



Northern Arizona Intergovernmental Public Transportation Authority

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NOTICE AND AGENDA OF PUBLIC MEETING AND POSSIBLE EXECUTIVE SESSION OF THE TRANSIT ADVISORY COMMITTEE (TAC) 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 TAC of the Northern Arizona Intergovernmental Public Transportation Authority (“NAIPTA”) and to the general public that the TAC will hold a meeting on:

Thursday, April 7, 2016
10:00 am
NAIPTA Conference Room
3773 N. Kaspar Drive
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 Transit Advisory Committee may attend in person, by telephone or internet conferencing. Public may observe and participate in the meeting at the address above.

The TAC 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:

1. CALL TO ORDER
2. ROLL CALL AND INTRODUCTIONS
3. APPROVE TAC MINUTES FROM 3/3/2016
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 TAC. Comments relating to items on the agenda will be taken at the time the item is discussed. The TAC is prohibited by the Open Meeting law from discussing, considering or acting on items raised during the call to the public, but may direct the staff to place an item on a future agenda. Individuals are limited to a five-minute presentation.



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5. TAC AGENDA

a. **DISCUSSION / ACTION ITEMS:**

i. TAC ELECTION OF OFFICERS

-Rhonda Cashman, Clerk of the Board

Staff recommends the Transit Advisory Committee elect officers for FY2017.

6. REVIEW OF THE DRAFT BOARD BUSINESS AGENDA

The TAC will review the draft board business agenda and discuss staff reports to provide recommendations to the Board.

a. **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.

i. KINNEY CONSTRUCTION SERVICES (KCS) CONTRACT AMENDMENT – CHANGE ORDER #7 ALTERATION TO BUS STORAGE BUILDING DESIGN AND PRE-CONSTRUCTION SERVICES

-Anne Dunno, Capital Project Manager

Staff recommends the Board of Directors approve Change Order #7 to the existing Kinney Construction Services, Inc. contract in an amount not to exceed \$XX for design and pre-construction services for alteration to bus storage building.

ii. 2ND AMENDMENT OF VRIDE VANPOOL PROGRAM

-Kate Morley, Mobility Planner

Staff recommends the Board of Directors approve a 2nd amendment to the vRide contract to provide 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.

b. **DISCUSSION / ACTION ITEMS:**

i. ELECTIONS OF OFFICERS

-Rhonda Cashman, Clerk of the Board

Staff recommends the Board of Directors elect officers for FY2017.

ii. APPROVE THE FY2015 FINANCIAL AUDIT REPORT

-Heather Dalmolin, Administrative Director



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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.

iii. FY2017 BUDGET MESSAGE

-Jeff Meilbeck, CEO and General Manager and Heather Dalmolin, Administrative Director
Discussion only.

iv. SECTION 5311 APPROVAL OF APPLICATION AND EXECUTION OF CONTRACT FOR PLANNING FUNDS FOR WINSLOW TRANSIT

-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.

v. 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.

vi. SECTION 5310 APPROVAL OF APPLICATION AND EXECUTION OF CONTRACT

-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.

vii. SECTION 5311 APPROVAL OF APPLICATION AND EXECUTION OF CONTRACT

-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.

viii. SECTION 5307/5339 APPROVAL OF APPLICATION AND EXECUTION OF CONTRACT

-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



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awards for Section 5307/5339 funds from the Federal Transit Administration (FTA) through ADOT for planning and capital purchases.

- ix. NAIPTA STRATEGIC ADVANCE SCHEDULE
–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.

c. PROGRESS REPORTS:

- i. WORKFORCE UTILIZATION REPORT
-Heather Dalmolin, Administrative Director
- ii. EMPLOYEE SATISFACTION SURVEY
-Heather Dalmolin, Administrative Director
- iii. REVIEW STRATEGIC WORKPLAN PROGRESS
-Jeff Meilbeck, CEO and General Manager
- iv. TRANSIT SPINE ROUTE STUDY UPDATE
-Erika Mazza, Deputy General Manager
- v. 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.

6. d. DISCUSSION / ACTION ITEMS:

- i. CEO AND GENERAL MANAGER'S EVALUATION



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-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:

7. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next TAC meeting will be May 5, 2016 and 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. May agenda items will include but not be limited to Employee Related Expenses (ERE) Rates. 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 TAC.

8. ADJOURNMENT



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