



Northern Arizona Intergovernmental Public Transportation Authority

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Board of Directors Minutes for Wednesday, May 18, 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, May 18, 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:

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:

Rich Payne (Chair), Director of Residence Life, NAU;
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;
Jim Wagner, Operations Director;
Jacki Lenners, Marketing Manager;
Anne Dunno, Capital Project Manager;
Jon Matthies, IT Manager;
Kate Morley, Mobility Planner;
Rhonda Cashman, Clerk of the Board;
Fredda Bisman, NAIPTA Attorney (via WebEx)



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GUEST PRESENT: James Carrell, Coconino County Resident

1. CALL TO ORDER -Vice Chair Babbott called the meeting to order at 10:08am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES 4/20/2016
Director Hipolito moved to approve the April 20, 2016 meeting minutes. Secretary Barotz seconded. All approved, none opposed. Motion carried.
4. CALL TO THE PUBLIC

The call to the public was opened at approximately 10:10am. Mr. Carrell stated he is from Ashfork and he represents Trailways Bus Service. He spoke to the Board regarding a partnership for I-40 bus service. He has been working on this for the last 5 years. He told the Board the VA Hospital is interested as well. He also mentioned working with the HUB housing development. His contact information was confirmed. Staff was directed to follow up with Mr. Carrell. The call to the public was closed at approximately 10:14am.

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 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.
6. SECOND AMENDMENT TO WOODSON ENGINEERING AND SURVEYING, INC. CONTRACT FOR THE BUS STOP MOBILITY IMPROVEMENTS PROJECT
-Anne Dunno, Capital Projects 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.

Director Overton moved to approve the consent agenda in one motion as written. Director Hipolito seconded. All approved, none opposed. Motion carried.



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DISCUSSION / ACTION ITEMS:

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

-Anne Dunno, Capital Projects Manager

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

Ms. Dunno referred to the full screen view of the bus stops map. The award was based on best value. Both bids came in over budget, so a few stops will be removed from the project and costs will be reviewed again. The construction contract will be brought to the TAC and Board. There are a lot of logistics as this is not typical route construction. Mobilization will occur in several locations all over town, which increases costs. Director Overton moved to approve the award of RFP 2016-106 as recommended. Director Hipolito seconded. All approved, none opposed. Motion carried.

8. 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.

Vice Chair Babbott requested some discussion on this item even though the Board is not prepared to take action. Mr. Meilbeck presented this item to the Board. He noted the staff report speaks to a proposed deep discounted pass for CCC students. We should be able to measure the use of the pilot program with our new fare box technology and recognize the impact to NAIPTA ridership and impact on parking for CCC. The idea came about fairly recently. CCC is busy preparing for graduation right now. Director Hipolito stated CCC enrollment has increased and it is creating a parking crunch. The cost of new parking is expensive and outside their budget. She and Mr. Meilbeck have discussed creative solutions. There is still a cost to the college for the pilot program, so they need to determine if this approach is feasible. Vice Chair Babbott stated the importance of Chair Payne, representing NAU, weighing in on this item and he would like to hear from CCC regarding the facilities capital improvement perspective on adding parking. A vote on this item was tabled to a date to be determined.

9. REGIONAL TRANSPORTATION PLAN (RTP) STEERING COMMITTEE UPDATE

-Jeff Meilbeck, CEO and General Manager

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

Mr. Meilbeck stated the steering committee has worked very hard to determine how to do the best with the dollars the community has. In a PowerPoint presentation, he reviewed the Balance Bundle versus the I-40 Focus options. The steering committee



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will make recommendations and then pass the baton. Next steps were reviewed. Director Overton encouraged increased private sector involvement. Vice Chair Babbott commented positively on having a list of these projects to focus on in the future.

PROGRESS REPORTS:

10. MOUNTAIN LINE AND MOUNTAIN LIFT RIDER SATISFACTION SURVEYS

-Jacki Lenners, Marketing Manager

Ms. Lenners reviewed a PowerPoint presentation with the Board. She noted this survey is done every 2 years. Graphs were viewed. The rider satisfaction for Mountain Line is very positive leading into the transit tax renewal. Results also show riders want more frequency of service on weekends and later weekend service. There has been some shift in use of Mountain Link. The survey showed riders find the service more convenient and their only transportation. Fewer students have cars. Rider satisfaction and what riders want are similar to previous years. Student pass sales are up. There are huge shifts in trends from use of the Ride Guide to mobile device. She will be looking for ways to improve and simplify production of the Ride Guide. Mountain Lift had nearly a 50 percent response rate. This service has a loyal ridership base. There was not much of a shift in trip purpose. A decrease in satisfaction with the ease of the eligibility process was noticed and staff will take a look at that. New software is coming. This will help by giving alerts to pick up times. Taxi vouchers are available to Mountain Lift clients. Approximately 41 percent of clients have tried the taxi voucher program. There was an increased request for door to door service and this information was shared with Mountain Lift staff. Mr. Meilbeck stated the program requirement is curb to curb, but under the ADA plus program, drivers will assist as they can. Vice Chair Babbott requested to add a bike and bus question in the future. He asked the cost of the survey. Ms. Lenners replied that it cost approximately \$13,000.

11. UPDATE ON FLAGSTAFF SHELTER SERVICES VEHICLES

-Kate Morley, Mobility Planner

Ms. Morley reported two vans were donated to Flagstaff Shelter Services about a year ago. It took until January for them to get on the road. They operated for six weeks during their overflow program. They offered 1150 trips during those six weeks. They are currently trying to figure out trip priorities and how they align with available funding. The vans do have downtime. They plan to participate in some 5310 trainings this summer and fall. Mr. Meilbeck thanked Ms. Mazza and Ms. Morley for figuring out this alternative to fixed route service for the clients of Flagstaff Shelter Services.

12. TRANSIT TAX RENEWAL UPDATE

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck stated he had little to share since last month. Team Transit is meeting and staying on track. This item will be taken to the City Council in June to request the



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Transit Tax Renewal be placed on the ballot. Prior response to presentation to Council was positive. Community support is high. The plan is to keep momentum going into 2018 for renewing the local transportation tax. Messaging for that renewal will be more difficult, requiring more specifics on projects and capital improvements.

13. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- Public Transportation and Universities Conference in Grand Rapids, Michigan
Mr. Meilbeck stated he attended this conference recently. This was very useful and where the idea for the CCC pilot pass program came from.
- Community Transportation Association of America (CTAA) Expo in Portland, Oregon.
Mr. Meilbeck reported this is the organization he has been doing a lot of work with. He will be going to the conference and doing some speaking. Ms. Morley will also be attending.
- Mr. Meilbeck noted Ms. Mazza is applying for the American Public Transportation Association's (APTA's) Leadership Program. He will be writing a letter of support for her.

The Executive Session was tabled due to Chair Payne's absence as he has taken the lead on this item.

EXECUTIVE SESSION

Executive sessions are closed to the public.

The Board tabled the 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).

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.

This item has been tabled.



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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, 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 to the meeting, and should be consulted for a list of items that will come before the Board.

16. ADJOURNMENT -Vice Chair Babbott adjourned the meeting at 11:14am.

Richard Payne, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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