



Northern Arizona Intergovernmental Public Transportation Authority

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Board of Directors Minutes for Wednesday, June 15, 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, June 15, 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 (by phone);
 - 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, arrived at approximately 10:06am;
- Anne Dunno, Capital Project Manager, arrived at approximately 10:06am;
- Jon Matthies, IT Manager;
- Lauree Battice, Business Manager;
- Kate Morley, Mobility Planner;
- Alicia Becker, Transit Planner;
- Blake Berner, Planning Intern;



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Rhonda Cashman, Clerk of the Board;
Fredda Bisman, NAIPTA Attorney (via WebEx)

GUEST PRESENT: Mark Easton, Executive Director of Facilities at CCC, arrived at approximately 10:25am

1. CALL TO ORDER -Chair Payne called the meeting to order at 10:01 am.

2. ROLL CALL AND INTRODUCTIONS

Ms. Becker introduced our new Planning Intern, Blake Berner. He is the latest Montoya Fellowship recipient.

3. APPROVAL OF MINUTES 5/18/2016

Director Overton moved to approve the May 18, 2016 meeting minutes. Secretary Barotz seconded. All approved, none opposed. Motion carried.

4. CALL TO THE PUBLIC

Mr. Meilbeck took a moment to thank Chair Payne for serving as NAIPTA Board Chair for the last two years. Chair Payne said he has enjoyed his time in this role; it was not a burden at all.

DISCUSSION / ACTION ITEMS:

5. SUMMER 2016 SERVICE ENHANCEMENTS

-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; 3) Close public comment period opened March 23, 2016; and 4) Adopt the proposed service changes.

Ms. Becker reviewed her PowerPoint presentation, including the map showing service enhancements. Due to capital considerations, NAIPTA will only continue with weekend service on Route 5 and increased weekday service on Route 10 when classes are in session starting in August. The other service changes will be delayed until January 2017. Comments were reviewed. There were no questions.

Mr. Wagner and Ms. Dunno arrived at approximately 10:06am.

Director Overton moved to open the public hearing at approximately 10:10am. Secretary Barotz seconded. All approved, none opposed. Motion carried. Chair Payne stated he saw no members of the public requesting to speak. Director Overton



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moved to close the public hearing at approximately 10:11am. Secretary Barotz seconded. All approved, none opposed. Motion carried. Director Overton moved to adopt the proposed service changes. Secretary Barotz seconded. All approved, none opposed. Motion carried.

6. ADOPT THE FY2017 BUDGET

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors adopt the FY2017 budget of \$15,687,143 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.

Mr. Meilbeck introduced Ms. Dalmolin as the one who has worked with member agencies to fine tune all the details of the budget over the last few months. He recapped some of the big picture items in the budget which is increasing by two percent over FY2016 with a nine percent increase in service due to efficiencies. Ms. Dalmolin noted the one percent cost of living allowance (COLA) is budgeted for all employees and will be included in the first paycheck in July going forward. Also a pay for performance increase of up to four percent will be determined, based on whether the employee meets or exceeds expected performance. She pointed out a mistake in her staff report. The FY2017 capital budget was overstated by \$30,000 due to the cost of the feasibility study for Winslow's transit planning grant as \$180,000 when it is only \$150,000. The overall affect is a net decrease of \$30,000 to the total budget figure which is corrected to be \$15,657,143. City of Winslow funding belongs in capital, not operating in the amount of \$150,000. She reviewed operations and capital summaries in her PowerPoint presentation. The trend fund balance graph shows a decline in 2026 and it falls below the City of Flagstaff required reserve in 2027. This is mimicking the criteria used by the City. Mr. Meilbeck addressed facing the cliff, based on conservative projections, but things can be adjusted over the next 10 years to avoid that situation. There were no questions. Director Hipolito moved to adopt the amended budget as presented today. Secretary Barotz seconded. The total amended budget amount was restated for the record, \$15,657,143. There was no further discussion. All approved, none opposed. Motion carried.

7. APPROVE UPDATED CITY OF FLAGSTAFF SERVICE AGREEMENT

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve an updated City of Flagstaff Service IGA (Intergovernmental Agreement) between NAIPTA and the City of Flagstaff for ongoing planning and operation of Mountain Line and Mountain Lift transit programs services in and around the City.

Ms. Dalmolin reported the IGA with the City of Flagstaff allowed for a five year agreement with one five year renewal, which will expire on June 30, 2016. The



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document has been reviewed and updated. Some of the changes include: language related to easements with regard to bus stops and shelters in the right of way, NAIPTA will be required to return unused stops to prior condition, removed the requirement for updates on tax revenues as the State will be taking that over, monthly billing will be moved to quarterly and language to allow for NAIPTA to take an advance to prevent cash flow issues on occasion. Sometimes federal grants are up to 18 months behind and this will help.

Mark Easton from Coconino Community College (CCC) arrived at approximately 10:25am.

Director Overton moved to approve the updated City of Flagstaff Service Agreement. Secretary Barotz seconded. All approved, none opposed. Motion carried.

8. 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 called attention to the March Board meeting date that is typically in question due to the local schools spring break. Secretary Barotz recommended waiting until January to re-evaluate the March meeting date. Director Hipolito moved to approve the FY2017 Regular Meeting Dates. Director Barotz seconded. All approved, none opposed. Motion carried.

9. COCONINO COMMUNITY COLLEGE PILOT PASS PROGRAM

-Jacki Lenner, 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 9-12 month period.

Mr. Meilbeck presented this item on Ms. Lenner's behalf. He stated parking is an issue all over this community. The pilot pass program is a manageable way to test the impact with approximately 3500 students, faculty and staff. Consider it an assessment. Staff evaluated the ridership data from the CCC stops and that is what helped to determine an estimated \$10,000 fee for the program. If CCC can pay the fee, we can try the program. Proceeding with caution is necessary. If the program is not successful, it may have to be taken away. It will be good to know these results before trying it on a larger scale. Director Hipolito stated CCC has had an increase in parking in the last 2 years. They have tried things like adjusting class times, etc. They have increasing enrollment, limited resources, concern about sustainability and the environment. They could educate students on how to ride the bus for those in the CCC2NAU program. They do have a small budget for trying innovative solutions. Mr. Easton reminded everyone parking is not cheap. He reported costs to build and maintain today a similar parking lot to what they already have at CCC. His estimated cost per parking space is \$3,500. Parking lots are expensive to build and maintain.



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Secretary Barotz recommended being careful when talking about “fare free” when it is not really free. Passes would be subsidized by the college. Chair Payne noted Northern Arizona University (NAU) students pay a transportation fee. He commented on one lot at NAU that the estimated cost is coming in approximately 25 percent higher than what Mr. Easton is quoting. Mr. Easton replied that different conditions can affect the pricing. Director Hipolito felt this will be an opportunity to determine a path for the future. Chair Payne related that NAU has the ecoPass for employees. NAIPTA is able to report on data collected and he believes the NAU ridership overall helps to mitigate traffic. Secretary Barotz moved to approve the CCC Pilot Pass Program. Director Overton seconded. There was no further discussion. All approved, none opposed. Motion carried.

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.

- 10. CHANGE ORDER NO. 1 FOR BUS STOP MOBILITY IMPROVEMENTS PROJECT
 -Anne Dunno, Capital Project Manager -pages 48-61
 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.

- 11. 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.

- 12. 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.

- 13. AWARD RFP 2016-100 AND APPROVE CONTRACT FOR SERVICES WITH SEON SYSTEMS
 -Heather Dalmolin, Administrative Director



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Staff recommends the Board of Directors award RFP 2016-100 for Transit IT Solution and approve a contract with Seon Systems for implementation of the proposed on-board security camera update for an amount not to exceed \$162,553.

14. APPROVE RENEWAL OF NAIPTA LIABILITY INSURANCE FOR FY2017

-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.

15. 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.

Secretary Barotz moved to approve consent agenda items 10-15 in one motion as written. Director Overton seconded. There was no discussion. All approved, none opposed. Motion carried.

PROGRESS REPORTS:

16. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- Transit for All Grant

Mr. Meilbeck stated Ms. Morley wrote her first grant for NAIPTA and received the award. Work is already underway with use of these funds.

- Regional Transportation Plan (RTP) Steering Committee Update

Mr. Meilbeck reported the committee has completed its work. A presentation was done yesterday for the County Board of Supervisors. A presentation to the Flagstaff City Council will be done on June 28th. The plan is to keep the momentum going for projects.

- Dump the Pump on Thursday, June 16th

Mr. Meilbeck reported this will be a "fare free" day and the hope is to have increased ridership and promote awareness for the program.

- Federal Transit Administration (FTA) Capital Investment Grant Program

Mr. Meilbeck noted Ms. Mazza found out about this program and NAIPTA has been invited, among very few other transit agencies, to attend this workshop in Washington, DC. He believes this is recognition from FTA that we use our grant funds. He and Ms. Mazza are planning to go at the end of July.

- National News on Ridership

Mr. Meilbeck stated Flagstaff was mentioned in an American Public Transportation Association (APTA) press release, along with a few others, for public transit record ridership increases in the first quarter of 2016.



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Chair Payne commented on NAU expecting a record-breaking class size again this fall between retained and new students. He thought this may translate into some ridership increases.

Director Overton made a motion to move into an Executive Session at approximately 10:49am. Secretary Barotz seconded. All approved, none opposed. Motion carried.

EXECUTIVE SESSION

Executive sessions are closed to the public.

The Board considered 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).

The public meeting reconvened at approximately 11:57am.

DISCUSSION / ACTION ITEMS:

17. 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.

There was no further discussion on this item.

ITEMS FROM COMMITTEE AND STAFF:

18. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next Board meeting will be on Wednesday, July 20, 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. 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 Board.

19. ADJOURNMENT -Chair Payne adjourned the meeting at 11:57am.

Richard Payne, Chair NAIPTA Board of Directors



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ATTEST:

Rhonda Cashman, Clerk of the Board



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