



Northern Arizona Intergovernmental Public Transportation Authority

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Transit Advisory Committee Minutes for Thursday, March 3, 2016

NAIPTA Conference Room
3773 N. Kaspar Dr.
Flagstaff, AZ 86004

NOTE: IN ACCORDANCE WITH PROVISIONS OF THE ARIZONA REVISED STATUTES THE SUMMARIZED MINUTES OF NAIPTA TAC MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITHIN QUOTATION MARKS ARE VERBATIM. AUDIO RECORDINGS OF NAIPTA TAC MEETINGS ARE ON FILE IN THE NAIPTA CLERK'S OFFICE.

The Transit Advisory Committee met in Regular Session on Thursday, March 3, 2016 at 10am in a WEB BASED meeting. Members of the TAC attended in person, by telephone or internet conferencing. NAIPTA staff were present in the NAIPTA Conference Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004. The public was invited to observe and participate in the meeting at the address above.

TAC MEMBERS PRESENT:

Andy Bertelsen, Public Works Director, alternate;
Gillian Thomas, Citizen Representative, Coconino County;
Shari Miller, Citizen Representative, City of Flagstaff (via WebEx);
Martin Ince, Multi-Modal Planner, FMPO, alternate;
Erin Stam, (Chair), Director of Parking and Shuttle Services, NAU, designee (via WebEx);
Tim Kinney, Business Representative, Flagstaff Forty
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Cynthia Seelhammer, County Manager, Coconino County;
Todd Madeksza, Government Relations Director, Coconino County, designee;
Josh Copley, City Manager, City of Flagstaff;
Barbara Goodrich, Deputy City Manager, City of Flagstaff, designee;
Dave Wessel, (Vice Chair), Manager, FMPO;
Mark Easton, Executive Director of Facilities, CCC, designee

NAIPTA STAFF IN ATTENDANCE:

Jeff Meilbeck, CEO and General Manager;
Erika Mazza, Deputy General Manager;
Heather Dalmolin, Administrative Director;
James Wagner, Operations Director;
Jacki Lenner, Marketing Manager;
Lauree Battice; Business Manager;



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Jon Matthies, IT Manager;
Rhonda Cashman, Clerk of the Board

GUESTS PRESENT:

None.

1. CALL TO ORDER -Chair Stam called the meeting to order at approximately 10:04am.

2. ROLL CALL AND INTRODUCTIONS

3. APPROVE TAC MINUTES FROM 1/7/2016
Advisor Bertelsen moved to approve the minutes from January 7, 2016. Advisor Kinney seconded. There was no further discussion. All approved, none opposed. Motion carried.

4. CALL TO THE PUBLIC

No one came forth to speak during the call to the public.

5. REVIEW OF THE DRAFT BOARD BUSINESS AGENDA

The TAC reviewed the draft board business agenda and discussed staff reports, in order to provide recommendations to the Board. Specific comments and recommendations are noted in these minutes.

a. CONSENT ITEMS:

There were no items for the consent agenda.

b. DISCUSSION/ACTION ITEMS:

i. OPTIONS FOR LIABILITY INSURANCE

-Heather Dalmolin, Administrative Director

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

Ms. Dalmolin stated she contacted Aon, our insurance broker. First they evaluated the cost versus benefit of self-insurance. NAIPTA is so small and it would tie up cash flow. It is not recommended. Then they considered the reduction of our coverage limit from \$30M to \$10M. The increased exposure could result in a claim exceeding our limit. We currently have base coverage of \$10M through One Beacon, plus \$20M in excess coverage. Changing the deductible amount was addressed next. We currently have a \$10K deductible. They evaluated a \$25K deductible and determined the cost versus benefit was



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not worth it. She contacted the City Risk Manager for another opinion and he agreed to continue as is. The Board was supportive of this recommendation. Advisor Miller asked about changing providers. Ms. Dalmolin replied that NAIPTA would go out to market in the near future. One Beacon has not always been our carrier. She will re-evaluate this spring.

ii. METHODOLOGY FOR PROJECTING TRANSIT TAX REVENUES

-Heather Dalmolin, Administrative Director

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

A graph of the fund balance was displayed on the screen. Ms. Dalmolin reported the City builds in a recession every 7-8 years, as can be seen in years 2021 and 2027. The Board was supportive of continuing to follow what the City does. These are City tax revenues used for transit. There was a question as to whether the City projection was provided quarterly and upon annual close out. Ms. Dalmolin responded that she brings the fund balance to the TAC and Board in November and May for review.

iii. 2ND QUARTER NAIPTA PERFORMANCE REPORT

-Heather Dalmolin, Administrative Director

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

Ms. Dalmolin noted “like communities” always have little nuances. At NAIPTA 100% of costs are reported and for other organizations, that may not be the case. For example, if transit is run by a city, human resources may be a shared cost and is not reported. This makes a difference. The graphs shared used 2010 data, which is the most recent. Our fixed route system is costly, but produces high ridership. There is no data for demand response at this time. Regarding benchmarks, she chose five peers to narrow it down. The graphs shared at this point, used 2013 data. The next step is to dig a little deeper to see if these peers are run by an agency absorbing costs or offer free fare. Ultimately, we need to know how NAIPTA performs. Mr. Meilbeck stated the Federal Transit Administration (FTA) doesn’t track the comparison, but our Board does. Ms. Dalmolin reviewed fixed route service over years 2013-2016. Service hours increased without additional staffing hours. Paratransit was also reviewed. The Taxi Voucher Programs through the City and the County were reviewed. Demand for taxi vouchers exceeds supply, based on funding.

iv. 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.



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Mr. Meilbeck stated the Regional Transportation Plan Steering Committee has a mission. They are working to define the transportation program for the community. The question remains to be determined as to whether the City wants to renew the transportation tax. They will have to spell out what will be done. This committee has representatives from many agencies. By May or June, the committee will write an executive summary with priority projects and recommend how to pay for them. This group has met 3-4 times so far. It is an advisory group. The recommendations made will go to agencies for action. He met with the newspaper last week to cover this. He let the TAC know he is the Chair of the committee. He noted it will take participation of all groups and the private sector to partner to complete the projects.

v. ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT) SUPPORT LETTER

-Jeff Meilbeck, CEO and General Manager

Staff requests the NAIPTA Board of Directors consider a request by ADOT to provide a letter of support for a widening project at the intersection of Route 66 and Highway 180.

Mr. Meilbeck let TAC members know the Board was supportive of this action. This has led to a larger question, "What role does NAIPTA have in supporting these projects?" Perhaps NAIPTA and the FMPO could review requests prior to them going to City Council for vetting. ADOT appreciated the letter. There was a question about the Rio de Flag project. Per Ms. Mazza, the Rio de Flag project will be considered in conjunction with this one eventually.

vi. FEDERAL FUNDING UPDATE

-Jeff Meilbeck, CEO and General Manager

This item is for information and discussion only.

Mr. Meilbeck reported our \$6.2M building was mostly funded from two competitive grants. Federal dollars were distributed by the State. NAIPTA plans to continue to pursue these funds. ADOT is about a year behind on distributing funds. He plans to make the argument for small urban dollars, staying small urban dollars. He met with ADOT staff on Monday, February 29th in the afternoon. He may need to ask the Board to go to ADOT.

vii. 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.



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Mr. Meilbeck stated staff has been tasked with options to go to the voters, which will be determined by City Council. Options were discussed a few months ago. NAIPTA will make the case to the City Council for 2016. If it doesn't pass in 2016, we still have 2018 go back without crisis. The question was posed regarding time for an adequate campaign. Mr. Meilbeck replied this campaign is only for a flat transit tax with simple messaging and based on the calendar, it should be doable. A member of the TAC asked which agency is required to put the transit tax on the ballot and if the rate is the same. Mr. Meilbeck confirmed the City is the agency required to put the Transit Tax initiative on the ballot and the rate will be kept flat. The Regional Transportation Plan (RTP) may recommend future plans for expansion. Some member comments were shared. This 2016 flat tax may remove some of the background noise and allow bicycle and pedestrian friendly projects to get to the next level, fully functioning, hand in hand with transit. Infrastructure for bikes and pedestrians is very good in the City, but could be better in the outlying areas, further east and west. New development will have significant impact. The City will form a Citizen Review Committee. New development is high density. A new consolidated community is part of the dynamic energy in Flagstaff. We need to manage it. Good comments related to the totality of transit.

viii. TIGER GRANT APPLICATION FOURTH STREET 1-40 OVERPASS

-Jeff Meilbeck, CEO and General Manager

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 shared the City/FMPO information regarding the TIGER grant application last year for \$15M, which was not received. NAIPTA sent a letter of support. TIGER is the acronym used for Transportation Investment Generating Economic Recovery. There was no discussion.

ix. 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. Mazza presented this report on behalf of Ms. Morley. She explained vanpools are a viable option for points within Coconino County. Vanpools are very robust in major metro areas. They are new here and a lot of time has been spent on the education component. The goal was to have 5 vanpools operating by March 31st. We have three up and running, one between Flagstaff and Winslow for pharmacists at the Indian Health Care Center, and two for North



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Country Health Care, one going to Ashfork and another to Winslow. A request was received for two more vanpools this week. We are looking at federal agencies as potential clients as well. They would have additional dollars available to offset costs for a program like this. Tuba City may want five vanpools. There were no questions.

c. PROGRESS REPORTS:

- i. TRANSIT SPINE ROUTE STUDY UPDATE
-Erika Mazza, Deputy General Manager

Ms. Mazza reviewed a PowerPoint presentation with TAC members including the project time line and initial alternative screening. Alternative concepts were considered and dismissed until landing on the proposed locally preferred alternative. This map was shown on the screen. A section analysis was done including a multimodal underpass strategy with signal needs, runningway concepts for Milton Road and a Fourth Street Median Busway, allowing for a center median stop. Station concepts with typical requirements and pictures of examples were shown. We could have a future transit network. The next steps will be to meet with the Federal Transit Administration (FTA) when she is in Washington DC in a couple weeks. The planning process has been exciting. TAC members thought this was very exciting and plausible. Mr. Meilbeck stated we will have to have a detailed plan when requesting funding. We will get there.

- ii. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- NAIPTA TAC and Board Officer Nominations

Mr. Meilbeck asked TAC members to think about officer nominations for next month. If elected, the term begins July 1st. Chair Stam told TAC members it is a very simple commitment and she encouraged self-nomination or send an email to her and she will nominate you.

- Flagstaff Metropolitan Planning Organization (FMPO) Executive Board
Mr. Meilbeck reported he is now a voting member on the FMPO Executive Board and this will be good for coordination.

- Strategic Workplan

Mr. Meilbeck noted the strategic workplan is usually developed from the December Advance each year, but a different type of meeting was held last year. The strategic workplan will be addressed at the joint meeting in May.

- Reminder to Renew NAIPTA ID/Bus Pass in March – Good for 1 year
Ms. Cashman asked those who have NAIPTA ID's/Bus Passes to renew them at the front desk. If there is any member that doesn't have one and would like one, please see the front desk.



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ITEMS FROM COMMITTEE AND STAFF:

6. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next TAC meeting will be April 7, 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. April agenda items will include but not be limited to the Financial Audit, 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 TAC.

7. ADJOURNMENT -Chair Stam adjourned the meeting at 11:30am.

Erin Stam, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

Rhonda Cashman, Clerk of the Board



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