



# Northern Arizona Intergovernmental Public Transportation Authority

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## Board of Directors Minutes for Wednesday, April 20, 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, April 20, 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;  
Veronica Hipolito, Dean of Students, CCC, designee  
*\*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;  
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;  
Heather Dalmolin, Administrative Director;  
Jim Wagner, Operations Director;  
Jacki Lenner, Marketing Manager;  
Jon Matthies, IT Manager;  
Lauree Battice, Business Manager;  
Alicia Becker, Transit Planner;  
Kate Morley, Mobility Planner;  
Rhonda Cashman, Clerk of the Board;



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Fredda Bisman, NAIPTA Attorney (via WebEx)

GUEST PRESENT: None.

1. CALL TO ORDER -Chair Payne called the meeting to order at 10:00am
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES 3/23/2016  
Vice Chair Babbott moved to approve the March 23, 2016 meeting minutes. Director Overton 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:

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

-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.

Ms. Dalmolin reported two deficiencies were found. One was a payroll deficiency where the Personal Action Form (PAF) was not signed by the supervisor. This was a repeat deficiency. The other was a year-end Paid Time Off (PTO) accrual error in which an employee on leave was not accounted for. Our policies and procedures have been reviewed and corrective action is being implemented. There were no material findings of miss accounting. This report was submitted to the Federal Clearing House by the deadline on March 31<sup>st</sup>.

#### 6. 2<sup>ND</sup> AMENDMENT OF VRIDE VANPOOL PROGRAM

-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.



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Ms. Morley told the Board it is time to renew the contract with vRide. The contract will end in September 2017. We do have the ability to terminate the contract at any time. This will be the final renewal before we go out to competitive bid again. Five vans are on the road. Amending the contract will allow us to keep those vanpools out on the road.

7. ACCEPT AND APPROVE THE LOCALLY PREFERRED ALTERNATIVE (LPA) EXECUTIVE SUMMARY AND APPLY TO THE FEDERAL TRANSIT ADMINISTRATION (FTA) FOR ENTRY IN PROJECT DEVELOPMENT

-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.

Ms. Mazza noted the Board is being asked to approve the Transit Spine Study Executive Summary, including the LPA and proceed with application to FTA for project development. The timeline was reviewed, as well as the benefits to Flagstaff. Concern was communicated from Board members to not get ahead of our partners and the community on this project and be mindful on messaging. The public needs to understand how this will be financed. Mr. Meilbeck offered reassurance that NAIPTA is moving ahead appropriately.

8. AWARD RFP 2016-100 AND APPROVE CONTRACT FOR SERVICES WITH TRANSITFARE AND SYSTEMS, LTD

-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.

Ms. Dalmolin noted this contract is budgeted. A Request for Proposal (RFP) was recently done to look at upgrading our security cameras and real time arrival system, as well as stop annunciators. TransitFare was the selected vendor through the competitive process. There will be a significant savings with the new real time arrival system. TransLoc will be replaced. The stop annunciator contract will be brought back later as it is a FY2017 budget item. We will have professional recordings done in English and Spanish with Navajo possibly being added at a later date.

Agenda items 5-8 were moved for approval as presented in one motion by Vice Chair Babbott and seconded by Director Overton. There was no further discussion. All approved, none opposed. Motion carried.



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## DISCUSSION / ACTION ITEMS:

### 9. BOARD ELECTION OF OFFICERS

-Rhonda Cashman, Clerk of the Board

Staff recommends the Board of Directors elect officers for FY2017.

Chair Payne asked for Board Chair nominations from the floor. Secretary Barotz nominated Vice Chair Babbott to be the Chair beginning in July. He accepted the nomination. All approved, none opposed. Motion carried. Chair Payne asked for Board Vice Chair nominations from the floor. Secretary Barotz nominated Director Overton to be the Vice Chair beginning in July. He accepted the nomination. All approved, none opposed. Motion carried. Chair Payne asked for Board Secretary nominations from the floor. Secretary Barotz nominated Director Hipolito to be the Secretary beginning in July. She accepted the nomination. All approved, none opposed. Motion carried. New officer terms will be effective July 1, 2016.

### 10. FY2017 BUDGET MESSAGE

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

Discussion only.

Mr. Meilbeck recommended an increase in 6,600 bus hours in FY2017 at a cost of \$109,000. This is possible due to runcutting, efficiencies and a whole lot of planning. No surprises on capital items. He also recommended up to a 4% average increase for continuing the pay plan. Ms. Dalmolin shared a PowerPoint presentation with the Board. She reviewed accomplishments of the past year for Mountain Line and Mountain Lift. NAIPTA is projected to come in under budget for FY2016. She reviewed the FY2017 budget request to partner agencies. NAIPTA is applying for grant funds from the Arizona Department of Transportation (ADOT) and the Federal Transit Administration (FTA) under Sections 5304, 5307, 5310, 5311 and 5339. Based on the increase of 6,000 bus hours and an assumption that the flat tax renewal is approved, a fund balance graph was shown on screen. There was a request from the Board to have a workplan policy discussion regarding areas of interest sometime in the next year. Mr. Meilbeck stated he would plan to do so.

### 11. 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.

Mr. Meilbeck discussed the plan to apply for grant funds under Section 5311 for Winslow. The planning effort includes pursuing the grant and drafting an IGA. NAIPTA



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plans to leverage \$20,000 cash from Winslow, as well as \$10,000 in-kind staff time from Winslow and \$10,000 in-kind staff time from NAIPTA for this grant. No cash from NAIPTA. Meetings are going pretty well. The grant is due tomorrow, so with his blessing, staff has written the grant with the hope that the Board would approve its submission. Some concern was voiced for later regarding operations. We need to understand why it didn't work with the Verde Valley, so we don't repeat it. Ms. Morley explained the 5311 grant will have a placeholder for operations for a year or two, should Winslow decide to pursue transit. Another concern was brought up about NAIPTA staff being able to handle the additional workload. Mr. Meilbeck explained NAIPTA has a planning team and we would most likely hire a planner to do this work with funds from this grant on this particular project. This would be a benefit to NAIPTA member agencies due to economy of scale. There were no further comments. Director Overton moved to approve submission of the grant and execution of the contract. Director Hipolito seconded. All approved, none opposed. Motion carried. Ms. Dalmolin made the Board aware of a potential problem she identified. As she and Kate are working through the application, she discovered ADOT is requiring submission for year two and there is a capital component, which has not been addressed. She said it is a placeholder in the application and it would definitely be brought back to the Board for approval before moving forward on capital investment. As it stands now, the application won't match the action taken, but she can provide the numbers today, if the Board would consider it later in the meeting in conjunction with the other 5311 grant application piece. Per Ms. Bisman, we can return to this item. Mr. Meilbeck stated he is not comfortable asking the Board to approve it all without having more time. He suggested providing further information for consideration of approving the application and then bringing the item back to approve execution of the contract for the award at a future meeting.

## 12. 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 reviewed a PowerPoint presentation with the Board. He shared the purpose, the approach and the progress to date. He will present to the City Council and the Board of Supervisors in June. Then this item will be on hold until after the election. Mr. Wessel has done tremendous work and spreadsheets were quickly shown on screen. There will be a three hour meeting next month and they are working on a draft Executive Summary now. A Board member stated this is a good communication tool, but what is the expectation of agencies to act? Mr. Meilbeck explained the Executive Summary will have recommendations and a Citizen Review Commission (CRC) will be formed after the beginning of the year. There was also a question asked about tie in with private property owners. Mr. Meilbeck replied that NAIPTA has leverage with ADOT, the private sector and the university. There is a lot of private property along Lone Tree. It is typical for government to make infrastructure investment and then private property owners invest. The concern is that they may feel they don't need transit and the land gets developed differently. The RTP can articulate



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to the community and land use accordingly. They have banked on corridor relief in the Lone Tree area, so it is recommended to welcome land owners to the table sooner than later. Mr. Meilbeck responded that the private sector is included in the RTP through the Chamber of Commerce and the Economic Collaborative of Northern Arizona (ECoNA). He understood the request. There was no further discussion.

### 13. 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.

Ms. Morley reviewed the grant application pieces, stating it is an 80/20 split and the Mobility Management piece is for two years. Secretary Barotz moved to approve this grant application and execution of contract as requested. Vice Chair Babbott seconded. There was no discussion. All approved, none opposed. Motion carried.

### 14. 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.

Revised Staff Report Recommendation:

Staff recommends the Board of Directors: 1) Authorize staff to submit an application to the Arizona Department of Transportation (ADOT) not exceed \$1,591,564; 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.

Ms. Morley handed out a revised staff report and the application budget. She reported that in addition to the Winslow piece, this grant also includes the vanpool program. We have five vanpools on the road and more interest. We would like to see the vanpool program continue. ADOT is making this a 2 year cycle. This would fund at least 15 vans on the road for these two years. We want the year one planning grant for Winslow and two years for vanpools. ADOT has asked NAIPTA to include year two for operations for Winslow, but we have no idea if the planning process will come back in favor of that prospect. We also don't know if Winslow will partner with NAIPTA or Navajo County. The numbers are estimated on one intercity route between Winslow and Flagstaff with a stop at Twin Arrows and one circulator route in Winslow. We will come back to the Board if it is decided to move forward with funds for Winslow in year



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two. Vice Chair Babbott moved to approve this item as reflected in the revised staff report. Director Hipolito seconded. All approved, none opposed. Motion carried.

Director Hipolito left the meeting at 11:32am. There was still a quorum present to continue the meeting.

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

Ms. Mazza reported 5307 grant funds are for small urban communities with a population greater than 50,000 that may or may not have transit. Cities without transit must return their funds to ADOT for redistribution. 5339 grant funds are for bus facilities and were formulized under MAP-21. Flagstaff receives approximately \$100,000. NAIPTA actually pools these funds to apply for the competitive grants. She asked to alter the request to \$500,000 for Phase II of the BRT project and the office remodel to create more useable workspace and improve our heating and cooling system. She requested to table the Shop 3 expansion until she has more time to review costs. NAIPTA can apply in 6-9 months for the funds needed for the Shop 3 expansion. The other piece is new articulated buses. There was no discussion. Director Overton moved to approve the 5307/5339 grant application and execution of contract as recommended. Vice Chair Babbott seconded. All approved, none opposed. Motion carried.

**16. NAIPTA STRATEGIC ADVANCE SCHEDULE**

-Jeff Meilbeck, CEO and General Manager

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

Mr. Meilbeck reported there is so much in the works already. He said Board, TAC and staff would be in a better position to think strategically in December. He recommended changing the Joint meeting in May to a regular Board meeting. All Board members were supportive of this approach.

**PROGRESS REPORTS:**

**17. EMPLOYEE SATISFACTION SURVEY**

-Heather Dalmolin, Administrative Director

Ms. Dalmolin noted 92 staff members participated in the survey; the highest response ever. It is seven pages with 1-4 questions per subsection. Neutral or not applicable do



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not affect scoring. Graphs for the different sections were shown on screen and she reviewed the comments with the Board.

## 18. REVIEW STRATEGIC WORKPLAN PROGRESS

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck reviewed a PowerPoint presentation with the Board on NAIPTA's progress. It was an old version of the presentation, so he basically gave a brief update.

## 19. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- Transit Tax Renewal

Mr. Meilbeck showed the Board a couple PowerPoint slides from a recent survey done of random, registered, likely voters. Approximately 87% would support a 10 year extension and 62% would support a 20 year extension of the current base funding transit tax. The Citizen Review Commission supports the flat tax renewal for 10 years.

Vice Chair Babbott made a motion to move into an Executive Session and Secretary Barotz seconded. All approved, none opposed. Motion carried. The Board convened an Executive Session at approximately 11:55am.

### EXECUTIVE SESSION

Executive sessions are closed to the public.

The Board considered 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 reconvened the public meeting at approximately 12:18pm.

### 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.

Director Overton requested this item be placed on a future agenda to reaffirm our CEO and General Manager's contract language and summarize the evaluation process for the year. Secretary Barotz seconded. Vice Chair Babbott asked if action can be taken at that time. Ms. Bisman stated yes, action could be taken at that time. Chair Payne



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noted if action is taken now, it would be effective July 1<sup>st</sup> for the next fiscal year. If they wish to review or negotiate the terms of the CEO and General Manager’s contract, Chair Payne would suggest they do that in consort with the external market evaluation and they do that all at once as a separate stand-alone item. Director Overton withdrew his motion and Secretary Barotz withdrew her second. Vice Chair Babbott moved to extend Jeff Meilbeck’s contract through FY2017, requesting a compensation discussion at a later date. Secretary Barotz seconded. All approved, none opposed. Motion carried. Chair Payne noted he would do some research on the external market evaluation and get this item agendized on a future agenda so it can be considered.

## ITEMS FROM COMMITTEE AND STAFF:

### 20. 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. The public is invited to attend. May agenda items will include but not be limited to Bus Stop Mobility Project, Bus Stop Amenities Project, ERE (Employee Related Expenses) Rates and Regional Transportation Plan Update. 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 12:20pm.

\_\_\_\_\_  
Richard Payne, Chair NAIPTA Board of Directors

ATTEST:

\_\_\_\_\_  
Rhonda Cashman, Clerk of the Board



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