financial statements, including but not limited to examination of grant expenditures, fixed asset recording, purchase policy compliance, and internal controls.

During the normal course of work completed during the audit, NAIPTA staff was available and responsible for timely submission of documents and information.

The issued Report to the Board of Directors as attached, identifies the various aspects of work completed during the audit as well as any identified deficiencies.

Specifically:

1. No transactions were entered into during the year without appropriate authorization.
2. All significant transactions have been recognized in the financial statements in the proper period.
3. Reasonable estimates were developed by staff for amounts due to other governments and depreciation of assets.

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4. No difficulties were experienced in dealing with management.
5. There were identified misstatements that were determined to be immaterial to the financial statements. Correcting entries for some transactions were prepared by Fester and Chapman and posted by staff prior to completion of audit.
6. There were no disagreements with management.
7. NAIPTA did not consult another firm for a 2nd opinion on any matters.
8. There are two significant findings in internal controls, reported on the Schedule of Findings and Questioned Costs.

The two finding are as follows:

1. **Accrued Payroll and Related Liabilities**
Staff miscalculated the year end accrual payroll entry and posted incorrectly the year end liability for paid time off, payroll, and related expenses. The error misstated expenses by \$58,000.
2. **Internal Control of Payroll**
Of 40 payroll distributions tested, including personnel action forms, 2 lacked required supervisory approval. This finding is a repeat of FY2014 Report to the Board that identified an employee was paid an additional 30 minutes due to a post timesheet adjustment that did not have documented supervisor approval.

As a result of these findings, NAIPTA has developed a corrective action plan as follows:

1. NAIPTA has reviewed and updated the year end procedures and internal control policies to address year-end closing processes to correctly identify and reconcile significant account balances. We have improved our controls by creating layers of approval with the Business Manager performing the process and the Administrative Director approving before entry.
2. NAIPTA has reviewed and updated personnel procedures and internal control policies to ensure adequate approval of changes is verified for each payroll. Human Resources will process changes upon written approval of supervisor, Payroll will confirm authorization prior to processing, and Administrative Director will perform audit of changes prior to payroll authorization.

Staff have already implemented the steps and check points for personnel action and authorization of changes. NAIPTA is in process of auditing personnel files to ensure authorization of changes performed to date is documented as part of payroll as well as the employee personnel file.

TAC RECOMMENDATION:

The consensus of the TAC was this is still a very good audit report with minor deficiencies found that are already being addressed.

ALTERNATIVES:

- 1) Approve the FY2015 Financial Audit report and corrective action plan (**recommended**): Approval of the report and action plan is consistent with the Master IGA and allows staff to continue implementing changes needed for good internal controls.



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- 2) Do not approve the FY2015 Financial Audit report (**not recommended**): If the report is not approved, staff would need to engage in a second or an independent audit of the work completed by Fester and Chapman.

FISCAL IMPACT:

Approval of the FY2015 Financial Audit has no fiscal impact. The corrective action plan does not increase cost as all personnel required to complete the necessary steps already exist within the organization.

SUBMITTED BY:

APPROVED BY:

Heather Dalmolin
Administrative Director

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

- | | |
|--|-------------------------------------|
| 1. FY2015 Report to the Board of Directors | -pages 16-23 |
| 2. FY2015 Financial Statements | -separate document sent with packet |
| 3. FY2015 Finding and Corrective Action | -page 24 |



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**Northern Arizona Intergovernmental Public
Transportation Authority**

Report to the Board of Directors

June 30, 2015



Certified
Public
Accountants

4001 North 3rd Street
Suite 275
Phoenix, AZ 85012-2086

Tel: (602) 264-3077
Fax: (602) 265-6241

March 2, 2016

The Board of Directors of
Northern Arizona Intergovernmental Public Transportation Authority
Flagstaff, Arizona

We have audited the financial statements of the business-type activities of Northern Arizona Intergovernmental Public Transportation Authority (the Authority) for the year ended June 30, 2015. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 9, 2015. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Authority are described in Note 1 to the financial statements. During the year ended June 30, 2015, the Authority implemented the provisions of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, as amended by GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date*. We noted no transactions entered into by the Authority during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Authority's financial statements were:

The net pension liability for ASRS was calculated using actuarial valuations as disclosed in Note 7.

Report to the Board of Directors
Page Two

Management's estimate of the amounts due to other governments is based on estimated future operating expenses for transit services the Authority provides to partnering governments.

The amount of depreciation recorded by management is based on management's estimates and Federal Transit Authority guidelines regarding the useful lives of the capital assets being depreciated.

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of retirement plans in Note 7 to the financial statements is based on actuarial valuations involving estimates of the funded status of ASRS.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We have included a schedule of adjusting journal entries (AJEs) detected as a result of audit procedures, and management's post-closing journal entries (CAJEs) posted during the audit, for your reference.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 2, 2016.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Authority's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Report to the Board of Directors
Page Three

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention. We have reported significant deficiencies in internal controls in the Schedule of Findings and Questioned Costs issued with the Authority's basic financial statements. This report summarizes our audit findings and related recommendations.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting standards generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Directors and management of the Authority and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Fessler & Chapman P.C.

Report to the Board of Directors
Page Four
Adjusting Journal Entries

Number	Date	Name	Account No	Debit	Credit
AJE 01	6/30/2015	Accrued Expenses - Comp Abs	2434000		53,816.00
AJE 01	6/30/2015	Regular Wages Ops 11A	501111A	53,816.00	

To adjust PTO accrual at 6/30/15.

AJE 02	6/30/2015	Accrued Expense - Salaries	2430000	92,683.00	
AJE 02	6/30/2015	Accrued Expenses - Benefits	2432000	18,965.00	
AJE 02	6/30/2015	Regular Wages Ops 11A	501111A		85,652.00
AJE 02	6/30/2015	ER FICA - Indirect 01A	504001A		7,031.00
AJE 02	6/30/2015	ASRS - Indirect 01A	507101A		18,965.00

To correct accrued payroll and related liabilities.

Report to the Board of Directors
Page Five
Post-Closing Entries

Number	Date	Name	Account No	Debit	Credit
CAJE 01	6/30/2015	Retained Earnings	32000		19,660.00
CAJE 01	6/30/2015	Reconciliation Discrepancies	66900		2,450.00
CAJE 01	6/30/2015	Accumulated Depreciation	1690000	22,110.00	
To agree the prior year fund balance to audited financial statements.					
CAJE 02	6/30/2015	Inventory - Parts	1290000	15,327.00	
CAJE 02	6/30/2015	Inventory - Parts	1290000	971.00	
CAJE 02	6/30/2015	Auto Parts & Supplies RVM 21A	627721A		15,327.00
CAJE 02	6/30/2015	Auto Parts & Supplies RVM 21A	627721A		971.00
To adjust inventory at 6/30/15.					
CAJE 03	6/30/2015	Construction in Progress	1602000		106,267.00
CAJE 03	6/30/2015	Building Retainage Payable	2420200	106,267.00	
To reverse retainage payable at 6/30/15.					
CAJE 04	6/30/2015	Accrued Expenses - Comp Abs	2434000	40,886.00	
CAJE 04	6/30/2015	Regular Wages Ops 11A	501111A		40,886.00
To adjust PTO at 6/30/15.					
CAJE 05	6/30/2015	Undeposited Funds	1200000		14,197.00
CAJE 05	6/30/2015	Title 19-DDD 12B	440912B	14,197.00	
To remove stale undeposited funds balance.					
CAJE 06	6/30/2015	Accumulated Depreciation	1690000		1,871,667.00
CAJE 06	6/30/2015	Deprec Expense - Operations GF	8901000	1,871,667.00	
To record FY15 depreciation expense.					

Report to the Board of Directors
Page Six
Post-Closing Entries - continued

Number	Date	Name	Account No	Debit	Credit
CAJE 07	6/30/2015	Construction in Progress	1602000		1,714,336.00
CAJE 07	6/30/2015	Construction in Progress	1602000	55,985.00	
CAJE 07	6/30/2015	Buildings & Improvements	1610000	7,097,875.00	
CAJE 07	6/30/2015	Vehicles & Equipment	1620000	1,699,004.00	
CAJE 07	6/30/2015	Contributing Capital Rev 5310	410122B		129,560.00
CAJE 07	6/30/2015	IT Replacement Fund	805171A		18,127.00
CAJE 07	6/30/2015	Vehicles-Passengers-Fleet 21A	805421A		1,291,943.00
CAJE 07	6/30/2015	Vehicles-Passengers-Fleet 22B	805422B		34,958.00
CAJE 07	6/30/2015	Vehicles-Other - Fleet 21A	805521A		115,598.00
CAJE 07	6/30/2015	Tools & Equipment - Ops 11A	805911A		95,173.00
CAJE 07	6/30/2015	Const in Progress - Building	806031A		5,383,539.00
CAJE 07	6/30/2015	Const in Progress - Building	806031A		55,985.00
CAJE 07	6/30/2015	Vehicle Rehab-Improvements Fund	806421A		13,645.00

To record FY15 fixed asset additions.

CAJE 08	6/30/2015	Construction in Progress	1602000		234,047.00
CAJE 08	6/30/2015	Buildings & Improvements	1610000	581,571.00	
CAJE 08	6/30/2015	Telephone/Computer Sup - IT 72F	650172F	578.00	
CAJE 08	6/30/2015	Electricity - Non VM 30A	660230A	8,191.00	
CAJE 08	6/30/2015	Printing	6706510	34.00	
CAJE 08	6/30/2015	Software Maintenance - IT 71A	671071A	2,014.00	
CAJE 08	6/30/2015	Bldgs/Grounds Maint - 31A	680131A	7,771.00	
CAJE 08	6/30/2015	Bldg Security/Monitor -Fac 31A	680331A	562.00	
CAJE 08	6/30/2015	Bldg Security/Monitor -Fac 31A	680331A	92.00	
CAJE 08	6/30/2015	Prof Srvc Operations - 1A	690111A	48.00	
CAJE 08	6/30/2015	Phone Equipment MM GF	8004520		578.00
CAJE 08	6/30/2015	Planning 510	8010510		34.00
CAJE 08	6/30/2015	Shelters - Facilities 31A	805031A		426,768.00
CAJE 08	6/30/2015	IT Replacement Fund	805171A		2,014.00
CAJE 08	6/30/2015	Vehicles-Passengers-Fleet 21A	805421A		610.00
CAJE 08	6/30/2015	Vehicles-Passengers-Fleet 22B	805422B		92.00
CAJE 08	6/30/2015	Facility Rehab Maint Fund 31A	805631A		11,181.00
CAJE 08	6/30/2015	Tools & Equipment - Ops 11A	805911A	74,463.00	

To reclassify FY15 fixed assets.

Report to the Board of Directors
Page Seven
Post-Closing Entries - continued

Number	Date	Name	Account No	Debit	Credit
CAJE 09	6/30/2015	Accumulated Depreciation	1690000	12,000.00	
CAJE 09	6/30/2015	Reconciliation Discrepancies	66900		12,000.00
		To adjust accumulated depreciation for an error when disposing an asset in FY14.			
CAJE 10	6/30/2015	Fares 11A	430511A	22,169.00	
CAJE 10	6/30/2015	Cash Receipt Clearing - WF (45)	1280000		22,169.00
		To adjust fares and cash clearing account.			

Northern Arizona Intergovernmental Public Transportation Authority

CORRECTIVE ACTION PLAN

Year Ended June 30, 2015

Northern Arizona Intergovernmental Public Transportation Authority respectfully submits the following Corrective Action Plan for the year ended June 30, 2015.

Name and address of the independent public accounting firm:

Fester & Chapman P.C.
4001 N. 3rd Street, Suite 275
Phoenix, Arizona 85012

Audit Period: July 1, 2014 to June 30, 2015

The findings from the June 30, 2015 schedule of findings and questioned costs are discussed below.

2015-001 – Accrued Payroll and Related Liabilities

Recommendation: The Authority should evaluate its year-end financial closing process and develop comprehensive policies and procedures to help identify and reconcile significant account balances.

Action Taken: NAIPTA has updated year end procedures and internal control policies to include year-end closing processes and entries as necessary to identify and reconcile significant account balances. Year-end process will be reviewed annually, completed by the Business Manager, and approved by Administrative Director.

Anticipated Completion Date: June 30, 2016

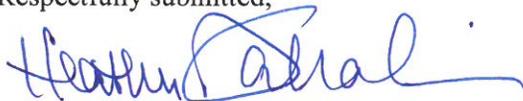
2015-002 – Internal Control Over Payroll

Recommendation: The Authority should develop policies and procedures to help ensure that documentation of supervisor-approved pay rates are retained for all employees to support payroll disbursements charged to federal programs.

Action Taken: NAIPTA has updated our personnel procedures and internal control policies to ensure that all pay rate changes are adequately approved and documented prior to pay period processing. HR Specialist will complete change and forward authorizing paperwork to Accounting. The paperwork will be verified by Accounting Tech II and Business Manager. The Administrative Director will also complete pre-payroll audit of changes to confirm adequate documentation and authorization is processed.

Anticipated Completion Date: June 30, 2016

Respectfully submitted,



Heather Dalmolin, Administrative Director
Northern Arizona Intergovernmental Public Transportation Authority



Northern Arizona Intergovernmental Public Transportation Authority

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DATE PREPARED: April 10, 2016

DATE: April 20, 2016

TO: Honorable Chairman and Members of the Board

FROM: Kate Morley, Mobility Planner

SUBJECT: 2nd Amendment of vRide Vanpool Program

RECOMMENDATION:

Staff recommends the Board of Directors approves and authorizes the CEO and General Manager and NAIPTA Attorney approve the final modifications for the 2nd amendment to the vRide contract which provides public transportation services through a Vanpool Commuter Program. This contract will extend the timeline of the contract and clarify capital components of the service as well as performance standards.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Strive for continuous improvement in all we do
- ❖ Be environmental stewards
- ❖ Be fiscally responsible and responsive to changing demographics.

5 Year Horizon:

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

BACKGROUND:

In February 2014, the NAIPTA entered into contract with vRide to provide public transportation services by Vanpool. That contract was amended on November 14, 2014 to extend the service timeline of the contract. The contract is again up for renewal for an extension of the service term. The proposed date contract termination date is September 30, 2017, this termination date is the final date we can renew this contract without going out for competitive procurement. Recent momentum in the Vanpool Program suggests that this transportation option will be an important part of the public transportation system in Northern Arizona. Extending the term of the contract will allow NAIPTA to continue to provide Vanpool services.

Additional contractual amendments are being proposed in order to clarify performance standards regarding billing and National Transit Database submittal requirements. Language is also being proposed to clarify the capital components of the contract in order to secure a better match under the ADOT 5311 grant through which the Vanpool program is funded. Capital programs may be financed at a 90/10 split while operating costs are a 50/50 split.

TAC DISCUSSION:

The TAC was generally supportive of proposed changes to the vRide contract.

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ALTERNATIVES:

- 1) Approve the 2nd Amendment to the vRide contract and authorize CEO and General Manager and NAIPTA Attorney to approval final modifications (recommended):** The recommended action is supported by NAIPTA procurement process and is required for continued Vanpool services. Clarification in contract language will ensure high quality customer services NAIPTA is associated with.
- 2) Create final draft of 2nd Amendment to the vRide contract and return to the Board of Directors for final approval (not recommended):** While staff recommends approval of the vRide contract, which follows the NAIPTA procurement process and is required for continued Vanpool services, staff believes final modifications will be minor and not need further review by the Board of Directors.
- 3) Do not approve the 2nd Amendment to the vRide Contract (not recommended):** If the recommended action is not approved, NAIPTA will not be able to continue to provide Vanpool services and will be delayed in providing this service as NAIPTA staff seeks a new partner to provide the Vanpool vehicles.

FISCAL IMPACT:

There is no change in the fiscal impacts associated with Vanpools through this 2nd Amendment.

SUBMITTED BY:

Kate Morley
Mobility Planner

APPROVED BY:

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

- | | |
|--|-------------------------|
| 1. 2 nd Amendment to vRide Contract | -pages 27-28 |
| 2. Original vRide contract | -available upon request |



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SECOND AMENDMENT TO AGREEMENT

THIS SECOND AMENDMENT TO INDEPENDENT CONTRACTOR AGREEMENT is made and entered into effective as of the **1st day of October 2015** (the “Effective Date”), by and between the Northern Arizona Intergovernmental Public Transportation Authority, a political subdivision of the State of Arizona (“NAIPTA”), and vRide Inc., a Private Provider of Public Transportation Services by Vanpool (the “Contractor”). NAIPTA and the Contractor are sometimes referred to in this SECOND Amendment collectively as the “Parties” and each individually as a “Party.”

RECITALS:

A. The Parties entered into an Agreement for vanpool program and services dated February 1, 2014 and a First Amendment dated November 1, 2014, (collectively the “Agreement”). All capitalized terms used without definition in this Amendment shall have the definitions ascribed to them in the Agreement, as modified by this SECOND Amendment.

B. The Parties now desire to amend the Agreement upon the terms and conditions contained in this SECOND Amendment.

AGREEMENTS:

NOW, THEREFORE, for and in consideration of the foregoing Recitals and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby amend the Original Agreement as follows:

1. Section 3 Term of Agreement and Termination. The Term of the Agreement is amended to add the following term:

The Second term of this Agreement shall be from the Effective Date of this Second Amendment through September 30, 2017.
2. Reaffirmation of Original Agreement. Except as amended by this SECOND Amendment, the Original Agreement shall remain in full force and effect. In the event of any conflict between this SECOND Amendment and the Original Agreement, the terms of this SECOND Amendment shall prevail.
3. Counterparts. This SECOND Amendment may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument, binding on all of the Parties. The Parties agree that this Amendment may be transmitted between them via facsimile. The Parties intend that the faxed signatures constitute original signatures and that a faxed agreement containing the signatures (original or faxed) of all the Parties is binding upon the Parties.

IN WITNESS WHEREOF, the Parties have executed this Amendment effective as of the Effective Date set forth above.

NAIPTA, a political subdivision of the State of Arizona

Date: _____

By: _____

Its: _____

Approved as to form:

By _____
Fredda J. Bisman
Dickinson Wright PLLC
General Counsel, NAIPTA

vRide Inc.

Date: _____

By: _____

Its: _____



Northern Arizona Intergovernmental Public Transportation Authority

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DATE PREPARED: April 12, 2016

DATE: April 20, 2016

TO: Honorable Chairman and Members of the Board

FROM: Erika Mazza, Deputy General Manager

SUBJECT: Accept and approve the Locally Preferred Alternative (LPA) Executive Summary and apply to the Federal Transit Administration (FTA) for Entry into Project Development

RECOMMENDATION:

Staff recommends the Board of Directors accept and approve the Executive Summary and authorize NAIPTA staff to pursue application to the Federal Transit Administration (FTA) for Entry in Project Development.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Strive for continuous improvement in all we do
- ❖ Be fiscally responsible and responsive to changing demographics

5 Year Horizon:

- ❖ Build cooperative relationships regionally to expand and enhance NAIPTA's ties with the public
- ❖ Follow through on promises we have made

BACKGROUND:

On October 16, 2015, NAIPTA's Board of Directors approved the execution of Section 5304 Planning funds for the first stage of a Bus Rapid Transit (BRT) master plan. The Flagstaff Metropolitan Planning Organization (FMPO) receives Section 5303/04 Transportation Planning funds through the Arizona Department of Transportation (ADOT) on an annual basis. Occasionally, ADOT makes additional funds available on a competitive basis. In 2014, ADOT notified FMPO and NAIPTA that additional planning funds were available. As these funds must be administered by the local Metropolitan Planning Organization (MPO), NAIPTA worked with the FMPO to complete a letter of application and scope for the first stage of the BRT development. NAIPTA was notified in June 2014 that we received \$300,000 in Section 5304 funds (total project amount of \$375,000) from ADOT to initiate a Locally Preferred Alternative (LPA) for a proposed cross town BRT route expansion.

NAIPTA's 5-year Plan, which was approved by the Board in May of 2013, proposed a corridor based BRT that connects the Flagstaff Airport with Downtown and the Flagstaff Mall. Section 5304 funding allowed NAIPTA to procure Nelson\Nygaard Associates and Kimley Horn for preliminary routing and initial BRT designs. The consultant, along with NAIPTA staff, the FMPO, ADOT, and the City of Flagstaff, developed the LPA, which is the foundation for application to FTA's Entry into Project Development within the Small Starts Capital Grant Improvement (CIG) program. FTA's Small Starts



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program is a discretionary grant application process, which is part of the New Starts funding source that was used to design, construct, and provide the necessary capital for Mountain Link.

Small Starts provides up to 80% share of capital costs to construct a bus rapid transit system that reflects local priorities to improve transportation options in key corridors. With the approval of the LPA, NAIPTA expects to apply for Entry into Project Development (PD) within the next month. NAIPTA will seek funding from ADOT to cover 80% of the PD phase. This phase is estimated to cost \$2,900,000 and includes the NEPA environmental review process, preliminary engineering design, financial projections, demographics, and completion of project scope. The information developed in the LPA and the PD will ultimately be scored for full funding and project construction under the Small Starts program.

Under this portion of the project, eight alternatives were identified for the LPA. The alternatives were then scored based on a thorough methodology and a variety of factors. The three highest scoring alternatives were identified and further analyzed with significant input from staff and the BRT Technical Advisory Committee.

Based on the above information, the consultant refined the three alternatives, which resulted in a Locally Preferred Alternative that is included in the attached map and detailed within the Executive Summary. The LPA received a first phase Environmental Analysis, which concluded there were no significant findings of record; recommendations for costing and capital improvements totaling \$49.8M (approximately \$20M is for the Milton underpass); and preliminary scoring for application to Entry into Project Development.

The BRT plan was developed with the principles and core values established within the 2030 Regional Plan and in the FMPO Regional Transportation Plan: Blueprint 2040. Within both processes, the Flagstaff region desired to make transportation a healthy, affordable, and safe option that works to mitigate growing congestion concerns. In order for transit to play an enhanced and more impactful role in our community transportation values, serious consideration needs to be given to the design and infrastructure needs of the BRT route. The BRT, as designed, provides a high frequency, rapid transportation solution to aid Flagstaff for years to come.

Nelson\Nygaard completed the draft LPA report in early April. The report describes in detail the study process, initial and refined alternatives, public processes and coordination, an environmental overview, and detailed descriptions the Locally Preferred Alternative. The report addresses associated financial analysis, including initial capital and operating costs for the project and a review of funding opportunities.

Additionally, the report details ridership potential and includes the impacts of the supporting bus network that will feature improved local services throughout Flagstaff. As the report is ten chapters and close to 100 pages, staff recommends the final report be available upon request. The Executive Summary is attached and provides a thorough overview of the project findings.

Simultaneously, staff is addressing next steps and processes with the NAIPTA Board, FMPO, ADOT, and FTA staff in order to proceed to Phase II: BRT planning that includes NEPA, preliminary engineering, and public outreach strategy. This process is proposed to be undertaken in FY17.



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TAC DISCUSSION:

TAC reviewed the Executive Summary and is supportive of the BRT and NAIPTA efforts.

ALTERNATIVES:

- 1) **Accept and approve the Executive Summary and authorize NAIPTA staff to pursue application to the Federal Transit Administration (FTA) for Entry in Project Development. (recommended):** The LPA portion of the BRT design has been completed and NAIPTA is seeking direction from the BOD to move to the next phase of the BRT design. This process is supported through the 5-year plan and financial plan.
- 2) **Do not accept and approve the BRT Executive Summary (not recommended):** If the recommended action is not approved, NAIPTA would not be in a position to complete the LPA process and move to the next stage of the BRT design. The development of the BRT route could be delayed while NAIPTA evaluates other options.

FISCAL IMPACT:

There are no fiscal impacts by accepting the Executive Summary and approving NAIPTA staff to make application to the Federal Transit Administration. Phase II: Entry into Project Development. This next step is supported within the FY2017 draft budget and overall work plan.

SUBMITTED BY:

APPROVED BY:

Erika Mazza
Deputy General Manager

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

- | | |
|--------------------------------------|--------------------------|
| 1) Executive Summary | - pages 32-35 |
| 2) Locally Preferred Alternative map | - page 36 |
| 3) Draft LPA final report | - available upon request |



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NAIPTA BRT Executive Summary

Locally Preferred Alternative

NAIPTA identified alternatives for a crosstown Transit Spine corridor-based Bus Rapid Transit (BRT) service and is recommending the following Locally Preferred Alternative (LPA). The process of the study follows accepted practices for pre-Project Development feasibility studies (formerly Alternatives Analysis) as directed by the Federal Transit Administration (FTA).

The recommended LPA is from the Flagstaff Airport along High Country Trail and Pulliam Road to Woodlands Village area; along Beulah to the proposed University extension; connecting at Milton Road to Humphreys (NB) and Beaver (SB); to the Flagstaff Medical Center; along Forest Ave/Cedar to the 4th Street corridor; to the Flagstaff Mall via Route 66/89A. Figure ES-1 shows the LPA BRT.

In addition, the recommended LPA is proposed with important functional modifications to the future transit network. With the implementation of the LPA, a series of mobility hubs and stations will be developed to serve as connection points between the BRT and the local bus network. The bus network modifications will restructure the Mountain Line bus system from a hub-and-spoke network, all routes connect at a central point, to a distributed network. Figure ES-1 identifies a recommended underlying preliminary restructure and expansion of the local bus network.

This recommended corridor-based LPA will be submitted both to the FTA for entry into Project Development for completion of engineering and detailed environmental compliance review and to ADOT as part of NAIPTA's planning grant application for funding. Completion of these steps leads to project scoring and application for FTA Small Starts Capital Investment Grant Program (Small Starts) funding.

To be eligible for Small Starts funding, the project must meet certain key eligibility criteria as a corridor-based BRT:

- significant investment in transit priority in the corridor to reduce travel times;
- operate high frequency service – 15 minutes weekdays, 30 minutes weekends;
- operate more than 10 hours per day;
- capital cost less than \$100 million;
- branded service and high quality stations,

To increase the potential to secure Small Starts funding, the BRT has been designed to maximize design and system ridership, connect key economic development activity centers, and extend service to improve access for all transit populations -- with low capital costs.

The estimated capital cost of the LPA Transit Spine is \$49.8 million assuming a 50% FTA share. This includes nearly \$20 million to improve the BNSF bridge/Milton Road widening, which may be funded through multiple sources. The system will operate a minimum of nearly 21,000 service hours, using a service span from 6:00AM to 11:00PM weekdays and Saturdays and 7:00AM to 8:00PM Sundays/Holidays.

The next steps in this project include adoption of the recommended LPA into the FMPO cost-feasible Long Range Transportation Plan (RTP), submittal of the project to the FTA for Project Development, securing local and other funding commitments, and.



NAIPTA Hybrid Electric Bus – existing fleet

ES-1 LPA Transit Spine BRT with Future Transit Network



LOCALLY PREFERRED ALTERNATIVE DESCRIPTION

The recommended LPA is a crosstown corridor-based BRT service connecting key activity centers and transit routes between the Flagstaff Airport, Woodlands Village area, Downtown, the Flagstaff Medical Center, the 4th Street corridor, and the Flagstaff Mall. In summary, recommended BRT service provides:

- Service operating a span of more than 10 hours per day;
- Service operating at 15 minute headways during weekdays, 30 minutes on weekends;
- Service operating in both mixed-traffic and dedicated bus lanes;
- Seventeen stations - spaced approximately every two-thirds of a mile, accommodates articulated buses;
- Forecast ridership is over 3,600 riders a day – 20% increase in system wide ridership over today's figures;
- And approximately 25-35% of the LPA using bus priority lanes.

BRT stations are specially branded with certain customer amenities. Local bus routes will be co-located at BRT stations where appropriate. Mobility hubs, also branded, will feature extra bus bays to accommodate multiple local bus routes and facilitate connection between local and the BRT service.

The alignment includes eight "Mobility hubs", proposed at the following locations:

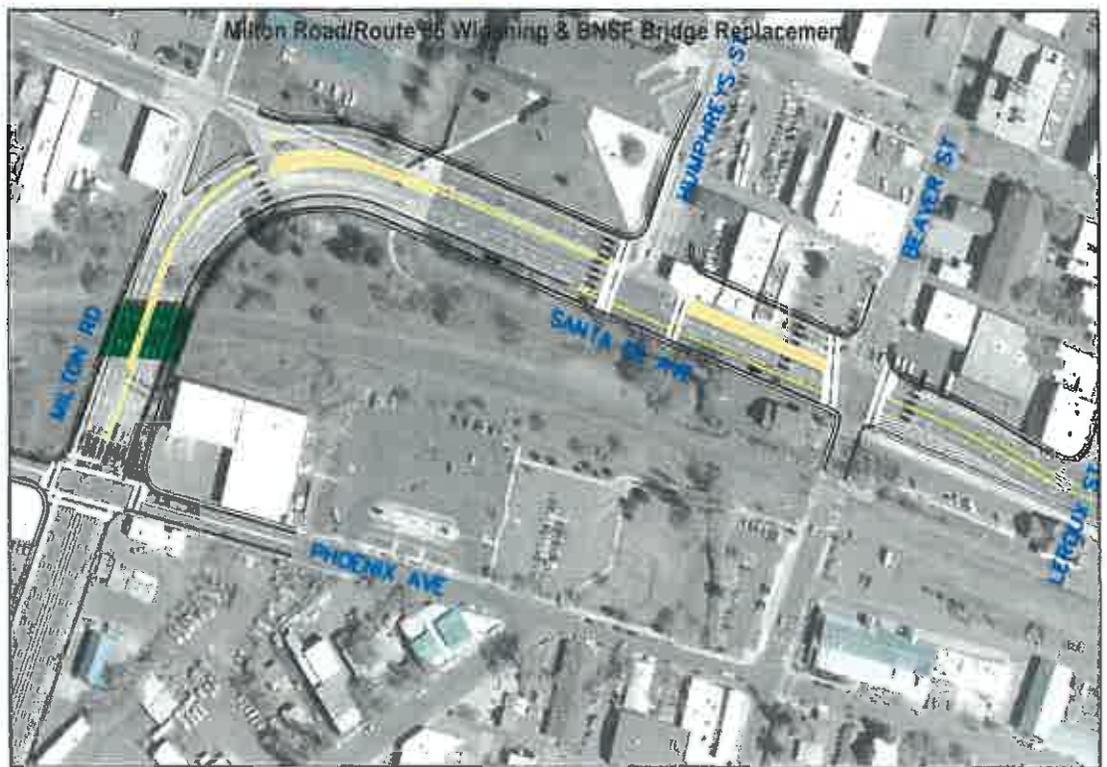
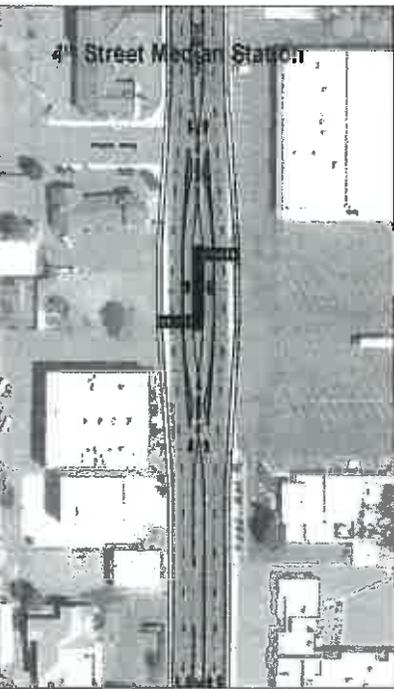
- Beulah Boulevard and McConnell Road;
- Beulah Extension near West University Boulevard;
- Milton Road at Riordan Road;
- Butler Boulevard at Milton Road;
- Between Humphreys Street and Beaver Street near Cherry and Birch Streets;
- Flagstaff Medical Center; at Route 66 and 4th Street;
- The existing Flagstaff Mall Stop.

Transit priority treatments are proposed throughout the city along the alignment, including:

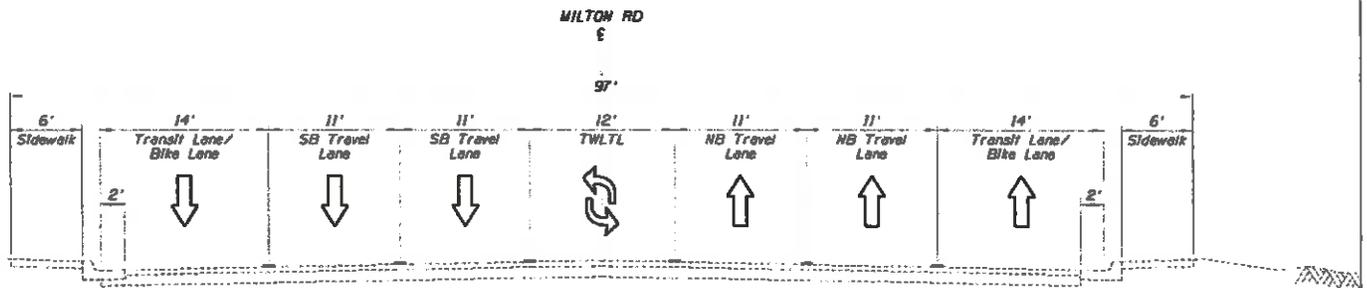
- Bus-bike-right turn lanes along Milton Road from University Boulevard to Phoenix Avenue;
- Widening Milton Road/Route 66 from Phoenix Avenue to Leroux Street, accommodating bike lanes, three traffic lanes each direction, and a single lane two-way busway;
- Incorporation of the ADOT/COF planned dual left turns from Route 66 onto Humphreys Street including widening the Rio de Flag wash bridge box;
- replacing the ADOT owned BNSF bridge span with a longer and wider modern RR bridge to accommodate infrastructure as listed above;
- A 4th Street median BRT station;
- Roadway restriping along Route 66/89A from Fanning Drive east to Railhead Avenue to accommodate a bike and bus lanes and two traffic lanes each direction.
- 35 Transit signal priority (TSP) applications. Highlighting the opportunities at many of the key intersections along the corridor. (TSP is an active system that extends green time for approaching buses and advanced green for buses in bus lanes waiting at a red light.)

The capital cost of the recommend LPA with the BNSF improvements (along Milton Road/Route 66 from Phoenix Avenue to Leroux Street) are noted in the table below.

Transit Spine LPA	Transit Spine Construction	ROW & Parcels	Professional Services	Vehicles	BNSF Bridge & Road-way	Contingency	Total Capital
With BNSF Bridge & Underpass Widening	\$8.64	\$14.11	\$2.93	\$5.85	\$16.30	\$1.97	\$49.8M

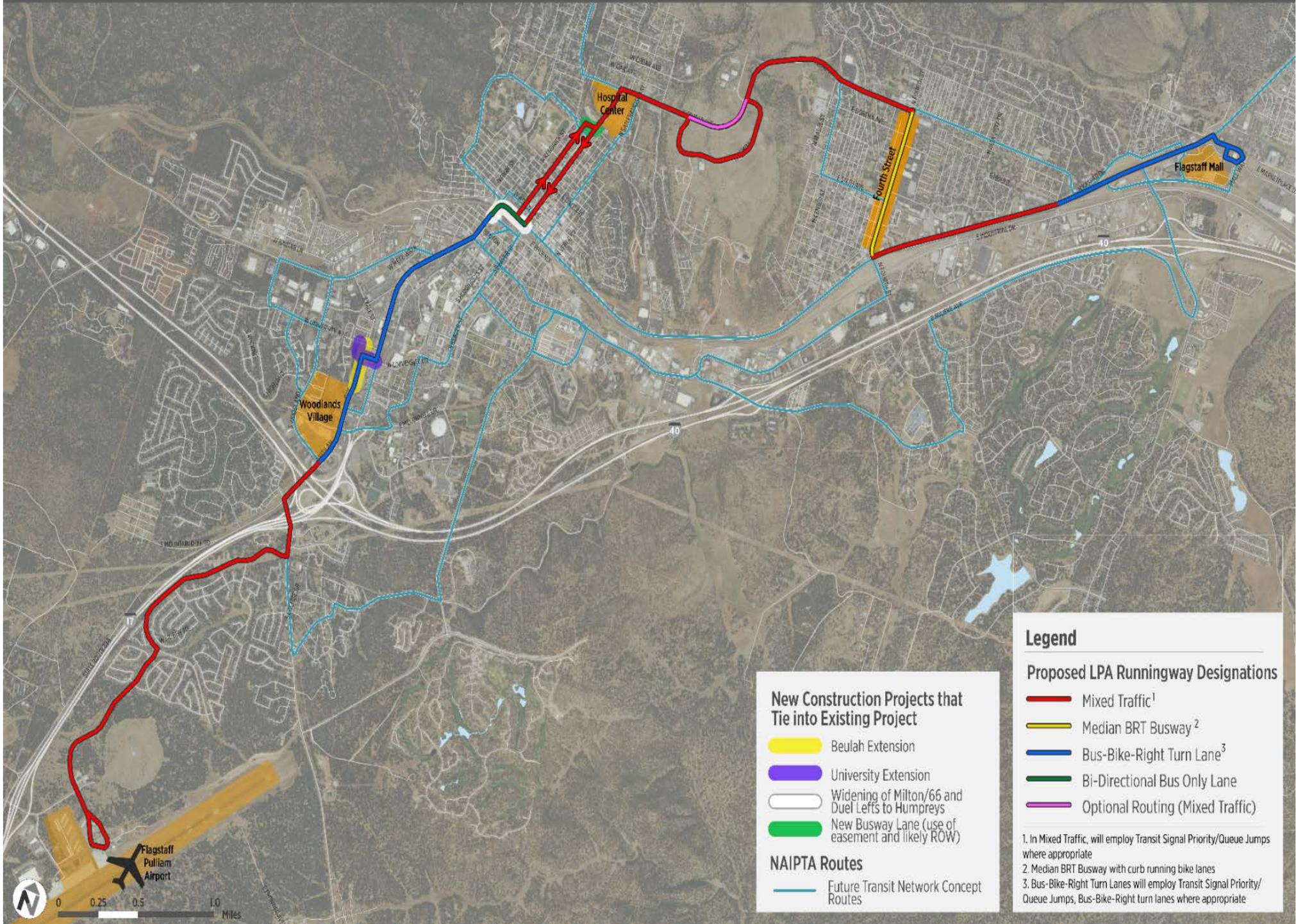


Milton Road Bus-Bike-Right Turn Lane Section – University Blvd to Phoenix Ave



PROPOSED TYPICAL SECTION

Proposed Locally Preferred Alternative - Runningway Designations





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DATE PREPARED: April 12, 2016

MEETING DATE: April 20, 2016

TO: Honorable Chairman and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Award RFP 2016-100 and Approve contract for services with TransitFare and Systems, Ltd

RECOMMENDATION:

Staff recommends the Board of Directors award RFP 2016-100 for Transit IT Solution and approve a contract with TransitFare and Systems, Ltd for implementation of the proposed Real-time Arrival solution as well as Stop Annunciators and Wi-Fi routers on board the buses for an amount not to exceed \$120,000.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles

- ❖ Collaborate to enhance service delivery
- ❖ Strive for continuous improvement in all we do

5 Year Horizon

- ❖ Apply imagination, creativity and innovation to improve the service we deliver

BACKGROUND:

In October 2015, NAIPTA released RFP 2016-100 for Transit IT Solutions. The required elements of the procurement included: 1) On-Vehicle Security Camera system, 2) Real-Time Arrival and Automatic Vehicle Locator system, and 3) Stop Annunciators (automated stop announcements) with On-Vehicle Signage and Displays. Upon closure of the publicly advertised RFP in December 2015, NAIPTA had 8 vendor submissions for complete solutions and 1 vendor submission specific to the security camera solution. A team of 5 NAIPTA personnel, including NAIPTA IT Manager and NAIPTA Operations Director, met several times to review and score submissions. It was determined that the top 2 overall submissions and the single camera submission vendors would be invited to demonstrate the proposed solutions. The demonstrations took place in early February with each vendor presenting to the evaluation team at NAIPTA's facility in Flagstaff.

After a secondary evaluation of the demonstrated solutions, NAIPTA identified 2 vendors that provided solutions that were determined to be of best value to NAIPTA. The scores are as below:

<u>Vendor</u>	<u>Submission Score</u>	<u>Demonstration Score</u>
TransitFare & Systems	383 pts	290 pts
ETA Transit Systems	378 pts	283 pts
Seon Systems	373 pts	367 pts
ETA Transit Systems (camera demo)		326 pts
Syncromatics	374 pts	
DoubleMap Inc	368 pts	
Mapping Inc	344 pts	
Creative Bus Sales	298 pts	
Passio Technologies Inc	265 pts	
HB Software Solutions	258 pts	

After evaluation and scoring of both the written submissions and the demonstration of solutions, the team determined and is recommending the Board of Directors award RFP 2016-100 as follows:



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- 1) On-Vehicle Security Camera system to Seon Systems,
- 2) Real-Time Arrival and Automatic Vehicle Locator system to TransitFare and Systems, Ltd, and
- 3) Stop Annunciators with On-Vehicle Signage and Displays to TransitFare and Systems, Ltd.

TransitFare and Systems also offered an optional Wi-Fi router for the buses that would improve NAIPTA communication with the bus in the field and provide future option for public Wi-Fi for riders.

As this project was originally anticipated to be federally funded and is now being locally funded, the award of contracts is broken into several phases for budgetary purposes. With this recommended action to award RFP 2016-100, staff is recommending approval of contract with TransitFare and Systems for real-time arrival/AVL and stop annunciator systems with the Wi-Fi routers for a cost not exceed \$120,000. The FY2016 budget includes the cost of this contract. Staff anticipates an amendment to TransitFare and Systems contract will be recommended for On-Vehicle Signage and anticipates a future recommendation for a contract for On-Vehicle Security Camera system with Seon Systems. These projects are in the proposed FY2017 budget and contracts are pending approval of that budget in June 2016.

TAC DISCUSSION:

Due to the timing of the RFP review and selection, as well as the pending timeline for implementation, this item missed the April Transit Advisory Committee meeting for review. Staff will provide an update at the May meeting.

ALTERNATIVES:

- 1) Award RFP 2016-100 and approve the contract with TransitFare and systems (**recommended**): Awarding the RFP as recommended is in keeping with NAIPTA procurement policies for timely review and award of procurement while approval of the contract allows the project to move forward as budgeted. The added option of Wi-Fi routers impacts other ongoing projects and delay in contract award could delay implementation of NAIPTA's mobile ticketing solution.
- 2) Do not approve the recommendation (**not recommended**): If recommendation is not approved, staff would be unable to move these projects forward and delays could be experienced with fare solutions. Additionally, NAIPTA would need to continue its month to month relation with TransLoc for real-time arrival at a greater cost then the solution proposed by TransitFare and Systems.

FISCAL IMPACT:

This project is a FY2016 budgeted expense. Although the project was originally intended to be federally funded, the budgeted local share is sufficient funding for the recommended contract. The original project scope for a variety of IT solutions, including projects not in this RFP, was budgeted to be \$811,500.



SUBMITTED BY:

APPROVED BY:



Heather Dalmolin
Administrative Director

Jeff Meilbeck
CEO and General Manager



ATTACHMENTS:

- 1) Contract, TransitFare and Systems Ltd - available at meeting

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DATE PREPARED: April 1, 2016

MEETING DATE: April 20, 2016

TO: Honorable Chairman and Members of the Board

FROM: Rhonda Cashman, Clerk of the Board

SUBJECT: Board Election of Officers

RECOMMENDATION:

Staff recommends the Board of Directors elect officers for FY2017.

BACKGROUND:

REGARDING THE BOARD OF DIRECTORS:

In accordance with the Amended and Restated Master IGA Section 3, "NAIPTA shall be governed by a Board of Directors consisting of at least five (5) and not more than nine (9) members. Upon the approval and execution of this Restated Master IGA by all Parties, the Board shall be comprised of five (5) directors, consisting of one (1) member of the Coconino County Board of Supervisors or designee; two (2) members of the Flagstaff City Council or designees; one (1) member of the Northern Arizona University administration appointed by the Northern Arizona University President, and the President of Coconino County Community College District or designee." The Board currently has five (5) directors. The Coconino County term currently held by member Art Babbott will automatically renew: 7/1/2016-6/30/2021.

Terms for the Board of Directors are as follows:

Date Current Term Began	Term	Date Term Expires	Position	Agency	Name
7/1/2011	5 years	6/30/2016	Vice Chair	Coconino County	Art Babbott
				Coconino County	*Matt Ryan
7/1/2014	5 years	6/30/2019		City of Flagstaff	Scott Overton
				City of Flagstaff	*Karla Brewster
7/1/2013	5 years	6/30/2018		City of Flagstaff	Celia Barotz
				City of Flagstaff	*Karla Brewster
7/1/2015	5 years	6/30/2020	Chair	NAU	Richard Payne
				NAU	*Rich Bowen
7/1/2013	4 years	6/30/2017		CCC	Colleen Smith
				CCC	**Veronica Hipolito

* Alternate
** Designee



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Electing Officials:

According to NAIPTA's Rules of Procedure Section 5.3, "Officers shall be elected each year in June and take office effective July 1. An officer who has served in the same office for two consecutive terms shall be ineligible for nomination or election to that office for the term immediately following the completion of the said consecutive terms. The said officer shall, however, become eligible for nomination and election to the same office for later terms, subject always to the aforementioned limit of two consecutive terms." Director Richard Payne has served as Chair for two terms in FY2015 and FY2016. Director Art Babbott has served as Vice Chair for two terms in FY2015 and FY2016. Both Chair Payne and Vice Chair Babbott are not eligible to be re-elected to their respective positions in FY2017. Director Barotz has served as Secretary since January 2016 when Al White was replaced by Veronica Hipolito as the member representing CCC. Secretary Barotz is eligible to serve for another term. Please proceed with nominations for FY2016 officers for the NAIPTA Board of Directors.

FISCAL IMPACT:

Board appointments and election of officers have no fiscal impact.

SUBMITTED BY:

APPROVED BY:

Rhonda Cashman
Clerk of the Board

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

None.



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DATE PREPARED: April 8, 2016
MEETING DATE: April 20, 2016
TO: Honorable Chairman and Members of the Board
FROM: Jeff Meilbeck, CEO and General Manager
SUBJECT: FY2017 Budget Message

RECOMMENDATION:

None. For discussion only.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

The FY2017 Budget is related to all NAIPTA's Strategic Work Plan Objectives, is consistent with our Guiding Principles, and moves us closer to our 10-year Horizon, Mission and Vision. The Strategic Work Plan is attached as reference.

BACKGROUND:

The Annual Budget Message is a key part NAIPTA's annual budget process. The budget message as represented by this staff report lays out major themes, issues and projects for the Board and TAC to consider as part of budget development. We will also have a budget presentation in April 2016 and will request budget adoption in June 2016.

NAIPTA adopts a budget each year as a way to align financial resources with organizational objectives. Over the past 8 years NAIPTA has successfully delivered voter approved initiatives as follows:

- Proposition 401: NAIPTA maintained Mountain Line and Mountain Lift service levels as they existed in 2008.
- Proposition 402: NAIPTA successfully transitioned to a fleet of 23 Hybrid buses. Note: 2 Diesel buses were provided through a grant and were purchased without Proposition 402 funds.
- Proposition 403: Designed, built and began operations of Mountain Link (Route 10 and 10a) on time and on-budget. Mountain Link has surpassed ridership expectations and now moves approximately 800,000 passengers per year.
- Proposition 404: Provided service in new areas with Route 7, Route 14, Route 10A and portions of Route 3.
- Proposition 405: Increased frequency and now provide 10 minute frequency on Route 10, and 20 minute frequency on Route 2 and 4.

Transit Tax

The Board of Directors approved NAIPTA's 18-month Strategic Work Plan that included the pursuit of



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the Transit Tax renewal in 2016. The election date was moved by voters from May 2016 to November 2016. The public process and education effort has already required considerable time and attention from staff and will continue to do so in early FY 2017. Within the proposed budget, NAIPTA has included moderate funding for the educational campaign in both fiscal years.

Operating Budget

The FY2017 operating budget reflects increased service and increased efficiencies over the FY 2016 operating budget. The FY 2017 budget is increased, but service is increased even further. For example, the proposed budget has an increase of \$109,994 or less than 2% over our FY 2016 budget. This nominal budget increase will provide a 9% increase in service levels by putting 6,600 more bus hours on the street in FY 2017. Specifically, the budget is projected to increase from \$7,497,166 to \$7,607,106. NAIPTA's ability to provide more service at less than typical cost is the result of a service audit and scheduling efficiencies. Although reduced fuel prices play a part in reduced costs, fuel is only 6% of NAIPTA's total budget and not the main factor for these savings.

The operating budget increases slightly but shifts areas of emphasis to reduce costs in some areas and increase them in others. For example, the FY2017 budget includes a \$198,672 increase for the continuation of the Pay Plan. In regards to service increases, NAIPTA proposes:

- Later hours and expanded week-end service on Route 2, which serves the Downtown Connection Center, Historic downtown, hospital hill, Cedar Avenue, Coconino high school, north 4th Street, Locket Road, and the East Side Connection Center (Mall).
- Increased service on Route 10 during peak hour to capture crush loads on and off campus.
- Later hours on Route 10 to connect with Route 2 cross town service.
- Week-end service on Route 5 to bring Route 5 service levels more into balance with the rest of the Mountain Line system.

In addition, NAIPTA's overall operating budget also includes a proposed shift of resources within the County Program. The taxi voucher program is proposed to adjust from \$30,000 in FY2016 to \$40,000 in FY2017. This change results in an increase to the County request from \$15,000 to \$20,000 with federal grants paying the balance. This increase is due to the growth and demand of the County tax voucher program and will allow the system to provide 12 vouchers per client per month for the entire year. The revenue request for vanpools remains unchanged.

Capital Budget

The FY2016 Capital Budget provides the fleet and facilities we need to provide the service citizens demand. NAIPTA has purchased 25 buses in the past 8 years including a 60-foot articulated bus. We will be taking delivery of two more hybrid electric vehicles at the beginning of FY2017. We also purchased 7 new paratransit vans during this time and we maintain a small fleet of support vehicles. Storing and maintaining both revenue and non-revenue vehicles requires adequate work space to maintain these vehicles, as well as providing work-space for the employees who bring the service to life. Expansion of NAIPTA's facilities was necessary in order to maintain our fleet and keep the system in a state of good repair. NAIPTA successfully secured 80% grant funding for the facility expansion that began ahead of schedule and was completed under budget. The FY2016 capital budget included minor carry-over of revenue and expenditure to complete the parking/draining work along with solar



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capacity. We are already experiencing a savings of approximately \$1,200 per month on electricity as a result of the solar program. In FY2017, NAIPTA will continue pursuit of grant funding for a facility expansion and minor office remodel to increase office space within our existing administration offices.

Capital funding is also needed to attract and retain riders who have a choice between the car and the bus. Reducing wait times by increasing frequency is part of the solution, but we also need to move through traffic efficiently and provide visible, safe, comfortable bus stops. In FY2017 we continue our infrastructure construction program through a combination of enhanced bus stops, shelter rehabilitations, ADA accessibility, bus pull-outs, diversion lanes, and connection centers. In FY2017 we have budgeted \$387,000 for shelter replacement/rehabilitation and mobility improvement projects. Staff are completing the Bus Rapid Transit (BRT) Plan in FY 2016 and moving into environmental review and 30% design in 2017. The BRT plan will be dovetailed into the Regional Transportation Plan and the City of Flagstaff's transportation planning efforts. For example, the City will likely be considering a return to voters for renewal of a transportation tax. Although the question will not be released until FY 2018, the decisions as to what is contained in the request will be made in FY 2017. NAIPTA will remain engaged in and responsive to this process. Ultimately, improved transportation infrastructure and transit amenities will provide a sense of permanence and identity which should attract and retain transit riders.

People

NAIPTA is a service organization. The finest buildings, bus stops and buses in the world are useless without customer oriented, well-trained team members. The FY2017 budget recognizes that team members need a good work environment, quality supervision, and reasonable pay to stay motivated. The reorganization completed in FY 2015 brought forth renewed focus, clearer direction, increased efficiency and more support to all the positions at NAIPTA. In FY2016 we realized the financial benefits of these changes and this trend continues in FY 2017 allowing NAIPTA to increase service without a commensurate increase in costs. As such, it is recommended that the Pay Plan be continued in FY2017, for one additional year, which will provide an average 4% raise on the anniversary date of all employees who are meeting the standards of their position. The total cost of implementing the Pay Plan in 2017 is projected to be \$198,672. Although this recommendation is for another one-year reinstatement of the Pay Plan, the cost of the 2017 Pay Plan is annualized in our long range financial plan.

TAC DISCUSSION:

TAC members were supportive of the approach.

FISCAL IMPACT:

The FY2017 tentative budget increases by \$109,994 or less than 2% and reflects discussions with staff of NAIPTA's member agencies. The budget is sustainable with current projections indicating a \$1.5 million fund balance through 2026.



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SUBMITTED BY:

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

1. Strategic Workplan January 2015-June 2016 -pages 45-46
2. Fund Balance Projection Budget 2017 -pending



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Strategic Work Plan January 2015 to June 2016

MISSION

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VISION

To create the finest public transportation experience making NAIPTA services an excellent choice for Northern Arizona Communities.

GUIDING PRINCIPLES

- Treat everyone with respect
- Show initiative, imagination and creativity
- Collaborate to enhance service delivery
- Strive for continuous improvement in all we do
- Put the customer first
- Be environmental stewards
- Be trustworthy and dependable
- Be fiscally responsible and responsive to changing demographics

5 YEAR HORIZON

- Plan with attention to “green” opportunities and long-term sustainability.
- Apply imagination, creativity and innovation to improve the service we deliver.
- Evaluate the effectiveness of our brand, name and image in creating stronger ties with the public.
- Build cooperative relationships regionally to expand and enhance NAIPTA’s positive impact.
- Establish financial policies and seek revenue sources to maintain fiscal strength.
- Follow through on promises we have made.

10 YEAR HORIZON

- NAIPTA will be a seamless, inclusive regional system that is fully supported by member communities.
- NAIPTA will be known for finishing what we start in a responsible, professional and timely manner.
- People will know NAIPTA... people will use NAIPTA. Marketing has succeeded.
- NAIPTA will be known for living the guiding principles.



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Strategic Work Plan January 2015 to June 2016

WORKPLAN MISSION

Maintain transit service levels in a manner that supports successful implementation of both November 2014 roadway infrastructure sales tax efforts (Coconino County Proposition 403 and City of Flagstaff Proposition 406), increases cross-town frequency, and prepares to send a minimum flat transit tax renewal to the Voters by May 2016.

OBJECTIVES

- Analyze timing options for returning to voters with a transit tax renewal and prepare a recommendation for Flagstaff City Council by September 2015 that includes a minimum of a flat tax renewal scenario.
- Participate actively in Proposition 406 efforts by serving on the City of Flagstaff's planning and implementation team.
- Continue to explore the benefits to all partners of closer collaboration between NAIPTA and FMPO and request a Board decision by June 30, 2015.
- Complete a financial analysis and 10 year projections of three service expansion scenarios by March 2015. All scenarios should recognize Prop. 406 impacts and provide cautious expansion plans that increase service and efficiency without risking the integrity and success of the existing system.
- Attempt to provide at least 20 minute cross-town frequency to match the 10 to 20 minute frequency provided on and around Northern Arizona University by June 30, 2016.
- Support the City's efforts to launch a public education campaign on Prop. 406 Implementation (You approved, We Improved) by including transit improvements in material. Prepare messaging by April 2015 and publicize by May 2015.
- Start educating the public about the service Mountain Line provides (tell the transit story) in preparation for returning to voters with a renewal question. Prepare messaging by October 2015 and continue outreach through May 2016.
- Keep the public informed and utilize elected officials and TAC members more extensively by providing them with information and outreach training by April 2015 and conduct 50 outreach presentations by May 2016.
- Continue to participate in state and national transit organizations with goal of advancing transit issues and increasing transit funding.
- Implement Board direction from November 2014 and triple NAIPTA's FY 2016 advertising revenues over FY 2014 levels (net \$180,000).
- Complete a Bus Rapid Transit (BRT) program plan which addresses downtown congestion issues by March 30, 2016.
- Complete independent market study of NAIPTA positions by May 2015 and provide fiscally responsible recommendation to Board by June 2015.
- Complete route schedule staffing analysis and attempt to reduce operating costs by 2% by June 2016.
- Develop Transit Guidelines/Development Impacts for Board adoption by May 2016.



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DATE PREPARED: April 8, 2016

DATE: April 20, 2016

TO: Chair and Members of the NAIPTA Board

FROM: Jeff Meilbeck, NAIPTA CEO and General Manager

SUBJECT: Section 5311 Approval of Application and Execution of Contract for Planning Funds for Winslow Transit

RECOMMENDATION:

Staff recommends the Board of Directors 1) Approve submission of application to Arizona Department of Transportation for Section 5311 funds; and 2) Execute contract award in an amount not to exceed \$200,000 for planning of transit programs for the City of Winslow.

RELATED 5 YEAR HORIZON

Build cooperative relationships regionally to expand and enhance NAIPTA's positive impact.

RELATED GUIDING PRINCIPLES

- Collaborate to enhance service delivery
- Strive for continuous improvement in all we do

BACKGROUND:

NAIPTA and City of Winslow staff have explored the possibilities of launching transit service along the I-40 corridor and within Winslow several times over recent years. Planning and operating such service will take time and money. The competitive application process for Rural Transportation grants (Section 5311 of the FAST Act) has been opened by ADOT and closes April 22, 2016. NAIPTA, Winslow and ADOT have discussed the possibilities of NAIPTA planning and potentially operating a Winslow transit system as recently as February 29, 2016. Furthermore, Winslow and NAIPTA staff met on March 23rd and March 30th 2016 to discuss Winslow's budget intentions and the current round of competitive 5311 grants. Weekly meetings are scheduled to continue as needed to keep this project advancing.

The possibility of providing transit planning and operations services to Winslow raises a number of legal questions that need to be addressed. Enabling legislation for Intergovernmental Public Transportation Authorities (IPTA's) as well as NAIPTA's Master IGA are currently being reviewed by NAIPTA and Winslow legal counsel. At this writing it is



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unclear if Winslow wishes to join NAIPTA, if NAIPTA wishes to expand its boundaries, and if such decisions impact other organizations like Navajo County. It will take time to sort through the legal and practical implications of these questions.

The immediate decision before NAIPTA is whether or not we want to write a grant for Winslow Transit Service before all questions related to NAIPTA membership are answered. There are benefits and risks if we proceed. The benefits are that we gain a better understanding of regional transit needs and develop an approach for meeting them. Specifically, the scope of the planning effort can include the governance questions raised in this report. On the other hand, writing the grant requires unbudgeted time and expense for staff that are already fully loaded. The risk is that the grant will be written, awarded, and that we will not be able to find a way within our Master IGA or legislative authority to complete the planning process. Given that NAIPTA already has a very full plate, this creates an opportunity cost that warrants consideration.

The NAIPTA staff team believes it is reasonable to write the Winslow planning grant and would like to do so. Our assessment is that the opportunity costs are low and that the potential upside for meeting our mission high. For example, the Winslow City Manager has made a commitment to include a \$20,000 request in the Winslow City Budget for FY 2017. Furthermore, NAIPTA can likely use \$10,000 in-kind match from existing staff hours and it is requested that Winslow provide an additional \$10,000 in-kind match. These local sources can be used to leverage a \$160,000 Section 5311 grant through FTA and ADOT. NAIPTA has staff capacity to apply for the funds without compromising our ability to meet other commitments. Additionally, if the grant is awarded, NAIPTA will be in a position to hire staff capacity to complete the planning process. We believe that such application is consistent with NAIPTA's mission.

Writing a 5311 grant for Winslow is a first step on what may be a long and fruitful journey. It is too soon to tell where the path may lead until the transit plan is done. Throughout the planning process we will evaluate service design, funding capacity and governance options. If the grant is authorized by NAIPTA and awarded by ADOT, we will explore how NAIPTA and Winslow work together long term. For example, does it make more sense for Winslow to join NAIPTA as a member agency, for Winslow to operate the service themselves, or for Winslow to form its own Transit Authority with Holbrook and Navajo County? These questions need answers and the answers will take some time.

ALTERNATIVES:

- 1) **Approve the 5311 application and authorize submission to ADOT and Execution of Contract of Award (recommended):** This approach moves the ball forward and explores options for

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expanded regional transit service. This approach also requires unbudgeted NAIPTA staff time to write and submit a grant to ADOT.

- 2) **Do not approve the 5311 application or authorize submission to ADOT or Execution of Contract of Award (not recommended):** NAIPTA is in the midst of an ongoing service expansion, is preparing for a return to Flagstaff voters in 2016, and is providing leadership on major transportation projects in the Flagstaff area. Valuable and unbudgeted staff time will be needed to write the planning grant for Winslow transit service. That said, this project is core to NAIPTA's mission, vision and guiding principles and is a project staff believes we can successfully complete.

FISCAL IMPACT:

As conceived, NAIPTA and the City of Winslow would each provide \$10,000 of in-kind match and the City of Winslow would provide \$20,000 of cash match. These local funds would be used to leverage a \$160,000 planning grant through ADOT. If the grant is received, some of NAIPTA's direct and indirect costs would be covered by the new planning grant thereby saving a small amount of money for current NAIPTA member agencies. The exact amount of savings has not yet been calculated.

It is anticipated that ADOT plans to award a 2 year contract for funds and staff have included funds that are intended to be a placeholder until the plan is complete and services are defined. If the Winslow transit planning efforts result in decision not to implement service, NAIPTA would have option to cancel the grant contract with ADOT, returning unused grant funds.

TAC FEEDBACK:

TAC members were supportive of this project and saw little risk to NAIPTA as long as a letter of intent from the Winslow City Manager was provided.

SUBMITTED BY:



Jeff Meilbeck

CEO and General Manager

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ATTACHMENTS:

- 1) Letter from Winslow City Manager -page 51
- 2) ADOT Notice of Funding Availability -pending



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Council Members

Mayor
Robin R. Boyd
PH (928) 289-2422
FX (928) 289-3742
TDD (928) 289-4784



Peter Cake
Thomas R. Chacon, Sr.
Curtis Hardy
Marshall Losey
Bob Schlesinger
Harold Soehner

Discover Winslow-A City in Motion

April 4, 2016

Mr. Jeff Meilbeck, CEO and General Manager
NAIPTA
3773 N. Kaspar Drive
Flagstaff, AZ 86004

Dear Mr. Meilbeck,

Further to discussions between NAIPTA and the City of Winslow, it is agreed in principle that a Service IGA between our two agencies should be recommended to our governing bodies for approval. This IGA will recommend transit service between the two agencies and within the City of Winslow, among other things.

Additionally, the City of Winslow will commit \$20,000.00 in the City's FY 2016-2017 budget as the local match for a grant to study methods for accomplishing the formation of the transit systems.

The City of Winslow looks forward to our continued forward progress on this initiative.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen J. Pauken".

Stephen J. Pauken
City Manager

cc: Paul Ferris
Elias Jouen



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DATE PREPARED April 3, 2016

MEETING DATE: April 20, 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 leaders¹ 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

¹ 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 meeting was running over so the discussion was fairly limited. A comment was made about the need to consider land-use in conjunction with the Transportation Plan.

SUBMITTED BY:

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

- 1) One Page Plan

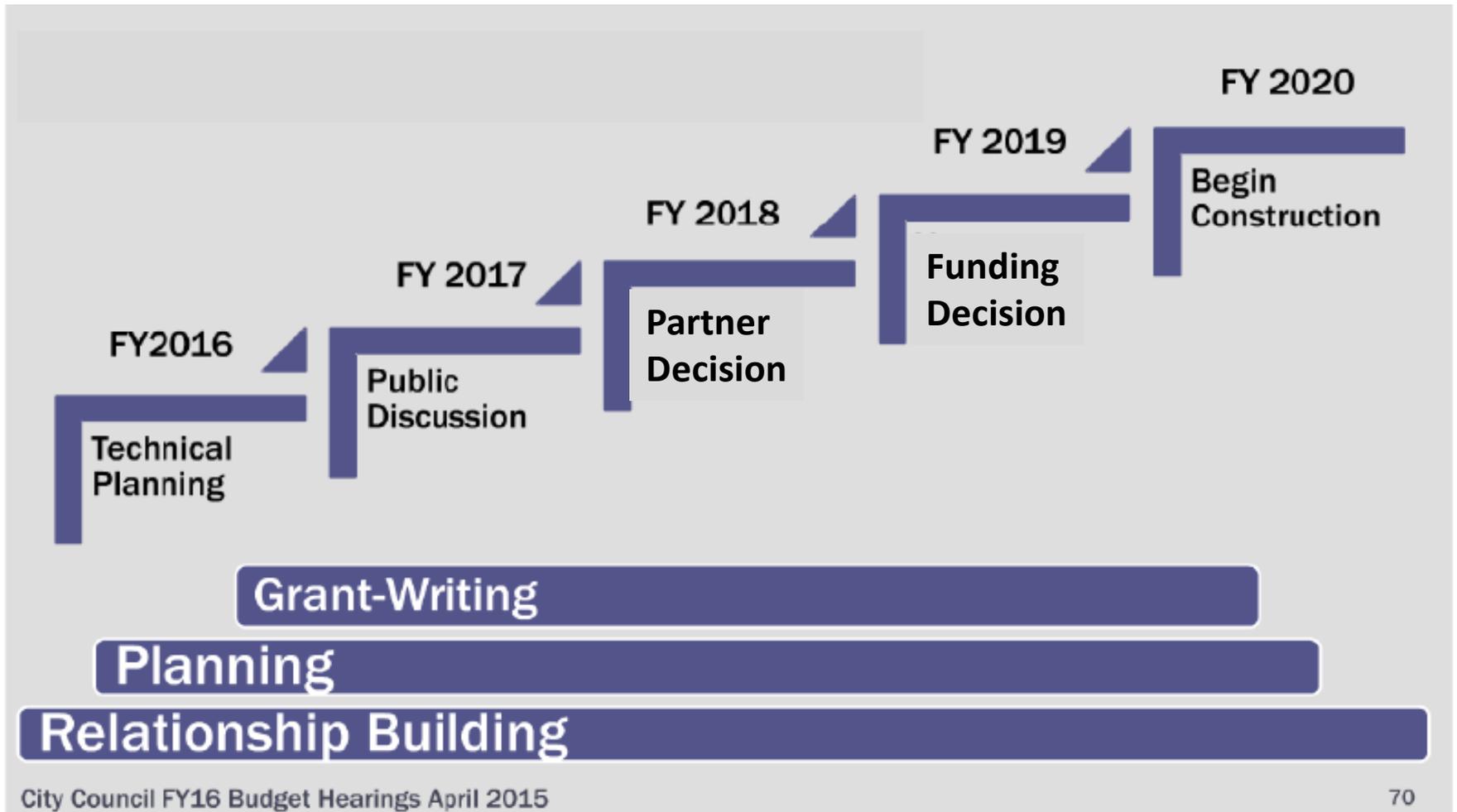
-page 54



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One Page Plan





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DATE PREPARED: April 8, 2016

MEETING DATE: April 20, 2016

TO: Honorable Chairman and Members of the Board

FROM: Kate Morley, Mobility Planner

SUBJECT: Section 5310 Approval of Application and Execution of Contract

RECOMMENDATION:

Staff recommends the Board of Directors: 1) Authorize staff to submit application to the Arizona Department of Transportation (ADOT); and 2) Execute the contract of award for \$629,045 in Section 5310 funds from the Federal Transit Administration (FTA) through ADOT for the continuation of the Mobility Management, Taxi Voucher Programs and ADA Plus Operations.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

Guiding Principles:

- ❖ Strive for continuous improvement in all we do
- ❖ Collaborate to enhance service delivery

5 Year Horizon:

- ❖ Establish financial policies and seek revenue sources to maintain fiscal strength.
- ❖ Build cooperative relationships regionally to expand and enhance NAIPTA's positive impact.

BACKGROUND:

Section 5310 is federally appropriated funding designated to Arizona Department of Transportation (ADOT). ADOT conducts a competitive application process to award funds to projects and providers around the State. The grant is an FY2016 funding application to be used for FY2017 operations and expenses. ADOT is funding Mobility Management in a two year cycle while all other 5310 programs remain on a one year cycle. Section 5310 Program funds are used to provide transportation support through capital and operating funds to agencies providing service to persons with disabilities and the elderly as well as for providing transit service and programs that exceeded the requirements of Americans with Disabilities Act.

NAIPTA signed an IGA with the City of Flagstaff and with Coconino County to perform grant management, including application for State and Federal funding. The IGAs require NAIPTA to apply for Federal funding as appropriated. All of these projects are in NAIPTA's proposed budget for FY2017.

Description of Projects:

- Mobility Management: \$105,700 1st year and \$118,736 2nd year (eligible for 80% Federal funds) Mobility Management will be funded in two year cycles under 5310 starting this year. NAIPTA's Mobility Planner facilitates the Coordinated Mobility Council. One goal of the committee is to



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coordinate with local transportation service providers to assess needs for elderly individuals, persons with disabilities, underserved areas and persons with low incomes. The committee also develops strategies and activities to address gaps in service, achieve efficiencies in service delivery and they identify efficiencies for on-going mobility management. The Vanpool program is another essential function of the Mobility Planner. The large increase in the 2nd year is to provide rider guides in larger formats for those with vision impairments.

- **City Taxi Voucher Program: \$88,038 (eligible for 50% Federal funds)**
All paratransit clients are eligible for the taxi voucher program. The voucher program is a subsidy program providing a transportation alternative within the City of Flagstaff that is within the control of the client that is flexible and relatively affordable.
- **County Taxi Voucher Program: \$91,686 (eligible for 50% Federal funds)**
All paratransit clients are eligible for the taxi voucher program. The voucher program is a subsidy program providing a transportation alternative within Coconino County that is within the control of the client that is flexible and relatively affordable.

NAIPTA's taxi voucher programs have been very successful and ridership continues to increase. Request for funding is increased in order to continue to provide 12 trips per month in both programs year round.

- **ADA Plus Operations: \$224,885 (eligible for 50% Federal funds)**
Mountain Lift has provided service above and beyond ADA (ADA Plus) for 37% of the total service provided in the past year. Trips that qualify for ADA Plus are Trips $\frac{3}{4}$ of a mile outside the Fixed Route service area, Door to Door, Subscription, Will-call and Same Day trips. NAIPTA also provides travel training to all conditional paratransit clients and to agencies who serve low income consumers, seniors and persons with disabilities.

TAC DISCUSSION:

The TAC was generally supportive and was appreciative of staff efforts to secure grants to provide services.

ALTERNATIVES:

- 1) **Approve the 5310 application and authorize submission to ADOT and Execution of Contract of Award (recommended):** This application is consistent with the 5 year plan, the Human Service Coordination Plan, and overall supporting existing operation budgets. The programs and funds support services offered to customers on Mountain Line, Mountain Lift, as well as customers outside Flagstaff limits.
- 2) **Do not approve the 5310 application or authorize submission to ADOT or Execution of Contract of Award (not recommended):** This alternative is not recommended as the funds provide an opportunity to reduce local funds to support transit programs. Without these funds, the



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Taxi Voucher program, which offers services to elderly and disabled customers that cannot access Mountain Line, may face reduction in services and clients relying on ADA Plus services such as Door to Door may no longer be able to access public transportation.

FISCAL IMPACT:

This funding will assist NAIPTA in keeping with objectives in the 5 year plan and it will reduce local funding for operating costs. The FY2017 draft budget contains these programs/projects.

The proposed projects cover usual and re-occurring operating expenses that may not be otherwise supported by grant funding, reducing the overall local dollars required to operate the respective systems.

Total projects: \$ 629,045
Federal request: \$ 381,225
Local match: \$ 247,821

The FY2017 budget includes requests for \$204,073 from the City of Flagstaff and \$20,000 from Coconino County to match the requested Section 5310 funding for a combination of projects including Mobility Planner, County Taxi Voucher, and the City Taxi Voucher program and ADA Plus. The FY2018 budget will require a \$23,747 request from the City of Flagstaff to match year two of Mobility Management.

SUBMITTED BY:

APPROVED BY:

Kate Morley
Mobility Planner

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

1. 5310 FY2016 NAIPA Draft Budget -available upon request
2. Full 5310 Application -in progress



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DATE PREPARED: April 8, 2016

MEETING DATE: April 20, 2016

TO: Honorable Chairman and Members of the Board

FROM: Kate Morley, Mobility Planner

SUBJECT: Section 5311 Approval of Application and Execution of Contract

RECOMMENDATION:

Staff recommends the Board of Directors: 1) Authorize staff to submit an application to the Arizona Department of Transportation (ADOT); and 2) Execute contract of award for \$180,188 for two years of Section 5311 funds from the Federal Transit Administration (FTA) through ADOT for the continued operation of Vanpools within Coconino County.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Strive for continuous improvement in all we do
- ❖ Collaborate to enhance service delivery

5 Year Horizon:

- ❖ Establish financial policies and seek revenue sources to maintain fiscal strength.
- ❖ Build cooperative relationships regionally to expand and enhance NAIPTA's positive impact.

BACKGROUND:

Section 5311 is federally appropriated funding designated to Arizona Department of Transportation (ADOT) for rural areas. ADOT conducts a competitive application process to award funds to projects and providers around the state. The grant is an FY2016 funding application to be used for FY2017 operations and expenses. This year, ADOT is funding 5311 grants in a two year cycle. These funds can be used to plan and operate transit systems as well as for capital support and is now awarded every two years; the grant process is based on an application process that ranks projects based on services and priorities. This year NAIPTA is applying for funds for continued operation of the Vanpool program within Coconino County and outlying areas. A Public Hearing took place at the Board of Directors' meeting on March 23, 2016. No comments were received.

NAIPTA and Coconino County worked together to amend the Service IGA with Coconino County to provide the Vanpool program within Coconino County. The Master IGA requires NAIPTA to apply for Federal funding as appropriated. The Vanpool project is in NAIPTA's proposed budget for FY2017. NAIPTA is also finalizing a service agreement with the City of Winslow to provide transportation options including vanpools within the city as well.

The Vanpool program offers access to public transportation outside the existing service area in the City of Flagstaff. The program provides vans to groups of people traveling either from a common area or to a common destination. Vanpools are operated by vRide, a third party contractor, with NAIPTA providing payment based

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on a flat cost per vehicle per month. The full project cost for FY2016 is budgeted to be \$89,707 for a minimum of 10 vans. The FY17 project costs are budgeted at \$90,480. The 5311 application under consideration is for two years and totals \$180,188 with the ADOT contribution request at \$149,190. The local match requirements would be met with \$12,000 each year from Coconino County and an additional \$3,421 each year from other sources. NAIPTA is budgeting at 84/16 split in federal and local shares.

TAC DISCUSSION:

The TAC was generally supportive and was appreciative of staff efforts to secure grants to provide services.

ALTERNATIVES:

- 1) **Approve the 5311 application, and authorize the submission to ADOT and Execution of Contract of Award (recommended):** The pursuit of Federal funding for Vanpool programs is in the Coconino County agreement and draft City of Winslow IGA. The 5311 funds are necessary for full implementation of the program.
- 2) **Do not approve the 5311 application, or authorize the submission to ADOT or Execution of Contract of Award (not recommended):** The funding and application for Vanpools are identified as NAIPTA's responsibility in the Coconino County agreements. Without this Federal assistance, the program would likely be reduced to operate within limited local match funding.

FISCAL IMPACT:

It is anticipated that ADOT plans to award a 2 year contract for funds. If the FY2018 budget and partner funding requires a reduction of programs described in the above application and ensuing contract, NAIPTA would have option to cancel the grant contract with ADOT, returning unused grant funds. The proposed budget for FY2017 includes the Section 5311 funding as described in the application and project description. There are no financial contributions from NAIPTA for this program.

SUBMITTED BY:

APPROVED BY:



Kate Morley
Mobility Planner

Jeff Meilbeck
CEO and General Manager



ATTACHMENTS:

1. 5311 FY2016 NAIPTA Draft Budget -available upon request
2. Full 5311 Application -in progress



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DATE PREPARED: April 11, 2016

MEETING DATE: April 20, 2016

TO: Honorable Chairman and Members of the Board

FROM: Erika Mazza, Deputy General Manager

SUBJECT: Section 5307/5339 Approval of Application and Execution of Contract

RECOMMENDATION:

Staff recommends the Board of Directors: 1) Authorize staff to submit application to the Arizona Department of Transportation (ADOT); and 2) Execute the contract awards for Section 5307/5339 funds from the Federal Transit Administration (FTA) through ADOT for planning and capital purchases.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

Guiding Principles:

- ❖ Strive for continuous improvement in all we do
- ❖ Collaborate to enhance service delivery

5 Year Horizon:

- ❖ Establish financial policies and seek revenue sources to maintain fiscal strength.
- ❖ Build cooperative relationships regionally to expand and enhance NAIPTA's positive impact.

BACKGROUND:

ADOT issues competitive capital applications under their 5307/5339 grant program. These funds are accumulated from 1) reappropriated Section 5307 transit funds from communities that do not have eligible public transit programs; and, 2) the annual allocation of Section 5339 funds. ADOT has authority and responsibility to appropriate is \$4.99M in this funding round. Communities who fall into the small urban category have the opportunity to make application for up to three projects.

NAIPTA staff have discussed internally and consulted NAIPTA's Capital Improvement Plan (CIP) and is proposing the following projects. These projects are listed in order of priority.

- 1) Phase II: BRT NEPA and Preliminary Engineering = \$2.9M
This is the next phase in the design and overall development of the BRT plan. NAIPTA staff will make application to the Federal Transit Administration (FTA) to enter into Project Development once the BOD approves the Locally Preferred Alternative (LPA). This is the total cost for NEPA and BRT Preliminary Engineering, including NEPA and engineering for the Milton Underpass.
- 2) NAIPTA Administration Remodel and Shop #3 Alteration = \$1M
NAIPTA has grown in ridership, service hours, and staff since moving into the current facilities at 3773 North Kaspar Drive. This grant will provide an expansion of up to 10 office spaces, necessary fleet and facility storage, and additional space for NAIPTA staff. This project includes upgrades to the heating and cooling system and overall enhancements in safety measures. In addition, NAIPTA is proposing an alteration to the bus storage facility (Shop 3) to meet the expansion needs by accommodating three new articulated buses.



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3) 3 Articulated buses = \$3.1M

NAIPTA has experienced considerable success with its first articulated bus, boarding an average of 100 passengers per hour. NAIPTA staff also calculated that in October 2015 more than 1,500 Route 10 passengers were left behind due to crush loads on the 35' Gilligs. Acquiring new articulated buses will ready NAIPTA for the 1,100 residential units that are under construction in the Woodlands Village area (Route 10).

TAC DISCUSSION:

TAC was supportive of grant applications for the projects listed above.

ALTERNATIVES:

- 1) **Approve the 5307/5339 application and authorize submission to ADOT and Execution of Contract of Award (recommended):** The application is consistent with NAIPTA's planning processes, projects lined out in the FMPO TIP table, and overall supporting NAIPTA's operations and mission. The program and funds support the maintenance and growth of our Mountain Line system.
- 2) **Do not approve the 5307/5339 application or authorize submission to ADOT or Execution of Contract of Award (not recommended):** This alternative is not recommended as the funds provide an opportunity to reduce local funds to support our transit programs.

FISCAL IMPACT:

This funding will assist NAIPTA in keeping with objectives in the 5-year plan and it will reduce local funding for operating costs. The FY2017 draft budget contains these programs/projects.

SUBMITTED BY:

APPROVED BY:

Erika Mazza
Deputy General Manager

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

1. Full 5307/5539 Applications -in progress



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DATE PREPARED: April 8, 2016
DATE: April 20, 2016
TO: Chair and Members of the NAIPTA Board
FROM: Jeff Meilbeck, NAIPTA CEO and General Manager
SUBJECT: NAIPTA Strategic Advance Schedule

RECOMMENDATION:

Staff recommends that the Board of Directors hold a regular business meeting on May 18th rather than a joint meeting with the NAIPTA TAC as currently scheduled.

BACKGROUND:

Holding a regular business meeting on May 18th may be a better use of time for the organization. The May meeting has historically been a time to evaluate progress on the Strategic Plan and fine-tune that plan. However, NAIPTA is reviewing progress in April and already has a fine-tuned and full work schedule with specific, well established deliverables. These deliverables include an August 2016 service expansion, a November 2016 ballot initiative, a June 2016 Steering Committee executive summary, and April 2016 grant submittals. The path ahead is clear and is the result of many discussions and board actions. Arguably, we need to do the work laid out before us more than we need to strategize about the work we should be doing.

Looking forward, December 2016 provides an excellent opportunity for NAIPTA’s annual Strategic Advance. When we convene in December 2016 we will be able to consider the results of the November 2016 ballot initiative and results of the Regional Transportation Plan Steering Committee. By completing the objectives on the existing work plan we will be positioned to have a more informed, thoughtful and strategic discussion in December. As such, holding a regular meeting on May 18th will likely be a more efficient and effective use of time and resources.

TAC FEEDBACK:

TAC members supported the recommendation.



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SUBMITTED BY:

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

None.



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