



# Northern Arizona Intergovernmental Public Transportation Authority

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## Board of Directors Minutes for Wednesday, July 20, 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, July 20, 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 (Chair), Board of Supervisors, Coconino County;  
Scott Overton (Vice Chair), City Council, City of Flagstaff;  
Celia Barotz, City Council, City of Flagstaff, by phone;  
Veronica Hipolito (Secretary), Dean of Students, CCC, designee;  
Rich Bowen, Associate Vice President for Economic Development, NAU, alternate, arrived at 10:16am

*\*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;  
Rich Payne, Director of Residence Life, NAU;  
Karla Brewster, City Council, City of Flagstaff, alternate;  
Matt Ryan, Board of Supervisors, Coconino County, alternate

### **NAIPTA STAFF IN ATTENDANCE:**

Jeff Meilbeck, CEO and General Manager;  
Heather Dalmolin, Administrative Director;  
Jim Wagner, Operations Director;  
Jacki Lenner, Marketing Manager;  
Jon Matthies, IT Manager;  
Lauree Battice, Business Manager;  
Kate Morley, Mobility Planner;  
Alicia Becker, Transit Planner;  
Rhonda Cashman, Clerk of the Board;



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Fredda Bisman, NAIPTA Attorney (via WebEx)

GUEST PRESENT: None.

1. CALL TO ORDER -Chair Babbott called the meeting to order at 10:00am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES 6/15/2016

Vice Chair Overton moved to approve the June 15, 2016 meeting minutes. Secretary Hipolito seconded. All approved, none opposed. Motion carried.

4. CALL TO THE PUBLIC

No one came forth to speak during the call to the public.

### 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. APPROVE RENEWAL OF LINE OF CREDIT FROM WELLS FARGO FOR \$500,000  
-Heather Dalmolin, Administrative Director  
Staff recommends the Board of Directors direct and authorize staff to renew the Wells Fargo credit line in the amount of \$500,000 to provide cash flow assistance as needed.

Secretary Hipolito moved to approve item #5 on the consent agenda as recommended. Vice Chair Overton seconded. There was no discussion. All approved, none opposed. Motion carried.

### DISCUSSION / ACTION ITEMS:

6. JANUARY 2017 SERVICE ENHANCEMENTS PUBLIC HEARING AND REVIEW PROPOSED SERVICE CHANGES  
-Alicia Becker, Transit Planner  
Staff recommends the Board of Directors: 1) Conduct a public hearing on proposed service enhancements and route expansion for January 2017; 2) Review the proposed service enhancements and route expansion for January 2017 operations; and 3) Open public comment period thru September 20, 2016.



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Ms. Becker reviewed a PowerPoint presentation with Board members. A map of the 5 Year Plan was shown and she noted the Board directive of a “go slow” approach a couple years ago. She detailed the proposed service changes and pointed them out on a map as well. Secretary Hipolito moved to open the public hearing. Director Barotz seconded. All approved, none opposed. Motion carried. The public hearing was opened at 10:09am. There were no members of the public present requesting to speak. Secretary Hipolito moved to close the public hearing. Vice Chair Overton seconded. All approved, none opposed. Motion carried. The public hearing was closed at 10:09am. Vice Chair Overton moved to open the public comment period as recommended. Secretary Hipolito seconded. All approved, none opposed. Motion carried. Chair Babbott asked for Ms. Becker to keep the Board apprised of the comments.

7. APPROVE 3<sup>RD</sup> AMENDMENT TO COCONINO COUNTY SERVICE AGREEMENT

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve the 3<sup>rd</sup> Amendment to the Coconino County Service Agreement (Intergovernmental Agreement) between NAIPTA and Coconino County for use of Fort Tuthill parking lot for the NAIPTA Commercial Driving License (CDL) Testing course.

Ms. Dalmolin communicated to the Board that the amendment captures the relationship between NAIPTA and Coconino County Parks and Recreation for use of a specific parking lot at Fort Tuthill as a Commercial Driver’s License (DCL) testing site. We have a third party tester on staff. We have an operator training program in place. NAIPTA previously used a parking lot at NAU which had logistical problems at times. The standard amendment language was used. NAIPTA and County staff have reviewed and Coconino County has approved it. It is still subject to both agencies legal approval. There was a question about which class CDL was required by NAIPTA. Mr. Wagner replied it is Class B, the CDL Passenger Endorsement. There was a brief discussion of the entities combining resources to conduct CDL testing. Secretary Hipolito moved to approve the 3<sup>rd</sup> Amendment as recommended. Vice Chair Overton seconded. All approved, none opposed. Motion carried.

8. APPROVE A COCONINO COMMUNITY COLLEGE INTERGOVERNMENTAL AGREEMENT FOR THE PILOT PASS PROGRAM

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve an Intergovernmental Agreement with Coconino Community College (CCC), for a Pilot Pass Program to allow all faculty, staff, and students to ride the entire Mountain Line system fare-free thru August 30, 2017.

Ms. Dalmolin reported the agreement reflects conversations between CCC and NAIPTA regarding a Pilot Pass Program for their students, faculty and staff. NAIPTA will provide service on all Mountain Line routes for one full year. The agreement has been reviewed by staff from both agencies. Two points of discussion were online



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students and how often the data will be reviewed. It is still pending legal review. Secretary Hipolito stated CCC staff is really excited about this opportunity and they appreciate all the work NAIPTA staff has done. She said enrollment will be reviewed approximately eight times per year using their current reporting structure. Chair Babbott commented that he is looking forward to seeing how this works out. There was a question about how detailed the data will be. Ms. Dalmolin responded that specific stops used by CCC students and how often will be able to be identified. Secretary Hipolito moved to approve the CCC agreement for the Pilot Pass Program. Vice Chair Overton seconded. All approved, none opposed. Motion carried.

Director Bowen arrived at approximately 10:16am.

**9. APPROVE CITY OF WINSLOW INTERGOVERNMENTAL AGREEMENT FOR TRANSIT PLANNING SERVICES AND OPERATION**

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve an Intergovernmental Agreement with the City of Winslow to capture roles, responsibilities, and funding for planning and operation of current and future transit services in and around City of Winslow.

Ms. Dalmolin noted the agreement is to capture the relationship between NAIPTA and the City of Winslow for the vanpool program and feasibility study to provide service connecting Flagstaff and Winslow. We are still waiting on grant funds. The agreement outlines roles and responsibilities. It has been approved by City of Winslow staff and attorney. This item was going before the Winslow Mayor and Council on July 12<sup>th</sup>, but we have not been able to confirm its approval yet. Overall the Board thought this would be a great opportunity and was supportive of sharing our knowledge. The in-kind cost is modest. At some point in the future maybe Winslow could offer a presentation. There was a request to keep the Board up-to-date on this item with a quarterly progress report.

**10. TRANSIT DECISION 2016**

-Jeff Meilbeck, CEO and General Manager

Staff recommends the Board of Directors discuss the timetable and deliverables for the Transit Decision 2016 ballot question.

Mr. Meilbeck pointed out the strategic workplan objective posted on the wall in the conference room which notes NAIPTA staff work with elected officials to get this item passed. At that time general elections were being held in May, but now they have been moved to November. He reviewed a PowerPoint presentation with the Board. He mentioned doing 20-30 educational outreach presentations in September and October with Board and TAC members. Our City Manager has requested NAIPTA speak to organizations at the same time as the City staff speaks about the courthouse. Ms. Cashman will work with Ms. Roederer to schedule the presentations. There was a question asked of Ms. Bisman about non-elected officials being able to advocate for the initiative as a partner agency employee. She replied it probably can only be elected



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officials. She will let us know. A board member commented that interested parties should to be sure to allow enough time to get the statement notarized. Mr. Meilbeck stated the messaging for the ballot is very simple. He reported recent survey results supporting the renewal: 87 percent support for 10 years and 62 percent for 20 years. There is strong support for success. He asked those who feel they can advocate to please do so. There was a suggestion for all our Board elected officials to make a collective statement. Chair Babbott agreed to draft a statement.

## PROGRESS REPORTS:

### 11. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- Recognize NAIPTA Staff  
Mr. Meilbeck recognized staff efforts for items on the agenda without much involvement from him. Noting they have done their jobs so well, he is able to do his.
- Small Transit Intensive Cities (STIC) Funding Update  
Mr. Meilbeck said NAIPTA has had a lot of success with STIC funding. It has been increased under the Fixing America's Surface Transportation (FAST) Act. We are trying to get it increased sooner and at a higher rate. Our lobbyist is working with Representative Kirkpatrick, who is sponsoring a bill. He and Erika will be in Washington, DC next week meeting with congressional staffers in conjunction with a training they were invited to by the Federal Transit Administration (FTA). They will be looking into a \$40M grant for the bus rapid transit route. This leads nicely into the next item.
- Community Transportation Association of America (CTAA) Small Urban Network (SUN)  
Mr. Meilbeck reported this is another organization NAIPTA has been involved with and is pursuing STIC funding. He is working on the national coalition. He is considering throwing his name in the ring to be a CTAA Board members. It is not a huge commitment of time and he has discussed this with Chair Babbott. He would like to contribute, if he is elected.
- Arizona Department of Transportation (ADOT) Staffing  
Mr. Meilbeck stated NAIPTA values our great relationship with ADOT. They have been extremely supportive of projects we have done. Over the last year or two, they have had eroding levels of staffing. The director of the program has announced his retirement. The number two seems to be out of the office for an extended period of time. They have not been able to fill positions. Other organizations within the state are asking ADOT to step up and fill the positions so they can pass through federal grants. ADOT has that responsibility. The State has been under a hiring freeze. The Arizona Transit Association (AzTA) plans to advocate for distribution of pass through funds. He is still an AzTA Board member. We have experienced delays. NAIPTA has applied for \$5M-\$7M in grant funding. Some of that could have been distributed a year ago and



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it hasn't been. We are hoping for some news in the coming months. An ADOT staff member is coming up for a meeting tomorrow and we'll see how that goes.

- Employee Appreciation BBQ  
Mr. Meilbeck let Board members know they are invited to the event on Friday. There will be a dunk tank. Please come if you are able to attend. He thanked the Board for their service and time commitment.

## EXECUTIVE SESSION

This item was tabled until the September Board meeting.

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).

## 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.

This item was tabled until the September Board meeting.

## ITEMS FROM COMMITTEE AND STAFF:

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

The next Board meeting will be on Wednesday, September 21, 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. September agenda items will include but not be limited to the FY2016 Annual Report and the Employee Satisfaction Survey. The September 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 Babbott adjourned the meeting at 10:40am.



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Art Babbott, Chair NAIPTA Board of Directors

ATTEST:

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Rhonda Cashman, Clerk of the Board



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