



# Northern Arizona Intergovernmental Public Transportation Authority

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## Transit Advisory Committee Minutes for Thursday, June 2, 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, June 2, 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:*

Todd Madeksza, Government Relations Director, Coconino County, designee;  
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);  
Paul Wagner, Citizen Representative, City of Flagstaff, alternate;  
Dave Wessel, (Vice Chair), Manager, FMPO  
*\*Five of our eight TAC member seats must be present to constitute a quorum.*

### *TAC MEMBERS EXCUSED:*

Cynthia Seelhammer, County Manager, Coconino County;  
Lucinda Andreani, Deputy Public Works Director, Coconino County, alternate;  
Josh Copley, City Manager, City of Flagstaff;  
Shari Miller, Citizen Representative, City of Flagstaff;  
Martin Ince, Multi-Modal Planner, FMPO, alternate;  
Erin Stam, (Chair), Director of Parking and Shuttle Services, NAU, designee;  
Mark Easton, Executive Director of Facilities, CCC, designee;  
Tim Kinney, Business Representative, Flagstaff Forty

### *NAIPTA STAFF IN ATTENDANCE:*

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



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Alicia Becker, Transit Planner;  
Rhonda Cashman, Clerk of the Board

## GUESTS PRESENT:

None.

1. CALL TO ORDER -Vice Chair Wessel called the meeting to order at approximately 10:02am.
2. ROLL CALL AND INTRODUCTIONS  
Mr. Meilbeck welcomed new member: Paul Wagner, the City of Flagstaff Citizen Representative Alternate.
3. APPROVE TAC MINUTES FROM 5/5/2016  
Ms. Cashman explained the April 20, 2016 Board minutes were included in the TAC agenda packet by mistake. She asked members to please review the May 5, 2016 TAC minutes handout before approving them. They were also sent electronically just before the meeting to all TAC members. Advisor Smith noted a correction is needed about halfway down on page 4 of the minutes. Minutes noted "Ms." Meilbeck. Ms. Cashman stated she would make the correction to "Mr." Meilbeck. Advisor Thomas moved to approve the minutes from May 5, 2016 with the correction. Advisor Goodrich 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. 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. DISCUSSION / ACTION ITEMS:

- i. SUMMER 2016 SERVICE ENHANCEMENTS PUBLIC HEARING, CONCLUDE PUBLIC COMMENT PERIOD AND ADOPT SERVICE CHANGES  
-Alicia Becker, Transit Planner  
Staff recommends the Board of Directors: 1) Conduct a public hearing to hear final comment on the proposed service enhancements for Summer 2016; 2) Review public comments regarding the proposed service enhancements for Summer 2016 operations; and 3) Close public comment period opened March 23, 2016; and 4) Adopt the implementation of the proposed service changes.



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Ms. Becker reviewed the map noting proposed service changes included in her PowerPoint presentation. She recapped the specifics and the timeline. Some of the initial proposed changes are being postponed until January 2017. Another public hearing to open the public comment period for the January 2017 proposed service changes will be scheduled for next month. Ms. Cashman noted the Board meeting will be on June 15<sup>th</sup>, not June 22<sup>nd</sup>. The Route 2 northbound hospital stop is planned to move from north San Francisco to north Beaver, most likely by way of Desilva Avenue. Route 10 timing is reduced during the summer and on holidays due to decreased ridership. Route 3 will travel on Fourth Street instead of going through the Foxglenn neighborhood. Route 3 will also absorb Aspen Place stops along Butler Avenue. Mr. Meilbeck addressed a question about service to the Country Club area. He said the 2008 plan focus and the 2013 plan focus was on productivity. Ms. Becker reminded TAC members we only have so many resources. There was concern voiced about the intersection at Fourth Street and Cedar Avenue with four schools in that area. It is a bottleneck to be avoided at 3pm. Mr. Meilbeck addressed the concern by stating NAIPTA will eventually provide Bus Rapid Transit (BRT) in the area in addition Flagstaff Unified School District's school bus service. There were no further questions.

### ii. ADOPT THE FY2017 BUDGET

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors adopt the FY2017 budget of \$15,637,143 as reviewed at April meetings. The budget supports operation of Mountain Line and Mountain Lift on behalf of City of Flagstaff, Mountain Link on behalf of City of Flagstaff/Northern Arizona University, and Mountain Lift Taxi Voucher Program on behalf of City and County, and the Vanpool Program on behalf of Coconino County and City of Winslow.

Ms. Dalmolin stated she did the budget presentation in April this year. The Draft FY2017 Budget, Fund Balance Graph and Performance Report were all shown on screen. She pointed out a few differences from her information provided in April. With the 4 percent budget increase, service is slated to increase by 6000 hours. NAIPTA has budgeted to continue the pay plan, with an average of a 4 percent increase based on employee performance. She plans to send the line by line budget to TAC members, since it was not ready when the agenda packet went out. Mr. Meilbeck communicated his enthusiasm for expanding service at such a low cost per service hour. Advisor Madeksza stated the County is offering some pay increases. Advisor Goodrich said the City is offering all employees a 2 percent market adjustment or cost of living allowance. More may be offered, dependent on position. There was no further discussion.



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iii. ADOPT 3 YEAR EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM AND ADOPT EEO WORKFORCE GOALS

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors adopt the Equal Employment Opportunity (EEO) 3 Year Program and Workforce Goals as required for compliance with Federal Transit Administration (FTA) regulations.

Ms. Dalmolin stated FTA is now asking for adoption of a 3 year plan instead of a one year plan. She recently reported on Workforce Utilization, which is part of this plan. NAIPTA is a small agency which makes changes more impactful on specific groups. She continues to review recruitment strategies. No changes to our existing plan are recommended at this time. She plans to continue to report back every 6 months. There were no questions.

iv. MEETING CALENDAR REVIEW

-Rhonda Cashman, Clerk of the Board

Staff recommends the Board of Directors review and provide direction regarding the FY2017 Meeting Calendar.

Ms. Cashman noted the FY2017 meeting calendar was included in agenda packet for their review. The only date that is repeatedly an issue is the Board meeting in March as it usually falls during the local schools' spring break. No changes were suggested by the TAC.

v. CHANGE ORDER NO.1 FOR BUS STOP MOBILITY IMPROVEMENTS PROJECT

-Anne Dunno, Capital Project Manager

Staff recommends the Board of Directors approve Change Order No. 1 to the existing Woodruff Construction contract in an amount not to exceed \$384,390 for the Bus Stop Mobility Improvements Project.

Ms. Dunno reported this is Change Order #1 to the existing Woodruff contract. The change order was pulled up on the screen. It is for ADA accessible improvements. The Board previously approved the procurement and award for preconstruction services. This is being brought back to address the full construction contract. The scope was refined and a few bus stops were removed from the list, due to total cost of the project based on the 5310 grant for \$567,000. There was a recommendation to consider a pedestrian crossing at the Meade stop. Ms. Dunno said she would make a note of it to address it in the future. She stated there would be some changes to the stops in the area on Route 5. There were no questions.



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### b. 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. AWARD OF RFP #2016-108 AND APPROVAL OF CONTRACT FOR BUS STOP AMENITY FABRICATION, INSTALLATION AND REHABILITATION

-Anne Dunno, Capital Project Manager

Staff recommends the Board of Directors Award RFP #2016-108 for Bus Stop Amenity Fabrication, Installation & Rehabilitation and approve contract to Southwest Fabrication, LLC for amount not to exceed (NTE) \$225,000.

ii. APPROVE RENEWAL OF NAIPTA LIABILITY INSURANCE FOR FR2017

-Heather Dalmolin, Administrative Director

Staff requests the Board of Directors approve the purchase of general liability, auto liability, and excess coverage insurance from Aon Risk Services, Inc. at a cost not to exceed the budgeted funds of \$298,250.

iii. THIRD AMENDMENT TO THE CARTER OIL BULK FUEL CONTRACT

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve the Third Amendment to an existing contract with Carter Oil Company for bulk fuel purchase in the amount not to exceed \$375,000 with a contract end date of June 30, 2017.

There was no discussion related to any consent agenda items.

### c. PROGRESS REPORTS:

i. MOUNTAIN LINE AND MOUNTAIN LIFT RIDER SATISFACTION SURVEYS

-Jacki Lenners, Marketing Manager

Ms. Lenners reviewed a PowerPoint presentation with the TAC and noted this survey is done every 2 years. Last year the Never Rider Survey was done and the data is being used. Mountain Line comparisons were done with 2014 data. There has been a big increase in use for shopping, etc. This is positive as Flagstaff prepares to implement the parking plan. There has been an increase in the "no access to a vehicle" category. NAIPTA staff are thrilled with the positive results. There was a question about the 31.2 percent of respondents that requested increased frequency; could it be broken down by location and



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destination? Yes, Ms. Lenner stated she will have to look at that information and bring it back. Mountain Link response is very positive. There is more diversity noticed in the trip purpose. Students must be finding they can use the bus to get where they want to go. They are getting the message that they don't have to have a car. The survey shows students have decreased access to a vehicle. This is positive for transit. Mr. Meilbeck noted our system used to be 100 percent rider dependent. Now our target is rider by choice. A TAC member recommended asking a question related to riders that choose not to have a vehicle. Combined Mountain Line and Mountain Link results show the "green" message doesn't really resonate. There has been a major shift related to the Ride Guide and mobile device use. She will be revamping the route schedules and a mobile app will become available to meet ridership demand. Will the app be available for Mac users? She will check on that. The Mountain Lift survey was done by direct mail and follow up phone calls. There were 262 client responses. Clients ride for a variety of reasons. It is more involved to use this service. A less favorable response related to the ease of completing the eligibility process will be reviewed by the Operations Manager. NAIPTA manages the program for the most in need; otherwise the entire budget would go to paratransit, per Mr. Meilbeck. The Taxi Voucher program allows clients to ride on more of a personal schedule. The demand far exceeds the supply. The Taxi Voucher program was started when NAIPTA was created in 2006. There were no further questions.

### ii. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck reported employee satisfaction is stable, customer satisfaction is up, costs are down and ridership is up 10 percent, so all is going well! It takes everyone to make things happen. He thanked everyone.

- Transit For All Grant

Mr. Meilbeck told the TAC Ms. Morley submitted this grant and NAIPTA has been awarded \$100,000 for mobility management.

- Transit Tax Initiative

Mr. Meilbeck is presenting to City Council in June to request this item be placed on the ballot and sent to voters in November 2016. Team Transit is meeting every couple weeks to stay on track and get all the information out there.

- Regional Transportation Plan (RTP) Steering Committee Update

Mr. Meilbeck reported the group landed on the "Balance" approach. This group was set up to generate leverage and partnerships. The group was consensus-based. The money for these projects will come from the renewal of the Transportation Tax by 2020. Wrap up will be done in June and then go quiet until January, 2017 due to the election, etc. Mr. Wessel communicated the RTP public comment period will be in July



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and the FMPO Executive Board should adopt the plan in August. He stated the question is, "What do we do to support full build out?" Flagstaff will become constrained by roads, so alternative modes will need to be as robust as possible.

## 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:

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

The next TAC meeting will be July 7, 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. July agenda items are to be determined. The July 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.

7. ADJOURNMENT -Vice Chair Wessel adjourned the meeting at 11:31am.



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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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