



Northern Arizona Intergovernmental Public Transportation Authority

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Transit Advisory Committee Minutes for Thursday, September 1, 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, September 1, 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, arrived at 10:03am;
Barbara Goodrich, (Chair), Deputy City Manager, City of Flagstaff, designee;
Dave Wessel, (Vice Chair), Manager, FMPO, (WebEx);
Paul Wagner, Citizen Representative, City of Flagstaff, alternate;
Erin Stam, Director of Parking and Shuttle Services, NAU, designee;
Mark Easton, Executive Director of Facilities, CCC, designee
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;
Gillian Thomas, Citizen Representative, Coconino County;
Josh Copley, City Manager, City of Flagstaff;
Stephanie Smith, Assistant to the City Manager, City of Flagstaff, alternate;
Martin Ince, Multi-Modal Planner, FMPO, alternate;
Shari Miller, Citizen Representative, City of Flagstaff;

NAIPTA STAFF IN ATTENDANCE:

Jeff Meilbeck, CEO and General Manager;
Erika Mazza, Deputy General Manager;
Heather Dalmolin, Administrative Director, (WebEx);



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James Wagner, Operations Director;
Jacki Lenners, Marketing Manager;
Jon Matthies, IT Manager;
Anne Dunno, Capital Project Manager;
Kate Morley, Mobility Planner;
Danelle Knight, Account Tech II;
Rhonda Cashman, Clerk of the Board

GUESTS PRESENT:

Dr. Colleen Smith, CCC President;
April Sandoval, CCC Executive Assistant to the President;
Nat White, CCC District Governing Board member;
John Lewis, CCC Foundation Board Member;
Christina Caldwell, CCC Foundation Board Member/Goodwill Industries Director of Community and Business Engagement

1. CALL TO ORDER -Chair Goodrich called the meeting to order at 10:01 am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVE TAC MINUTES FROM 7/7/2016

Advisor Stam moved to approve the minutes from July 7, 2016. Advisor Andreani seconded. There was no discussion. All approved, none opposed. Motion carried.

4. CALL TO THE PUBLIC

Mr. Meilbeck took a moment to thank Advisor Stam for her service as Chair for the previous two years.

5. COCONINO COMMUNITY COLLEGE (CCC) PRESENTATION ON THE STATE OF THE COLLEGE

Dr. Colleen Smith, CCC President

Dr. Smith presented a PowerPoint focused on the college's programs, especially workforce programs, and funding sources. Proposition 410 will be on the ballot in November and if passed, it will renew the base funding with an additional \$1 per month property tax beginning in 2019.

Mr. Meilbeck stated the CCC Pilot Pass Program is under current events. He asked Chair Goodrich if Ms. Lenners could speak to the program at this point on the agenda and she agreed. Ms. Lenners reported the program started on August 15th. She attended a student fair yesterday and they are already in need of more passes. CCC's marketing has been wonderful. Travel training is being done. Usage will be tracked by



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stop for those passes. CCC guests commented on their support for the pilot pass program.

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. APPROVE UPDATES TO TITLE VI CIVIL RIGHTS PROGRAM

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve updates to Title VI Civil Rights Program to bring policy compliant with Arizona Department of Transportation direction for policy layout and section titles.

ii. APPROVE UPDATED PERSONNEL POLICY MANUAL

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve and adopt an updated Personnel Policy Manual to update various policies to most accurately reflect regulatory requirements and NAIPTA's actual practices.

There was no discussion related to the consent agenda items.

b. **DISCUSSION / ACTION ITEMS:**

i. JANUARY 2017 SERVICE CHANGES PUBLIC HEARING AND ADOPT PROPOSED CHANGES

-Alicia Becker, Transit Planner

Staff recommends the Board of Directors: 1) Conduct a public hearing on proposed service changes and route expansion for January 2017; 2) Review the proposed service changes and route expansion for January 2017 operations; 3) Close public comment period opened July 20, 2016; and 4) Adopt the proposed service changes.



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Ms. Mazza reported on this item in Ms. Becker's absence. Ms. Mazza reviewed a PowerPoint presentation with the Board. Maps were viewed. History of the 5 Year Plan with the go slow approach was provided. She highlighted the proposed changes for Routes 2, 3 and 10. The public outreach plan was reviewed. Thirty-three comments have been received, about half and half for or against specific changes. Recommended changes that have dropped off are the late night service and increased frequency due to funding considerations. There was a question about the frequency of Route 3 versus Route 10A to the Sawmill area. Ms. Mazza replied that Route 3 service to the area will be every 30 minutes, but it will be consistent even when there are no classes at Northern Arizona University (NAU) versus 20 minute service only when NAU classes are in session.

ii. MOUNTAIN EXPRESS PROGRAM RENEWAL

-Jeff Meilbeck, CEO and General Manager

Staff recommends that the Board of Directors approve an MOU with Snowbowl Resort Limited Partnership in an amount ranging from \$38,360 to \$42,600.

Mr. Meilbeck stated there is potential to double prior year service. Arizona Snowbowl paid the cost. Mr. Meilbeck explained the ebb and flow on use of the service. The Memorandum of Understanding (MOU) will be brought to the Board on September 21st. There is a call to do something with the Highway 180 congestion. Buses will also get stuck in traffic. NAIPTA is hoping to work on a grant to have funding to match Arizona Snowbowl funds, which would be promising. NAIPTA and Arizona Snowbowl are very close to an agreement. There were questions about origin or riders, residents versus out of town visitors. Another question asked was if the riders were from the Downtown Connection Center (DCC) versus the base of the mountain. Ms. Mazza thought approximately 60-70 percent were from the base of the mountain. The first service was December 21st when the CCC and NAU students were gone on winter break. NAIPTA has plans to work with Arizona Snowbowl and hotels, those with shuttles and those with clientele that don't want to drive. We should be able to start marketing earlier this year. Ms. Lenners also mentioned marketing to the ski teams and locals. Vice Chair Wessel suggested looking at the FLAP program, Federal Lands Access Program, for land use improvements. Advisor Andreani noted snow play needs to be addressed to pull cars off Highway 180. It must be a multifaceted strategy.

iii. PROPOSITION 411 EDUCATION OUTREACH

-Jeff Meilbeck, CEO and General Manager

None. This item is provided for information and discussion.



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Mr. Meilbeck passed out the Proposition 411 brochure. He reviewed a PowerPoint presentation with TAC members. A question was posed about how much total service on campus is provided by NAIPTA. Both Mr. Meilbeck and Advisor Stam stated they could not be sure without knowing each other's numbers. Mr. Meilbeck conveyed April survey results on why the system is used, primarily for going to work or school and shopping, as well as who pays the operating costs, approximately 50 percent is the transit tax. There is 87 percent support among voters for continuing the transit tax for 10 years. There was a suggestion to combine all the old taxes (previously five ballot measures) into one on a slide. It is important voters understand this tax is for base funding and the tax is directly tied to the service. TAC members were complimentary of staff work on this initiative.

c. PROGRESS REPORTS:

i. EMPLOYEE SATISFACTION SURVEY

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck asked for the results to be emailed to TAC members.

ii. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- Federal Transit Administration (FTA) Capital Investment Grant (CIG) Workshop Update

Mr. Meilbeck reported he and Ms. Mazza attended this workshop in Washington, DC and it was very informative.

- Community Transportation Association of America (CTAA) Small Urban Network (SUN) Conference Update

Mr. Meilbeck stated this was a great conference. He learned a lot and would like to send more employees next year.

- American Public Transportation Association (APTA) Leadership

Mr. Meilbeck noted Ms. Mazza has been chosen to participate in the APTA Leadership Program and he congratulated her. Ms. Mazza reported Ms. Becker will be graduating from the APTA Early Career Program at the Annual Meeting in Los Angeles the second week of September.

- CTAA Board Member

Mr. Meilbeck stated he has been elected to the CTAA Board of Directors and he will be going to Detroit for the next meeting.

- Coconino Community College (CCC) Pilot Pass Program

Ms. Lenners gave an update under agenda item 5.

- Arizona Department of Transportation (ADOT) Grants

Mr. Meilbeck reported NAIPTA is expecting a letter from ADOT regarding an award for \$3M to go toward the Bus Rapid Transit (BRT) study, new



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buses and the Kaspar office remodel. That is approximately 75 percent of the total available funds through ADOT. Advisor Andreani commented about this being a good story to tell leading up to the election.

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

-Art Babbott, 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 October 6, 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. October agenda items will include but not be limited to the FY2016 Annual Report, the Workforce Utilization Report and Current Events. The October 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.

8. ADJOURNMENT -Chair Goodrich adjourned the meeting at 11:25am.

Barbara Goodrich, Chair of the NAIPTA Transit Advisory Committee



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ATTEST:

Rhonda Cashman, Clerk of the Board



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