



# Northern Arizona Intergovernmental Public Transportation Authority

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## Transit Advisory Committee Minutes for Thursday, April 7, 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, April 7, 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:

Lucinda Andreani, Deputy Public Works Director, Coconino County, alternate;  
Gillian Thomas, Citizen Representative, Coconino County;  
Stephanie Smith, Assistant to the City Manager, City of Flagstaff, alternate, left meeting at 11:47am;  
Shari Miller, Citizen Representative, City of Flagstaff (via WebEx);  
Dave Wessel, (Vice Chair), Manager, FMPO (via WebEx) late arrival at approximately 10:05am;  
Erin Stam, (Chair), Director of Parking and Shuttle Services, NAU, designee (via WebEx)  
*\*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;  
Martin Ince, Multi-Modal Planner, FMPO, alternate;  
Mark Easton, Executive Director of Facilities, CCC, designee;  
Tim Kinney, Business Representative, Flagstaff Forty

### NAIPTA STAFF IN ATTENDANCE:

Jeff Meilbeck, CEO and General Manager;  
Erika Mazza, Deputy General Manager;  
Heather Dalmolin, Administrative Director;



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James Wagner, Operations Director;  
Jacki Lenners, Marketing Manager;  
Anne Dunno, Capital Project Manager;  
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 10:03am.

2. ROLL CALL AND INTRODUCTIONS

3. APPROVE TAC MINUTES FROM 3/3/2016

Advisor Thomas moved to approve the minutes from March 3, 2016. Advisor Miller 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. TAC AGENDA

### a. **DISCUSSION / ACTION:**

i. TAC ELECTION OF OFFICERS

-Rhonda Cashman, Clerk of the Board

Staff recommends the Transit Advisory Committee elect officers for FY2017.

Ms. Cashman noted Chair Stam has been the Chair for two terms and is not eligible to be the Chair in FY2017. Vice Chair Wessel has been the Vice Chair for one term and he is eligible to serve in this position for one more year. The Clerk of the Board serves as the Secretary for the TAC. Advisor Miller recommended the officer elections be delayed until the May meeting. Chair Stam reiterated how easy it is to be the Chair. You really only have to lead the meeting. The NAIPTA Team pulls it all together. Advisor Miller complimented Chair Stam on a fine job leading the meetings over the last couple years. They have been well-organized. Chair Stam is fine with postponing the election of officers until the next meeting. She would like to take a step back and give others the opportunity to serve. She was Vice Chair the two years prior to being Chair. She requested to have her contact information in the minutes, should anyone wish to contact her with questions regarding the Chair position: 928-523-1182 or [erin.stam@nau.edu](mailto:erin.stam@nau.edu).



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## 6. 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:**

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

#### i. KINNEY CONSTRUCTION SERVICES (KCS) CONTRACT AMENDMENT – CHANGE ORDER #7 ALTERATION TO BUS STORAGE BUILDING DESIGN AND PRE-CONSTRUCTION SERVICES -pages 16-19

-Anne Dunno, Capital Project Manager

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

Ms. Dunno reported that original scope for the bus storage facility was 32 buses and it holds 27 now with one articulated bus delivered to NAIPTA in 2014. With remaining funds of approximately \$84,000, we are looking at modifying the front of the building for 6 buses. We are waiting on KCS to provide final numbers for design and pre-construction. Ms. Mazza stated she anticipates \$75,000. Additional grant funds will be applied for to cover construction. If the grant is received, Ms. Dalmolin noted, this item would come back to the TAC and Board. It will likely be an 80/20 split for the grant funds and local match. The TAC supported up to \$84,000 to be used in this way.

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

-Kate Morley, Mobility Planner

Staff recommends the Board of Directors approve a 2nd amendment to the vRide contract to provide public transportation services through a Vanpool Commuter Program. This contract will extend the timeline of the contract and clarify capital components of the service as well as performance standards.

Ms. Morley informed the TAC, NAIPTA has 5 vanpools on the road as of April 6<sup>th</sup>. There were 4 vanpools on the road on April 1<sup>st</sup>. There are eight more vanpools in



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line. This is a contract extension through the end of September 2017. At that point, NAIPTA will need to go out to bid. Chair Stam said that was very exciting.

### b. DISCUSSION/ACTION ITEMS:

#### i. ELECTION OF OFFICERS

-Rhonda Cashman, Clerk of the Board

Staff recommends the Board of Directors elect officers for FY2017.

Ms. Cashman let the TAC know the Board would be electing officers. Both the Board Chair and Vice Chair have served two terms and the Secretary took over in January. New officers will take over on July 1<sup>st</sup>.

#### ii. 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.

Heather reviewed the Financial Audit findings. There were two insignificant findings related to internal controls. One was regarding a Paid Time Off (PTO) accrual misstatement. The other was related to payroll. The paychecks were audited randomly, first by choosing the payroll period and then the people. Forty paychecks were audited and two lacked supervisory approval. Some reasons this may have happened was we did not have our Business Manager at year-end. Ms. Battice is familiar with these accounting practices and that should help. Ms. Dalmolin does not anticipate this issue to continue. They are working back through payroll records now, to make sure no others were missed. There were no single audit findings. Chair Stam noted just a couple of errors is still very good. Per Mr. Meilbeck, the NAIPTA budget is \$7.5M. Ms. Dalmolin noted she has a very small staff. Audit documentation will be provided to Board members and member agencies.

#### iii. FY2017 BUDGET MESSAGE

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

Discussion only.

Mr. Meilbeck reported on key items that affect the budget. The Transit Tax Renewal initiative was moved from May 2016 to November 2016. Therefore the timeline was adjusted to continue into FY2017. The proposed budget is a two percent increase. Service is up nine percent. NAIPTA is able to do this due to efficiencies found by staff. Fuel is six percent of the budget and that cost has



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decreased recently. He recommended continuing the pay plan at an average of a four percent increase, based on employee performance. Other program and capital considerations were reviewed. Ms. Dalmolin showed the TAC her PowerPoint budget presentation. She started with accomplishments in the current fiscal year. As part of the FY2017 Budget Request, a grant funding pie graph was reviewed. Section 5307 is part formula and part competitive and the others are competitive grants. The amount is slightly different, due to the potential \$20,000 for Winslow planning. She was asked about turnover cost. She replied that we know our turnover rate and are working on calculating the cost. It was recommended she contact Coconino County Human Resources to help with determining the real cost to retain employees. Mr. Meilbeck stated NAIPTA is watching employee turnover. Ms. Dalmolin reviewed procurement plans and the 10 year fund balance was viewed on screen, noting assumptions. Mr. Meilbeck stated these are very conservative projections. There is a significant dip in 2017/2018 for expansion buses. There was concern voiced over putting off the sidewalk connectivity project. We need to work with the City to determine who is responsible, but we are still moving forward with mobility related improvements. There was a question about solar energy savings and the rebates going away. NAIPTA does have a sell back option which was a benefit of the grant. There were no other questions. The TAC was supportive of the proposed budget.

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

-Jeff Meilbeck, CEO and General Manager

Staff recommends the Board of Directors 1) Approve submission of application to Arizona Department of Transportation (ADOT) 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 noted NAIPTA staff have had phone meetings with City of Winslow staff on March 23<sup>rd</sup> and March 30<sup>th</sup>. ADOT recommended working together. Legal issues have been raised. Winslow may have to be a member of NAIPTA or perhaps the planning grant can review governance. NAIPTA has made a reasonable request of Winslow for a letter committing \$20,000 for the work to be done. "We can't want it more than they do." With their \$20,000 in funds plus \$10,000 in kind from them and \$10,000 in kind from us, we can leverage a \$160,000 planning grant. The grant deadline is April 29<sup>th</sup>. NAIPTA staff plan to absorb the grant writing. Our reputation with ADOT is the greatest risk, if Winslow pulls out. NAIPTA's history of grant close out is an average of 8 months. The shortest was four days and the longest was three years for Mountain Link. Our greatest risk is to our reputation. NAIPTA would be responsible to write and administer the grant. No downside for Winslow. It will



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benefit NAIPTA for Winslow to have a good plan that we can connect with. The TAC consensus is to at least have a letter of commitment.

Chair Stam asked about reordering items in the interest of time. All agreed and thus, the order of some items differ from the original agenda.

v. REGIONAL TRANSPORTATION PLAN (RTP) STEERING COMMITTEE UPDATE

-Jeff Meilbeck, CEO and General Manager

The Board may take action, but there is no recommendation from staff at this time.

Mr. Meilbeck told the TAC that things are going really well with the steering committee. Mr. Wessel and Ms. Fiandaca are working really hard, along with the committee. He is scheduled to present to City Council on June 28<sup>th</sup>. He is not yet scheduled to present to the County. Mr. Wessel added that they have started doing some model runs and looking at impacts of different project bundles. The steering committee is extremely valuable to the process. There has been public input from online surveys and a number of boards and commissions have weighed in. There will be some additional announcements done on safety and Title VI communities that may influence outcomes. There were no questions.

vi. 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 recommended having a regular NAIPTA Board meeting on May 18<sup>th</sup>, rather than a joint meeting with the TAC. It's a better use of time. We have a lot of projects on our plate already with clear deliverables. Last year we concentrated on the Regional Transportation Plan and getting the steering committee up and running, so we had a joint meeting with the Flagstaff Metropolitan Planning Organization (FMPO). This was successful. The plan is to hold the advance in December after the RTP Steering Committee has done its work and the tax initiative work has been completed. We will be in a much better position at that time to think strategically. The TAC supported this decision.

c. **PROGRESS REPORTS:**

i. TRANSIT SPINE ROUTE STUDY UPDATE

-Erika Mazza, Deputy General Manager



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Ms. Mazza handed out the NAIPTA Bus Rapid Transit (BRT) Executive Summary, Locally Preferred Alternative (LPA). She reviewed a PowerPoint presentation with the TAC. She gave a brief overview of the project timeline. She explained the team was looking at a 30 year mark for moving more people more efficiently. This is approximately at \$50M project and working with partners will be critical. A vast majority of trips are through the Milton corridor with 10 percent mode share. The Locally Preferred Alternative (LPA) map was reviewed. Advisor Wessel requested to see costs of the assumptions being made. Ms. Mazza stated she would work with him. There was a question about the Milton design concept. Ms. Mazza replied that two concepts would be defined in more detail as we move forward. Stop and station concepts were discussed. It was recommended to make sure the spine route connects with all other local routes, so we don't lose any ridership. Mr. Meilbeck wanted the TAC to know this all ties back to the RTP. We need transit in the plan now. It will become more congested in the future if we don't do something now. The conclusion was if we want to make it regional and help in getting cars off the road, we need it to tie in with land use and recognize what is going on in the community. Butler could become another Milton with all the units that will be built near Little America. Advisor Miller noted a great editorial in the paper today on transit. Chair Stam thanked everyone for their comments. She thinks everyone would agree these projects are interconnected.

### b. DISCUSSION/ACTION ITEMS:

#### vii. 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. Mazza presented this item on behalf of Ms. Morley. This grant focus is on the elderly, disabled and low income riders. It includes City and County taxi vouchers. For the County Taxi Voucher program the request has been increased. The Board is aware there is a shortage of taxi vouchers. By offering in kind staff time from NAIPTA as part of the local match, we can leverage \$64,000 for the program. Mobility Management is also a piece of this grant, which includes travel training and Ms. Morley's position. There will be an increase in year two to account for large print rider guides. The TAC was supportive of this grant.



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viii. 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.

Ms. Mazza presented this item on behalf of Ms. Morley. She noted Mr. Meilbeck already presented on one part of the 5311 grant requesting planning funds for intercity connectivity between Flagstaff and the City of Winslow. We are also seeking another year of funding for the County vanpool program. Under the vRide contract request for extension, we made a commitment to put five vanpools on the road and we have them as of today. ADOT has made most of the programs a two year commitment. We will be asking Coconino County for \$12,000, ADOT for \$70,000 and the remaining \$3,400 would come from staff time as an in kind match. The TAC was supportive of this grant.

ix. 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 thanked the TAC for entertaining all of these grant applications. They are all due on the same day. These are the competitive grants through ADOT where funds will be reallocated from communities that do not have transit. Funds from these grants are designated be used for Phase II of the BRT, Shop 3 expansion, Kaspar office remodel and up to three articulated buses. Chair Stam complimented NAIPTA for its staff's great strength in grant writing. It allows the system to grow. The TAC was supportive of this grant.

Ms. Smith had to leave the meeting at 11:47am. There was still a quorum in attendance.

c. **PROGRESS REPORTS:**

ii. WORKFORCE UTILIZATION REPORT

-Heather Dalmolin, Administrative Director



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Ms. Dalmolin stated this is the mid-year check-in. NAIPTA has 20 underutilized areas, but only seven areas are at 10 percent or more. We have dropped from 21 underutilized areas. Ten percent can mean one person for us in some cases. She has looked at recruitment strategies and goals. She is not recommending any changes. No Equal Employment Opportunity (EEO) changes are needed. Although she mentioned she is still waiting on FTA approval of the program from last year. There were no questions.

### iii. EMPLOYEE SATISFACTION SURVEY

-Heather Dalmolin, Administrative Director

Ms. Dalmolin reported the survey had 92 respondents this time. The scores have not changed much. There are cyclical hills and valleys. Each section was reviewed. Comments were also reviewed. There were no questions.

### iv. REVIEW STRATEGIC WORKPLAN PROGRESS

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck said he would send the PowerPoint Presentation to them due to time constraints.

### v. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- Transit Tax Renewal

Mr. Meilbeck said this item was already addressed.

## **EXECUTIVE SESSION – Board only**

Executive sessions are closed to the public.

The Board will consider a motion to convene an executive session pursuant to A.R.S. § 38-431.03 (A)(1) for the following purpose:

1. CEO and General Manager Evaluation. ARS 38-431.03(A)(1).

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



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### 6. d. DISCUSSION / ACTION ITEMS:

#### i. CEO AND GENERAL MANAGER'S EVALUATION

-Richard Payne, NAIPTA Board Chair

This item is for the Board only.

### ITEMS FROM COMMITTEE AND STAFF:

Advisor Thomas asked to have NAIPTA Staff provide an update on the donation of vans to the homeless shelter at an upcoming meeting.

### 7. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next TAC meeting will be May 5, 2016 and will be a WebEx meeting based in Flagstaff in the NAIPTA VERA Conference room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. May agenda items will include but not be limited to the Employee Related Expenses (ERE) Rates. The May agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting, and should be consulted for a list of items that will come before the TAC.

### 8. ADJOURNMENT -Chair Stam adjourned the meeting at 12:00 pm.

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Erin Stam, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

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Rhonda Cashman, Clerk of the Board



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