



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, May 18, 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:

1. CALL TO ORDER -pages 1-4
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MEETING MINUTES: 4/20/2016 -pages 5-13
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. ADVERTISING POLICY REVISION – ELECTRONIC CIGARETTES

-Jacki Lenners, Marketing Manager

-pages 14-20

Staff recommends the Board of Directors approve a revision to the Advertising Policy to include electronic cigarettes (e-cigarettes) and related products in the list of Excluded Advertising categories, under the tobacco section.

6. SECOND AMENDMENT TO WOODSON ENGINEERING AND SURVEYING, INC. CONTRACT FOR THE BUS STOP MOBILITY IMPROVEMENTS PROJECT

-Anne Dunno, Capital Project Manager

-pages 21-28

Staff recommends the Board of Directors approve and authorizes the second amendment to the Woodson Engineering & Surveying, Inc. contract in an amount not to exceed \$24,900 for the Bus Stop Mobility Improvements project.

DISCUSSION / ACTION ITEMS:

7. AWARD OF RFP 2016-106 FOR THE BUS STOP MOBILITY IMPROVEMENTS PROJECT

-pages 29-30

-Anne Dunno, Capital Project Manager

Staff recommends the Board of Directors award RFP 2016-106 for the Bus Stop Mobility Improvements project to Woodruff Construction.

8. COCONINO COMMUNITY COLLEGE PILOT PASS PROGRAM

-pages 31-33

-Jacki Lenners, Marketing Manager

Staff recommends the Board of Directors approve a Pilot Pass Program with Coconino Community College (CCC), allowing all Faculty, Staff, and Students to ride the entire Mountain Line system fare-free for a nine-month period.

9. REGIONAL TRANSPORTATION PLAN (RTP) STEERING COMMITTEE UPDATE

-Jeff Meilbeck, CEO and General Manager

-pages 34-36

Staff recommends the Board of Directors review and discuss progress of the RTP Steering Committee.



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PROGRESS REPORTS:

10. MOUNTAIN LINE AND MOUNTAIN LIFT RIDER SATISFACTION SURVEYS
-Jacki Lenner, Marketing Manager -page 37
11. UPDATE ON FLAGSTAFF SHELTER SERVICES VEHICLES -page 38
-Kate Morley, Mobility Planner
12. TRANSIT TAX RENEWAL UPDATE
-Jeff Meilbeck, CEO and General Manager
13. SUMMARY OF CURRENT EVENTS
-Jeff Meilbeck, CEO and General Manager

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 Contract and Compensation Package Negotiation.
ARS 38-431.03(A)(1).

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

DISCUSSION / ACTION ITEMS:

14. CEO AND GENERAL MANAGER'S CONTRACT AND COMPENSATION PACKAGE
-Richard Payne, NAIPTA Board Chair
The Board of Directors may take action regarding the CEO and General Manager's contract and compensation package.

ITEMS FROM COMMITTEE AND STAFF:

15. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS
The next Board meeting will be on Wednesday, June 15, 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. June agenda items will include but not be limited to Public Hearing for Proposed Service Changes, Budget Adoption, Equal Employment Opportunity (EEO) Program, meeting Calendar Review, Bus Stop Amenities Project, Kinney Construction Services (KCS) Change Order #7, ERE (Employee Related Expenses) Rates, Line of Credit, General Liability Insurance, Annual Contract Renewals and Personnel Policy Manual Update. The June agenda will



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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.

16. ADJOURNMENT



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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 31st.

6. 2ND 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 18th 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 1st 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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DATE PREPARED: May 10, 2016

DATE: May 18, 2016

TO: Honorable Chairman and Members of the Board

FROM: Jacki Lenners, Marketing Manager

SUBJECT: Advertising Policy Revision – Electronic Cigarettes

RECOMMENDATION:

Staff recommends the Board of Directors approve a revision to the Advertising Policy to include electronic cigarettes (e-cigarettes) and related products in the list of Excluded Advertising categories, under the tobacco section.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Strive for continuous improvement in all we do
- ❖ Put the customer first.

BACKGROUND:

The NAIPTA Board of Directors adopted an Advertising Policy in June 2012, designed to provide clear guidance on permitted and excluded types of advertising. The “Excluded Advertising” section addresses tobacco advertising, stating “Tobacco products including but not limited to cigarettes, cigars, and smokeless (e.g. chewing) tobacco” are not permitted.

Since this policy was adopted, e-cigarettes and related products have grown in popularity. NAIPTA does not allow the use of e-cigarettes on its vehicles or in its facilities, including bus stops and shelters. Adding these products to the list of Excluded Advertising items is the logical next step in ensuring that the advertising that appears on and in NAIPTA vehicles is consistent with the organization’s values.

TAC DISCUSSION:

The TAC members were supportive of this revision.

ALTERNATIVES:

- 1) **Approve the Advertising Policy Revision to include e-cigarettes on the list of Excluded Advertising items.** Approving this revision would be in line with NAIPTA’s existing policy regarding e-cigarettes on vehicles and in facilities.
- 2) **Do not approve the Advertising Policy Revision to include e-cigarettes on the list of Excluded Advertising items. (not recommended):** If the revision is not approved, NAIPTA will be obligated to

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accept advertisements from e-cigarette companies, which is counterintuitive to the organization's policy to not allow these items on buses or at stops.

FISCAL IMPACT:

The only fiscal impact would be lost revenue from potential e-cigarette advertisers, but this is a relatively small market and to date, NAIPTA has not been contacted by any advertisers of these products.

SUBMITTED BY:

Jacki Lenners
Marketing Manager

APPROVED BY:

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

1. Draft Advertising Policy

-pages 16-20



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ADVERTISING POLICY

The Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) provides public transportation services in the greater Flagstaff region and Northern Arizona.

NAIPTA is engaged in the sale of advertising in and upon the property and rolling stock of NAIPTA ("Transit Facilities"), consisting of: (1) print advertising on the exterior of NAIPTA's buses; (2) print advertising displayed on bus shelters and transit stations in NAIPTA's service area; (3) print advertising on the interior of NAIPTA's buses; (4) advertising on the exterior of buses in the form of a "wrap;" and (5) advertising displayed in print and electronic media such as rider guides, web pages, ticket media. This Advertising Policy ("Policy") shall apply to the sale of all forms of advertising on all Transit Facilities owned and/or managed by NAIPTA.

I. PURPOSE

NAIPTA will allow limited types of advertising on or in its Transit Facilities, pursuant to the terms of this Policy ("Permitted Advertising"). By allowing Permitted Advertising, NAIPTA does not intend to create a public forum for public discourse or expressive activity or to provide a forum for all types of advertisements. All advertising shall be subject to this uniform, viewpoint-neutral Policy.

NAIPTA will not permit the types of advertising defined as Excluded Advertising in Section III below. By not allowing Excluded Advertising, NAIPTA can: (a) maintain a professional advertising environment that maximizes advertising revenues and minimizes interference with or disruption of their transit systems; (b) maintain an image of neutrality on political, religious or other issues that are not the subject of Commercial Advertising and are the subject of public debate and concern; and (c) continue to build and retain transit ridership.

II. PERMITTED ADVERTISING

A. Exterior Advertising

The display of Permitted Advertising on the exterior of the Transit Facilities ("Exterior Advertising") is intended only to supplement fare revenue, tax proceeds and other income that fund the NAIPTA's operations and to promote the NAIPTA's transit operations. In order to realize the maximum benefit from the sale of space, the advertising program must be managed in a manner that will procure as much revenue as practicable, while ensuring that the advertising is of a type that does not discourage the use of the transit systems, does not diminish

NAIPTA's reputation in the communities they serve or the good will of their patrons, and is consistent with the principal purpose of providing safe and efficient public transportation. To attain these objectives, NAIPTA's Board of Directors has established the following regulations governing Exterior Advertising.



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Exterior Advertising includes:

1. Commercial Advertising. Commercial Advertising is advertising the sole purpose of which is to sell products, goods or services for profit. It does not include advertising that offers to sell products, goods or services and also conveys a political or religious message, or issue advocacy, and/or expresses or advocates opinions or positions related to any of the foregoing.

2. Transit Operations of NAIPTA. Transit Operations Advertising is advertising that promotes NAIPTA services.

B. Interior Advertising

NAIPTA recognizes that passengers are a captive audience to any advertisements posted on the interior of NAIPTA's buses ("Interior Advertising"). NAIPTA desires that such passengers not be subject to advertisements containing material relating to political, religious, or issue advocacy about which public opinion can be widely divergent and which some passengers may, therefore, find offensive. If passengers are so offended, it could adversely affect the ridership and revenue of NAIPTA systems. NAIPTA's Board of Directors has, therefore, established the following regulations governing Interior Advertising.

Interior Advertising includes:

1. Public Service Advertising. Public Service Advertising is advertising proposed by governmental entities, academic institutions or tax-exempt nonprofit organizations that relates to community, art, cultural, educational, health, or safety events, programs and/or messages and does not include Commercial Advertising or contain any direct or indirect reference to religious, political or issue advocacy. Upon NAIPTA's request, nonprofit entities must document their tax-exempt status. Unless the source of the public service advertising is obvious from the content or copy, the advertisement must specifically identify the sponsor of the advertisement or the message.

2. Transit Operations of NAIPTA. Transit Operations Advertising is advertising that promotes NAIPTA services.

3. Cross-promotional Advertising. Cross-promotional Advertising is advertising in which NAIPTA collaborates with for-profit entities to promote using NAIPTA services as a conveyance to a specific event; such advertising may not contain any direct or indirect reference to religious, political or issue advocacy.

4. Commercial Advertising. Commercial Advertising is advertising the sole purpose of which is to sell products, goods or services for profit. It does not include advertising that offers to sell products, goods or services and also conveys a political or religious message, or issue advocacy, and/or expresses or advocates opinions or positions related to any of the foregoing.



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III. EXCLUDED ADVERTISING APPLICABLE TO EXTERIOR AND INTERIOR ADVERTISING

Exterior and Interior Advertising cannot be displayed or maintained on Transit Facilities if information contained in the advertisement falls within one or more of the following categories of Excluded Advertising:

1. False, Misleading or Deceptive
2. Advertise or depict the use of *spirituous liquor* as that term is defined in Section 4-101, Arizona Revised Statutes:
3. Represent, by language or graphics, violence or anti- social behavior.
4. Advertise or depict language, gestures, conduct, or graphical representations that are obscene, pornographic, vulgar, profane, or scatological.
5. Represent, by language or graphics, a *nude* or *seminude* person, as those terms are defined in Section 11-811(D), Arizona Revised Statutes, or the exposed buttocks of any person.
6. Depict, relate to, or reference a website or other medium that relates to *specified sexual activities* or *specified anatomical areas* as those terms are defined in Section 11-811, Arizona Revised Statutes.
7. Clearly defamatory or likely to hold up to scorn or ridicule a person or group of persons.
8. Tobacco. Tobacco products including but not limited to cigarettes, cigars, ~~and~~-smokeless (e.g. chewing) tobacco, and electronic cigarettes and related products.
9. In advocacy of imminent lawlessness or violent action.
10. Religious.
11. Political.
12. Intellectual property infringement, including piracy or infringement of copyright, trade dress, service mark, title or slogan.
13. Unauthorized Endorsement.
14. Snipe Signs and Flyposting.



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For purposes of this Policy, the following definitions apply:

Religious Advertisements are defined as advertisements that contain any direct or indirect reference to religion, or to any religion, or to any deity or deities, or which includes the existence, nonexistence or other characteristics of any deity or deities, or to any religious creed, denomination, belief, tenet, cause or issue relating to (including opposing or questioning) any religion. This prohibition shall include the depiction of text, symbols, or images commonly associated with any religion or with any deity or deities, or any religious creed, denomination, belief, tenet, cause or issue relating to (including opposing or questioning) any religion.

Political Advertisements are defined as advertisements that contain political speech referring to a particular ballot question, initiative, petition, referendum, candidate, or political party or viewpoint or expresses or advocates opinions or positions upon any of the foregoing. This prohibition includes any advertisement referring to or depicting a candidate for public office in any context.

Unauthorized Endorsement Advertising is advertising that implies or declares that NAIPTA endorses a product, service, point-of-view, event or program. The prohibition against endorsements does not apply to advertising for a service, event or program for which NAIPTA is an official sponsor, cosponsor or participant.

Snipe Signs are signs of any size and material, including but not limited to paper, cardboard, wood, or metal, that are tacked, nailed, posted, pasted, glued or otherwise attached to shelters, poles, benches or other objects that are the property of or under the control of NAIPTA, and the advertising matter or other text thereon has not been previously approved by NAIPTA.

Flyposting is the act of nailing, posting, pasting, gluing or otherwise attaching signs on property belonging to NAIPTA or under NAIPTA's control, without NAIPTA's permission and/or without any other approvals or permits that may be required by state, federal, or local law.

IV. ADMINISTRATION AND ENFORCEMENT OF POLICY

A. Review by Administrative Director and Marketing

The Administrative Director and Marketing Manager shall review all submitted advertisements to determine whether or not the advertisement complies with this Policy. If the Administrative Director or Marketing Manager determines that the advertisement does not comply with this Policy, he or she shall specify the standard or standards with which the advertisement does not comply, and shall notify the advertiser in writing sent no later than thirty (30) days after NAIPTA's receipt of the submittal (the "Notice") that the advertisement has been rejected and the reasons for the rejection. The Notice shall include a copy of this Policy.



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B. Appeal to General Manager/CEO

Rejection of an advertisement may be appealed to NAIPTA's General Manager/CEO, or designee, by written notification delivered to the Administrative Director and/or Marketing Manager no later than ten (10) days from the date of the Notice (the "Appeal"). The Appeal shall set forth the arguments supporting the contention that the advertisement is in compliance with this Policy and therefore should be allowed. The General Manager/CEO will schedule a hearing to be held within thirty (30) from the date of the Appeal, and at such hearing will allow the advertiser and the Administrative Director and Marketing Manager to present any argument or evidence they wish to offer. The General Manager/CEO's decision shall be final.





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DATE PREPARED: May 9, 2016

DATE: May 18, 2016

TO: Honorable Chairman and Members of the Board

FROM: Anne Dunno, Capital Project Manager

SUBJECT: Second Amendment to Woodson Engineering & Surveying, Inc. Contract for the Bus Stop Mobility Improvements Project

RECOMMENDATION:

Staff recommends the Board of Directors approve and authorizes the second amendment to the Woodson Engineering & Surveying, Inc. contract in an amount not to exceed \$24,900 for the Bus Stop Mobility Improvements project.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Strive for continuous improvement in all we do
- 5 Year Horizon:
- ❖ Follow through on promises we have made.

BACKGROUND:

Woodson Engineering was contracted by NAIPTA in October, 2015 to provide design phase services in support of the Bus Stop Mobility Improvement Project. The overall project objective is to improve existing bus stops for ADA access for boarding/alighting and general mobility in the immediate vicinity of the stop. The project includes up to 34 bus stops in both City of Flagstaff (COF) and Arizona Department of Transportation (ADOT) right of way.

Woodson Engineering was procured via the cooperative purchase agreement with the City of Flagstaff for the A-E on-call services contract. NAIPTA solicited letters of interest from all 7 engineering firms on the COF on-call list. Five responses were received and evaluated based on relevant experience, client service, and experience with COF & ADOT permitting process. NAIPTA awarded the design contract to Woodson for Phase 1 in the amount of \$49,300 and subsequent Phase 2 (First Amendment to contract) in the amount of \$50,650. Phase 1 included topographic survey, base maps and 30% design development. Phase 2 included transit easement surveys, final design development, and bid phase services. Phase 3 (Second Amendment) in the amount of \$24,900 is for additional ADOT plan revisions and construction phase support through November 30, 2016. Please reference the Second Amendment to the contract and Woodson's Phase 3 proposal - (attached).

TAC DISCUSSION:

TAC was supportive of the Second Amendment to Woodson Engineering & Surveying.



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ALTERNATIVES:

- 1) **Approve the Second Amendment to the Woodson Engineering & Surveying, Inc. contract in an amount not to exceed \$24,900 for the Bus Stop Mobility Improvement project.**

(Recommended): The recommended action is supported by NAIPTA procurement process.

Approval of Second Amendment allows Woodson to provide the requested professional engineering support during construction phase.

- 2) **Do not approve the Second Amendment to Woodson Engineering & Surveying, Inc. contract in amount not to exceed \$24,900 for Bus Stop Mobility Improvements project. (Not recommended):**

If Second Amendment is not approved, NAIPTA will not have professional engineering support during construction phase.

FISCAL IMPACT:

The Bus Stop Mobility project is included in the adopted FY2016 budget and for carryover in the FY2017 budget. The project is funded by an ADOT 5310 grant awarded to NAIPTA in July, 2015 in the amount of \$516,000 with 90/10 split for federal share of \$464,400 and local match of \$51,600. FY2016 adopted budget also included an additional \$51,600 for a total project budget of \$567,600. NAIPTA is estimated to expend approximately \$99,950 for design phase; \$417,650 for construction phase including allowances and contingencies, this estimate includes Woodson's second amendment contract for \$24,900; and approximately \$50,000 to cover soft costs including permitting/design review fees, legal, environmental, and project administration.

SUBMITTED BY:

Anne Dunno
Capital Project Manager

APPROVED BY:

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

- | | |
|---------------------------------------|--------------|
| 1. Draft Second Amendment to Contract | -pages 23-25 |
| 2. Woodson Phase 3 Proposal | -pages 26-28 |



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SECOND AMENDMENT TO AGREEMENT

THIS SECOND AMENDMENT TO INDEPENDENT CONTRACTOR AGREEMENT FOR ON-CALL ARCHITECTURAL SERVICES ("SECOND Amendment") is made and entered into as of the 18th day of May 2016 (the "Effective Date"), by and between the Northern Arizona Intergovernmental Public Transportation Authority, a political subdivision of the State of Arizona ("NAIPTA"), and Woodson Engineering and Surveying, Inc, an incorporated company within Arizona ("Contractor"). NAIPTA and Woodson Engineering and Surveying, Inc, 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 pursuant to the terms and conditions of that Cooperative Purchase Agreement for On-Call Architectural Services and all subsequent revisions, between the City of Flagstaff and the Contractor on October 7, 2015 and as amended in the First Amendment on December 22, 2015 (the "Original Agreement"). All capitalized terms used without definition in this SECOND Amendment shall have the definitions ascribed to them in the Original Agreement, as modified by this SECOND Amendment.

B. The Parties now desire to amend the Original 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 applicable, as follows:

1. Section 1 of the Original Agreement is amended to add services as outlined in the Scope of Work as attached hereto as Exhibit A.
2. Reaffirmation of Original Agreement and Second Amendment. Except as amended by this Second Amendment, all other terms and conditions of the Original Agreement and Second Amendment shall remain in full force and effect. In the event of any conflict between this SECOND Amendment and the Original Agreement or Second Amendment, the terms of this Second Amendment shall prevail.
3. Counterparts. This Second Amendment may be executed by facsimile or 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. Facsimile signatures shall have the same force and effect as original signatures and shall be binding upon the Parties.

Woodson Engineering and Surveying, Inc

(Signature)

by_____.

Notary Seal

Notary Public

Woodson Contract
Second Amendment

IN WITNESS WHEREOF, NAIPTA has caused this document to be executed by its duly authorized representative, this _____ day of _____, 20__.

NAIPTA

By: _____
Print Name

Its: _____
Title

(Signature)

Approved as to form:

ATTEST:

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

Clerk of the Board

WOODSON

ENGINEERING & SURVEYING, INC.

124 N Elden St, Flagstaff, AZ 86001
(928) 774-4636 | Fax (928) 774-4646

May 3, 2016

Anne Dunno, Capital Project Manager
Northern Arizona Intergovernmental Public Transportation Authority
3773 N. Kaspar Dr.
Flagstaff, AZ 86004

Re: Bus Stop Mobility Improvements Project – Phase 3 Proposal
Woodson Project #115049

Dear Anne,

Thank you for the opportunity to submit this proposal for the Bus Stop Mobility Improvements Project Phase 3 work. This proposal is prepared for the period from the Bid Date of April 29th forward to the close out of the project. Phase 3 will mainly consist of construction phase services. There have been revisions to the Stop improvement list resulting in the current project having 35 stops of varying degree of difficulty for construction.

There is survey budget remaining from the Phase 2 Contract for the following items:

- a. Meade Stop – Provide a Split for the right-of-way being dedicated to ADOT from the County. Provide a Record of Survey and setting of new property corners. Coordination with ADOT to bring this right-of-way into the system.
- b. Provide letter of right-of-way verification with respect to the Lockett Alta Vista project being finalized and constructed by the City of Flagstaff.
- c. Easement legal description and exhibits for the Butler Conoco stop and the Car Wash on Yaqui and Walapai Drives.
- d. Provide a right of way verification for Route 66/Stop 11 Christmas Tree Estates plus remaining coordination with respect to all stops and easement acquisition.

PHASE 3

TASK 1 - SURVEY

There are no Phase 3 survey services at this time.

TASK 2 – PROJECT MANAGEMENT AND ADMINISTRATION

Woodson will provide project management and administration services for the duration of the work, which is from April 29 thru November 30 which is the completion of the project with agency final acceptance and close out. This task includes administration overage from Phase 2 in the amount of \$1,200.

TASK 3 – CONSTRUCTION MEETINGS

- a. Provide attendance at the pre-bid meeting.
- b. Provide attendance at the pre-construction kick-off meeting.
- c. Provide attendance on an as-needed basis at up to 11 weekly construction progress meetings (June thru mid-August).
- d. Provide attendance on an as-needed basis at up to 6 bi-weekly construction progress meetings (September thru November).
- e. Provide attendance at 2 punchlist walkthrough meetings for each the ADOT and the COF stops. This work includes follow up to see completed punchlist items.
- f. Provide 2 additional field meetings as needed to address questions or provide coordination outside of the weekly meetings.

TASK 4 – MATERIAL REVIEWS, SHOP DRAWINGS, RFI'S AND FIELD CHANGE REDLINES

- a. Provide material and shop drawing review.
- b. Provide response to Request for Information (RFI's) from the Contractor during construction. This work includes review of request and response with additional information regarding the plans or specifications.
- c. Provide Redline documents to plans based on field changes identified by the Contractor during construction. This work includes review of request, design and redline exhibit of the change.
- d. Provide review of QA testing results and reports.

TASK 5 – ADOT PLAN SET REVISIONS AND APPROVAL

- a. Provide services to meet with ADOT in a comment resolution meeting regarding comments received to date. Includes research and consideration of the comments and their impacts. We anticipate 2 meetings for this task to be completed.
- b. Provide revised plans based on the comment resolution meeting with ADOT. The comments are significant enough that there will be a moderate level of revisions to the plans. We will prepare the Stop plans to a 95% level for submission to ADOT for review and approval.
- c. Provide coordination at the 95% level with dry and franchise utility providers if there are significant changes to the plans so that they can identify any potential conflicts and incorporating modifications into the final design documents for construction.
- d. Woodson Engineering will provide plan revisions and final documents for the 100% design.
- e. Contractor will provide pricing at each stage of design for NAIPTA's use in tracking the project budget.

All Tasks will be performed on a Time and Material Basis due to the unknown nature of this work.

FEE SUMMARY

Task 1 – Survey	
Task 2 – Project Management and Administration	\$3,600
Task 3 – Construction Meetings	\$10,125
Task 4 – Material Reviews, RFI's, Redlines	\$3,800
<u>Task 5 – ADOT Approvals, Coordination</u>	<u>\$7,375</u>
TOTAL	\$24,900

Please let me know if you have any questions regarding the above scope and fees. I am available to discuss any aspect of this proposal. If acceptable we are prepared to enter into a Contract and we will immediately proceed at your direction.

Sincerely,



Richard Schuller, PE
Associate Principal



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ADATE PREPARED: May 9, 2016

DATE: May 18, 2016

TO: Honorable Chairman and Members of the Board

FROM: Anne Dunno, Capital Project Manager

SUBJECT: Award of RFP 2016-106 for the Bus Stop Mobility Improvements Project

RECOMMENDATION:

Staff recommends the Board of Directors award RFP 2016-106 for the Bus Stop Mobility Improvements project to Woodruff Construction.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Strive for continuous improvement in all we do.
- 5 Year Horizon:
- ❖ Follow through on promises we have made.

BACKGROUND:

Award of this RFP to Woodruff Construction will allow NAIPTA staff to refine final list of bus stops and make recommendation to NAIPTA Board for final contract award in June, 2016. During the month between award of RFP in May and award and approval of contract amendment for full value contract in June, NAIPTA may enter into contract with Woodruff Construction for pre-construction services including development of traffic control plans and permit applications to COF/ADOT in an amount between \$15,000 and \$30,000 to expedite the project delivery schedule.

The overall project objective is to improve existing bus stops for ADA access for boarding/alighting and general mobility in the immediate vicinity of the stop. The project may include improvements for up to 34 bus stops in both COF and ADOT right of way. Scope of improvements include additions of landing areas, curb ramps, sidewalk replacements/ extensions, bus pullout at Museum of Northern Arizona (MNA) and bid alternative for a bus pullout at Hwy 180/Meade Bus Stop. The Bus Stop Mobility project is funded by an ADOT 5310 grant, which was awarded to NAIPTA in July, 2015.

NAIPTA issued an RFP 2016-106 in early April which included qualifications and price (schedule of values) for evaluation and selection based on best value. NAIPTA received and scored two submittals from BEC/JC and Woodruff Construction. Woodruff was highest scoring with 328 points followed by BEC/JC with 265, with a maximum score of 400 points.

Construction contract duration is 180 calendar days from initial Notice to Proceed (NTP) to enable NAIPTA to meet the grant expiration of December 31, 2016. NAIPTA may issue graduated NTPs for portions of the total contract award. The Meade Bus Stop bid alternative is pending environmental review and several bus stops included in the base bid are pending executed transit easements and coordination with ongoing service planning.

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NAIPTA is in process of obtaining final signatures on transit easements and Temporary Construction Easements. NAIPTA will conduct courtesy visits with adjacent property owners prior to construction. There was extensive coordination with MNA for new pullout and with ADOT and Coconino County for the Meade Bus Stop (Route 5) transit easement and right of way documents. Interagency coordination will continue through end of construction phase to complete the ADOT right of way dedication process.

TAC DISCUSSION:

TAC was supportive to move forward in this phased approach of awarding the RFP 2016-106 for the Bus Stop Mobility Improvements project to Woodruff Construction and then negotiate final scope and full contract award in June.

ALTERNATIVES:

- 1) **Approve award of RFP 2016-106 for the Bus Stop Mobility Improvement Project to Woodruff Construction.** NAIPTA is finalizing bus stops for improvements and will bring to Board the final recommendation for full contract award in June, 2016. **(recommended):** Approval of RFP is supported by NAIPTA procurement process. Approval will allow NAIPTA to finalize bus stops to bring to Board for final recommendation for full contract award in June, 2016.
- 2) **Do not approve award of RFP 2016-106 for the Bus Stop Mobility Improvement Project to Woodruff Construction. (not recommended):** If NAIPTA does not obtain Board approval for award of RFP, NAIPTA may lose approximately 4 weeks in the project schedule and staff may need to re-evaluate overall project delivery of the Bus Stop Mobility project.

FISCAL IMPACT:

The Bus Stop Mobility project is included in the adopted FY2016 budget and for carryover to the FY2017 budget. Project is funded by an ADOT 5310 grant awarded to NAIPTA in July, 2015 in the amount of \$516,000 with 90/10 split for federal share of \$464,400 and local match of \$51,600. FY2016 adopted budget also included an additional \$51,600 for a total project budget of \$567,600. NAIPTA is estimated to expend approximately \$99,950 for design phase; \$417,650 for construction phase including allowances and contingencies; and approximately \$50,000 to cover soft costs including permitting/design review fees, legal, environmental, and project administration.

SUBMITTED BY:

APPROVED BY:

Anne Dunno
Capital Project Manager

Jeff Meilbeck
CEO and General Manager



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DATE PREPARED: May 9, 2016

DATE: May 18, 2016

TO: Honorable Chairman and Members of the Board

FROM: Jacki Lenners, Marketing Manager

SUBJECT: Coconino Community College Pilot Pass Program

RECOMMENDATION:

Staff recommends the Board of Directors approve a Pilot Pass Program with Coconino Community College (CCC), allowing all Faculty, Staff, and Students to ride the entire Mountain Line system fare-free for a nine-month period.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Strive for continuous improvement in all we do
- ❖ Show initiative, imagination and creativity
- ❖ Collaborate to enhance service delivery

BACKGROUND:

Due to increased enrollment, CCC has been experiencing parking shortages during peak times at its main campus on Lone Tree Road. Building new parking spots is expensive, and CCC has excellent transit service, with Routes 4 and 14 stopping directly in front of the campus five times an hour. CCC is a NAIPTA partner agency and our organizations have been working together to determine how we can collectively increase transit ridership and decrease the parking demand.

After assessing CCC's needs, NAIPTA is proposing a Pilot Pass Program that would provide a transit pass to all CCC Faculty, Staff, and Students in exchange for a set fee (amount is TBD) paid by CCC for the nine-month pilot program.

Many transit agencies have pass programs with community colleges, and this innovative partnership would serve as an opportunity to test the waters in the Flagstaff market. With a manageable population base (about 4,000 employees and students), CCC is an ideal audience to determine if fare-free universal access pass programs could work to reduce congestion and parking issues. NAIPTA Staff are also confident that the current system can accommodate any increase in ridership attributed to this pilot program.

NAIPTA has a baseline of data for boardings and alightings at the two stops near the CCC campus, which will serve as a starting point for measuring success. NAIPTA would use the ecoPASS fare card for this pilot project, which allows us to track ridership and usage data for the specific CCC audience. We

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will be able to determine if we move the needle with ridership at the actual CCC stops, and ridership patterns across the entire system.

In addition, CCC can deliver a pre- and post-program survey to students for an assessment of usage, perception, and reasons for riding vs. not riding the bus.

At the conclusion of the nine-month pilot program, NAIPTA and CCC can assess the data to determine next steps. Options would include:

- Cancel the program and do nothing in the future- this could have PR implications for NAIPTA and CCC, and we will need to accurately describe it as a “pilot program” in all marketing materials.
- Continue as a fare-free program with a contribution from CCC – we would need to analyze ridership data to determine if this is financially viable for NAIPTA.
- Develop a universal access agreement with CCC based on a pre-determined annual fee, or a per-ride charge – CCC would need to determine if this is a financially viable option between its budget and student fees.

TAC DISCUSSION:

The TAC members were supportive of the CCC Pilot Pass Program and encouraged NAIPTA staff to pursue the opportunity if CCC is interested. A few TAC members suggested extending the pilot program from nine to 12 months in order to get a better baseline of data. It was also suggested that CCC officials weigh the cost of the pilot program versus the cost alternative to provide additional parking.

ALTERNATIVES:

- 1) Approve the CCC Pilot Pass Program.** Approving this program allows NAIPTA and CCC to engage in an innovative partnership designed to increase transit ridership and decrease the demand for parking. The results of the pilot program can be easily measured to gauge success and determine next steps. Given our ability to measure results, staff believe that whether the program is successful, neutral or even ineffective, the data we gather will be valuable to future planning efforts and is worth gathering.
- 2) Do not approve the CCC Pilot Pass Program. (not recommended):** This program is not on the current work plan and will take time and effort to implement. There is no guarantee of success, but as a learning organization we would like to be true to our guiding principles of continual improvement, innovation and collaboration, and give this program a try.

FISCAL IMPACT:

NAIPTA and CCC are currently in discussions about the appropriate fee for this pilot program. We will calculate the fee based on NAIPTA's FY2016 estimated revenues from CCC ridership. This approach will reduce or eliminate NAIPTA's financial risk while still allowing us to learn from this Pilot Program.

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SUBMITTED BY:

APPROVED BY:

Jacki Lenners
Marketing Manager

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

None.



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DATE PREPARED May 11, 2016

MEETING DATE: May 18, 2016

TO: Honorable Chairman and Members of the Board

FROM: Jeff Meilbeck, CEO and General Manager

SUBJECT: RTP Steering Committee Update

RECOMMENDATION:

Staff recommends the Board of Directors review and discuss progress of the RTP Steering Committee

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 mission "To identify priority transportation projects, related costs and viable revenue sources for turning ideas into reality". The committee is working on schedule and is accomplishing their mission. Staff will share information that will be discussed at the May 18th Steering Committee meeting including tentative project lists and maps.

May 18: Final Meeting, extended timeframe, to complete Executive Summary and list of recommended projects.

June 14: Presentation to the Board of Supervisors

June 28: Presentation to Flagstaff City Council

The Executive Summary will include a list of recommended projects, possible funding sources and suggested next steps for agencies to take in bringing these transportation projects to reality.

TAC DISCUSSION:

The TAC reviewed progress and was supportive of the effort.



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SUBMITTED BY:

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

1) One Page Plan

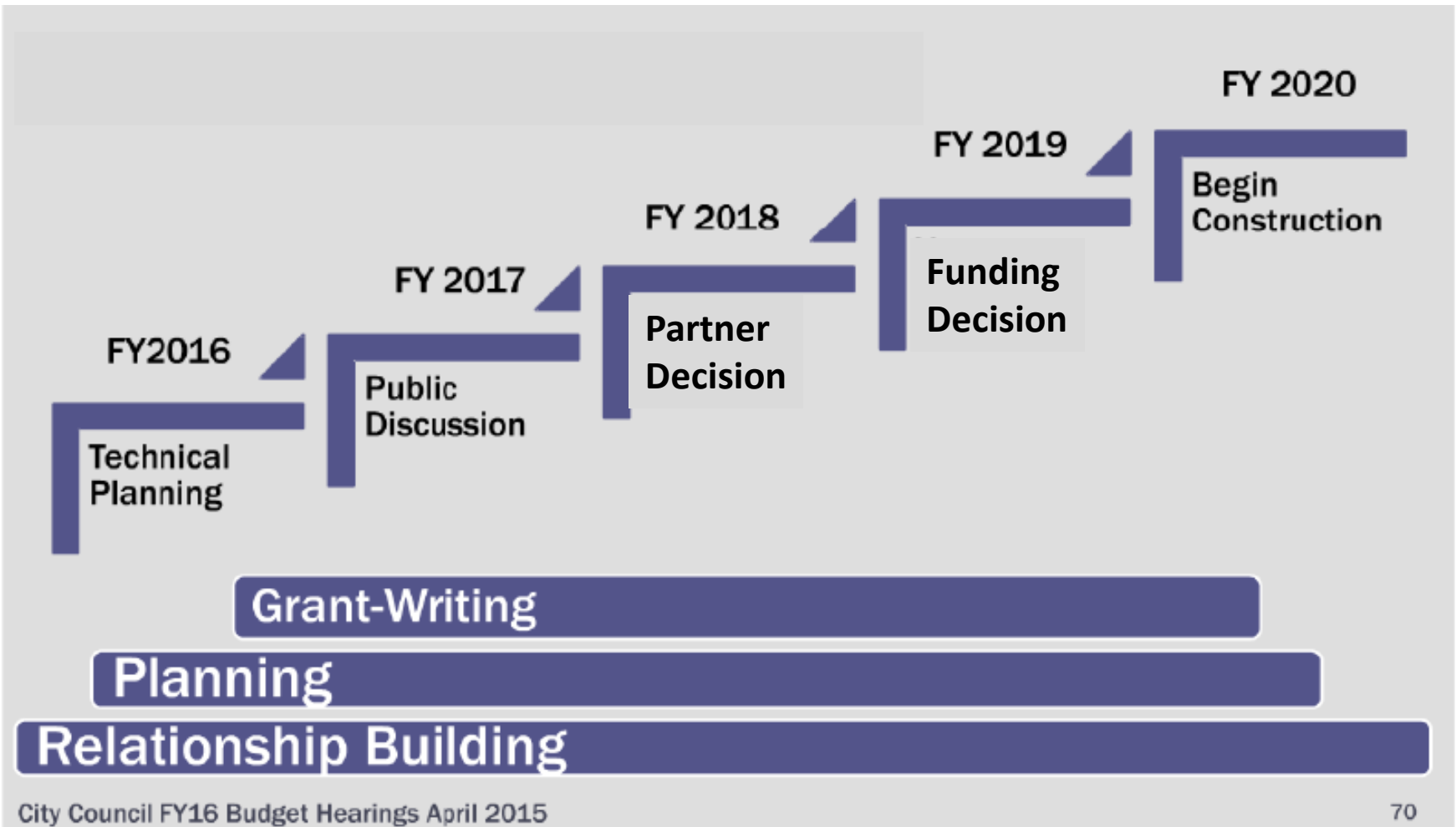
-page 36



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One Page Plan





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NAIPTA MEMORANDUM

DATE: May 18, 2016

TO: Honorable Chairman and Members of the Board

FROM: Jacki Lenners, Marketing Manager

SUBJECT: Mountain Line and Mountain Lift Rider Satisfaction Surveys

Every two years, NAIPTA conducts Rider Satisfaction Surveys for the Mountain Line and Mountain Lift programs. The Mountain Line survey is conducted onboard vehicles and via an online survey instrument. The Mountain Lift survey is conducted via mail and phone.

In addition to gauging the level of rider satisfaction, the survey also collects important demographic data on NAIPTA's ridership which can help guide future planning efforts. Results are compared year-over-year to determine areas of strength and pinpoint areas where there are customer service opportunities.

The presentation at the Board meeting will include results from the 2016 survey, as well as comparisons with the past three surveys.



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NAIPTA MEMORANDUM

DATE: May 18, 2016

TO: Honorable Chairman and Members of the Board

FROM: Kate Morley, Mobility Planner

SUBJECT: Update on Flagstaff Shelter Services Vehicles

In June 2015, the NAIPTA Board of Directors voted to donate two retired paratransit vehicles with negligible value to Flagstaff Shelter Services to meet some of the Shelter's transportation needs.

Flagstaff Shelter Services was able to insure the vehicles and train drivers in January of this year. They began using the vehicles January 25th and provided 84 trips to overflow shelters before the end of the month. The vehicles were used the entire month of February, providing 945 trips to overflow shelters. The vehicles were only used the first week of March due to the end of the overflow program, providing 121 trips. In total, the vans provided 1150 trips in approximately six weeks.

All rides thus far have been to overflow shelters. Currently, Flagstaff Shelter Services is creating a plan for using the vans for other needed services and finding resources to expand their ability to provide rides for such services. They are looking at places where group trips are needed such as DES, pharmacies and medical trips. Flagstaff Shelter Services is providing monthly reports on the vehicle usage and additional updates can be brought forth as desired.



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