



Northern Arizona Intergovernmental Public Transportation Authority

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Transit Advisory Committee Minutes for Thursday, May 5, 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, May 5, 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;
Barbara Goodrich, Deputy City Manager, City of Flagstaff, designee;
Stephanie Smith, Assistant to the City Manager, City of Flagstaff, alternate (via WebEx);
Shari Miller, Citizen Representative, City of Flagstaff (via WebEx);
Dave Wessel, (Vice Chair), Manager, FMPO;
Erin Stam, (Chair), Director of Parking and Shuttle Services, NAU, designee (via WebEx);
Tim Kinney, Business Representative, Flagstaff Forty
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Cynthia Seelhammer, County Manager, Coconino County;
Todd Madeksza, Government Relations Director, Coconino County, designee;
Josh Copley, City Manager, City of Flagstaff;
Martin Ince, Multi-Modal Planner, FMPO, alternate;
Mark Easton, Executive Director of Facilities, CCC, designee;

NAIPTA STAFF IN ATTENDANCE:

Jeff Meilbeck, CEO and General Manager;
Erika Mazza, Deputy General Manager;
Heather Dalmolin, Administrative Director;
Jacki Lenners, Marketing Manager;
Anne Dunno, Capital Project Manager;



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Kate Morley, Mobility Planner;
Jon Matthies, IT Manager, left the meeting at approximately 11:15am;
Robert Martinez, Technical Specialist;
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 4/7/2016
Advisor Andreani moved to approve the minutes from April 7, 2016. Advisor Thomas seconded. There was no 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. 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. She was Vice Chair the two years prior to being Chair. She would like to take a step back in the coming year. Advisor Miller nominated Advisor Goodrich for the Chair position and she accepted the nomination. Vice Chair Wessel offered to continue in his position for another year. Chair Stam moved to approve Advisor Goodrich and Vice Chair Wessel, for the positions of Chair and Vice Chair respectively for FY2017. Advisor Kinney seconded. All approved, none opposed. Motion carried. Mr. Meilbeck thanked Chair Stam for her service as Chair and noted she has done an excellent job facilitating the meetings over the phone. He also thanked Advisor Goodrich and Vice Chair Wessel for their future leadership.



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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. ADVERTISING POLICY REVISION – ELECTRONIC CIGARETTES

-Jacki Lenner, Marketing Manager

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.

Ms. Lenner communicated that the advertising policy was approved in 2012, before electronic cigarettes were readily sold. Following the current advertising policy content restrictions, it would make sense for electronic cigarettes to be excluded. Advisor Andreani noted the Feds came out strong against electronic cigarettes in an article she saw that day. There were no questions. The TAC was overall supportive of excluding electronic cigarettes from our bus advertising program.

b. **DISCUSSION/ACTION ITEMS:**

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

-Anne Dunno, Capital Project Manager

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.

Ms. Dunno stated this project is grand funded through Section 5310 and will make ADA improvements at bus stops. A map was shown on screen. This project will improve ease of boarding and alighting at many bus stops. The Request for Proposal (RFP) had five submittals. It has a phased design process.



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This last, Phase III, will cost approximately \$24,000. A TAC member inquired what the total construction cost will be. The total cost is budgeted to be approximately \$567,000 with soft costs. There were no questions. The TAC was supportive of this project.

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

-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.

Ms. Dunno reported she plans to ask the Board to approve the Woodruff contract for pre-construction to get ahead on some preliminary traffic control, etc. A full construction contract will be brought back in June. Submittals were received from BEC/JC and Woodruff. With this action, a graduated notice to proceed with transit easements, etc. can proceed. Ms. Meilbeck noted this was a grant with a 90/10 split. Ms. Mazza and Ms. Stearns did a lot of work on this while he was at the City. There were no questions. The TAC was supportive of this project.

iii. COCONINO COMMUNITY COLLEGE PILOT PASS PROGRAM

-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.

Ms. Lenners stated CCC has realized they have a parking problem during peak times. The bus passes by their campus five times an hour on Routes 4 and 14. When evaluating ridership, NAIPTA usually uses the month of October as a benchmark. It is typically the highest ridership month. The CCC stops evaluation revealed 483 riders in the month of October and no day passes were used. Some other pass products were used, including NAU ecoPass use 57 times. This fiscal year, NAIPTA sold 316 college fall semester passes to students enrolled at various colleges. This pilot program can test the waters. One possibility is to offer fare free transit to CCC students, faculty and staff (approximately 4,000) with CCC paying a set amount; we are thinking \$10,000 for nine months. Then the program could be evaluated to see if it made a difference. NAIPTA staff feels like the current level of service can accommodate the potential increased ridership. Universal pass programs are used by other transit agencies with colleges in their area with a variety of payment options. Implementation should be similar to the ecoPass program. We will be able to track usage and travel patterns to see if the program is impactful on parking and congestion. We need to be clear in all public relations opportunities that this is a pilot program. CCC has asked if there may be a grant option available to cover



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their cost. There was a question about the length of the pilot program being 9 months vs 12 months. Ms. Lenners said the decision was based on getting through 2 semesters, but it can be taken under consideration. Another question was asked about promotion of the program. She noted we will rely a lot on CCC to reach and promote this program to their students. NAIPTA can develop promotional materials. It was recommended that CCC evaluate the cost of additional parking. There was a suggestion to make it a fun social media campaign. Some things to consider: maximum student benefit for those students going to both CCC and NAU, the possibility of disabling the pass if students drop or withdraw from classes, pass good per semester only and how NAU students will view CCC students having this benefit. Ms. Lenners let the TAC know passes can be blocked and CCC will have the benefit by being the guinea pig, in this sense, due to the pilot program. NAU has access to Mountain Link, but must pay to ride other routes. The consensus was positive toward working with a smaller group first. The NAU parking fees are an incentive for students to ride the bus. What if parking fees go up at CCC? NAIPTA staff was asked to see where the base of CCC students is coming from and where they park to catch the bus. Ms. Lenners reported the CCC parking fees are not too expensive right now, but they will likely go up. This is their first year charging faculty and staff for parking. There was agreement that the fall semester would be a good time to start. Ms. Lenners noted this will also be a good opportunity for us to promote transit and fold ourselves into the City's parking plan message, once we know the timing.

c. PROGRESS REPORTS:

i. UPDATE ON FLAGSTAFF SHELTER SERVICES VEHICLES

-Kate Morley, Mobility Planner

Ms. Morley reported two paratransit vans were donated to Flagstaff Shelter Services. They were able to insure and train drivers. In six weeks, between the end of January and the beginning of March, they provided 1150 rides to overflow shelters. Flagstaff Shelter Services reported exposure deaths to be down 78 percent this winter. They are currently trying to figure out what to do next. They need to prioritize client needs, such as medical appointments, etc. and how they will schedule, number of drivers needed, etc. They wanted her to convey how thankful they are to the TAC and the Board. Chair Stam commented that the numbers were fantastic and she thanked NAIPTA for making this happen.

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

-Heather Dalmolin, Administrative Director



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Ms. Dalmolin stated the Board did approve the award of the RFP to TransitFare. They are our fare solutions provider and now they will provide real time arrival and annunciators for NAIPTA as well. Two vendors submitted proposals. This is a very cost effective solution for NAIPTA. We already have the equipment. The current cost of Transloc is \$70,000 per year as compared to adding these services through TransitFare at \$20,000 per year. It will be a significant savings to our overall operating cost. The annunciators will automatically announce the stop as it pulls up to the stop location and this will address ADA concerns. There were no questions.

iii. REGIONAL TRANSPORTATION PLAN (RTP) STEERING COMMITTEE UPDATE

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck passed around a handout of the draft executive summary for TAC members. He reviewed the mission and approach of the RTP Steering Committee. They are on a tight schedule and they plan to have the final meeting in a couple weeks. The draft document is still a work in progress. There will be Board of Supervisor and City Council presentations in June. There may be NAU and CCC presentations, but he isn't sure yet. The executive summary will be used in two ways, to bundle recommendation and funding sources. Per the PowerPoint slide on funding sources, it was pointed out by a member that there is no County revenue. Another member explained the County has a hard cap on tax. The City has more flexibility. Mr. Meilbeck stated the renewal of the tax is conservative for base projects. It was explained that complete streets means complete for all modes. Bones – Option A and Balance – Option B were shown on screen, as well as a map of the Base + Balance Option. There was a question about the Linda Vista connection to Route 66/Highway 89. Ms. Mazza noted it is still under consideration. The property to the North of NAIPTA has been sold. Mr. Meilbeck stated the suggested next steps are to ask for City review on or before May 18th. The plan is to get the information out there and then go quiet until after the election. A lengthy discussion continued regarding congested traffic corridors and land development concerns.

iv. TRANSIT TAX RENEWAL UPDATE

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck stated there is not much new. Team Transit will meet tomorrow. A recent survey showed 72 percent strong support for the flat 10 year renewal, with 14 percent somewhat strong. The Citizen Review Commission recommended the flat renewal for 10 years. Pros and Cons regarding the period of 10 or 20 years were discussed. He informed the TAC he favors 10 years because it keeps us connected and accountable.



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v. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck stated he did not have anything specific to report. Advisor Andreani complimented him on his recent presentation to the Board of Supervisors.

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 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.

d. DISCUSSION / ACTION ITEMS:

i. 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.

This item is for the Board only.

ITEMS FROM COMMITTEE AND STAFF:

7. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next TAC meeting will be June 2, 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. June agenda items will include but not be limited to Budget Adoption, Equal Employment Opportunity (EEO) Program, Meeting Calendar Review, Bus Stop Amenities Project, Kinney Construction Services (KCS) Change Order #7, Employee Related Expenses (ERE) Rates, Line of Credit, General Liability Insurance, Annual Contract Renewals and Personnel Policy Manual Update. The June 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



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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 11:25am.

Erin Stam, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

Rhonda Cashman, Clerk of the Board



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