



Northern Arizona Intergovernmental Public Transportation Authority

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Board of Directors Minutes for Wednesday, September 21, 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, September 21, 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;
 - Rich Payne, Director of Residence Life, NAU;
 - Colleen Smith, President, CCC, left meeting at approximately 10:15am;
 - Veronica Hipolito (Secretary), 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 Bowen, Associate Vice President for Economic Development, NAU, alternate;
- 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;
- Erika Mazza, Deputy General Manager;
- Heather Dalmolin, Administrative Director;
- Jacki Lenners, Marketing Manager;
- Jon Matthies, IT Manager;
- Anne Dunno, Capital Project Manager;
- Kate Morley, Mobility Planner;
- Alicia Becker, Transit Planner;
- Danelle Knight, HR Generalist;
- Stephanie Stearns, Associate Planner;



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

GUEST PRESENT:

April Sandoval, Executive Assistant to the President, CCC;
Paul Wagner, NAIPTA TAC Member and Flagstaff Resident;
Virginia Blankenship, Flagstaff Resident;
Ann Huttman, Flagstaff Resident;
Amy Scott, Flagstaff Resident;
Gloria Hardwick, Flagstaff Resident

1. CALL TO ORDER -Chair Babbott called the meeting to order at 10:00am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES 7/20/2016

Vice Chair Overton moved to approve the July 20, 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. The members of the public in attendance were all there to speak to the proposed route changes, item 8.

5. COCONINO COMMUNITY COLLEGE (CCC) PRESENTATION ON THE STATE OF THE COLLEGE
Dr. Colleen Smith, CCC President

Dr. Smith spoke briefly to the group about the college's programs, students and funding, and two handouts were distributed. She chose to forego the PowerPoint presentation since many in the room had seen it already.

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.

6. APPROVE UPDATES TO TITLE VI CIVIL RIGHTS PROGRAM
-Heather Dalmolin, Administrative Director



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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.

7. 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.

Director Payne moved to approve both items 6 and 7 under the consent agenda. Secretary Hipolito seconded. All approved, none opposed. Motion carried.

Dr. Smith and Ms. Sandoval left the meeting at approximately 10:15am.

DISCUSSION / ACTION ITEMS:

8. 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) Consider adopting the proposed service changes.

Ms. Becker reviewed a PowerPoint presentation with the Board. She told the Board the purpose of the changes was to put service where it is needed. Chair Babbott explained the process for those in the room wanting to speak regarding the proposed changes. The changes were explained, as well as the public outreach efforts. Board members were given a printed summary of the 52 comments received during the public comment period. The Desilva stop has already been permitted by the City. One of the 2008 Propositions named Foxglenn for new service. There is no legal obligation to continue, per Mr. Meilbeck. Initial unsolicited complaints were due to noise in the area when El Dorado buses were being used.

Vice Chair Overton moved to open the Public Hearing. Secretary Hipolito seconded. All approved, none opposed. Motion carried. The Public Hearing commenced at approximately 10:35am.

Ms. Amy Scott of Flagstaff spoke in favor of the Foxglenn stops. She told the Board her family moved to Flagstaff in January. Her husband works at NAU. They chose their home location in town based on it being close to a bus stop. They also have international students living with them. She said they use it often and are grateful for



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the service. They want to reduce their carbon footprint. If there is any way to keep both the stops in Foxglenn and on Fourth Street, it seems to be working well.

Ms. Virginia Blankenship of Flagstaff spoke in favor of the Foxglenn stops. She told the Board she doesn't drive anymore, but she can walk to the closest Foxglenn stop. It is too far for her to walk to Fourth Street. Downtown parking is prohibitive. She said it is time for people in Continental and Foxglenn to be taking the bus downtown. She suggested using the parking lot at Foxglenn and then get on the bus there. She asked if there was any way the bus could continue to service both Foxglenn and Fourth Street by using Sparrow. She stated there is no public parking on Sparrow and parking Downtown is a major issue. She predicted parking will get crazy.

Ms. Gloria Hardwick of Flagstaff spoke in favor of the Foxglenn stops. She stated she lives near the bus stop in Foxglenn and her housemates use the stop a lot. They are NAU students or work at NAU. It is too difficult to get to the stop on Fourth Street. She stated she does understand ridership levels impact the decision. She also mentioned if there is any way to keep both, that would be helpful.

Ms. Ann Huttman of Flagstaff spoke in favor of the Foxglenn stops. She stated she is an NAU professor and she came to this conversation kind of late. She has made the commitment and started riding to work. She is trying to reduce her carbon footprint. She was disappointed to see her stop might go away. She could probably walk the extra 15 minutes, but then she saw the North San Francisco stop is proposed to go away as well. She is further motivated by how bad the parking and traffic is getting on campus. She knows it is not all about her. She is an organizational psychologist and she thinks there are others that feel the same, but are afraid to speak up on the issue.

J.R. Murray from Arizona Snowbowl joined the meeting at approximately 10:43am.

Paul Wagner, current TAC Member and Flagstaff resident, stated he is in favor of the Route 3 changes. He has two Northland Preparatory Academy (NPA) students that participate in after school and sometimes before school activities. He has spoken to other parents and it really is a safety issue for their kids. It is not as safe for them to get to other stops a bit further away on Soliere (no sidewalk and higher speed road) or in Foxglenn. The Fourth Street stop is used heavily in the afternoon with standing room only on the bus.

A discussion ensued about the impact of the Route 3 stop changes and the agenda packet page 33 was pulled up on screen to view the Ridership by Stop. Chair Babbott asked if the proposed Route 3 stop changes in Foxglenn and Aspen Place could be decoupled. Per Mr. Meilbeck, the routing on Sparrow was considered, but the bus would get held up, it is so congested on that street. We can look at it again. The goal of the route change is to have more people ride the bus, walk or bike on campus so it is less congested. In our 5 Year Plan approved in 2013, the recommendations were to move as many people as possible in an efficient manner. That is what we have been



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striving to accomplish with each service change. Neighborhood circulators may be an option in the future, but unknown when that might be considered. The Route 3 changes cannot be decoupled today. Ms. Mazza stated she is happy to continue the discussion. The grade of Sparrow is of concern if trying to serve both areas efficiently. Route 3 frequency is every 30 minutes. Chair Babbott reviewed the four alternatives with the Board. Director Barotz requested maps in higher resolution to see more streets in the areas in question, show both current route and proposed changes and stops be marked on the maps with dots for reference during future discussions.

Director Barotz moved to close the Public Hearing. Vice Chair Overton seconded. All approved, none opposed. Motion carried. The Public Hearing was closed at approximately 10:56am.

Secretary Hipolito moved to close the Public Comment Period. Director Payne seconded. All approved, none opposed. Motion carried.

Further discussion continued. Mr. Meilbeck stated he still recommended the proposed Route 3 changes as presented. Director Barotz stated her concern for transit dependent citizens and big consequences. She recommended taking the time to be sure these changes are really what is best. She requested to delay Route 3 changes. Secretary Hipolito moved to approve the Route 2 modification and increase frequency on Route 10 and 10A and to come back for others. Director Barotz seconded. All approved, none opposed. Motion carried.

9. MOUNTAIN EXPRESS PROGRAM RENEWAL

-Jeff Meilbeck, CEO and General Manager

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

Mr. Meilbeck stated J.R. Murray was in attendance. He noted the service launched last year and he reviewed the performance. The average number of boardings was 8 per hour, but better when there was snow. Arizona Snowbowl is a partner. Mr. Murray noted this has been a long time discussion. He is pleased to partner with transit, creating a sense of community. It will take time to gain traction. We got a late start last year. There are plans to market to hotels and hotels with shuttles to get more people riding from downtown this year. Work is being done on the schedule with more dates proposed for this year. They are very concerned about traffic in town and want to do their part. They are also leasing a couple shuttles to make more trips up and down the mountain. The app name in the Frequently Asked Questions needs to be corrected to FLGRide. Director Overton moved to approve the service agreement as proposed. Director Payne seconded. All approved, none opposed. Motion carried.

10. PROPOSITION 411 EDUCATION OUTREACH

-Jeff Meilbeck, CEO and General Manager

None. This item is provided for information and discussion.



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Multiple handouts were distributed related to the Transit Tax Renewal. Due to shortness on time, Mr. Meilbeck asked Ms. Cashman to send the outreach presentation list to Board members to see if they can attend.

11. PILOT PROGRAM FOR PARKFLAG TRANSIT PASSES

-Erika Mazza, Deputy General Manager

None. This item is provided for information and discussion.

Skipped.

PROGRESS REPORTS:

12. EMPLOYEE SATISFACTION SURVEY

-Jeff Meilbeck, CEO and General Manager

Skipped.

13. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- Federal Transit Administration (FTA) Capital Investment Grant (CIG) Workshop Update
- Community Transportation Association of America (CTAA) Small Urban Network (SUN) Conference Update
- CTAA Board Member
- American Public Transportation Association (APTA) Leadership
- Coconino Community College (CCC) Pilot Pass Program
- Arizona Department of Transportation (ADOT) Grant Awards
- 5339 Grant Awards

Mr. Meilbeck said he would email an update on the current events to Board members.

Director Barotz moved to convene an Executive Session. Vice Chair Overton seconded. All approved, none opposed. Motion carried. The Executive Session commenced at approximately 11:33am.

EXECUTIVE SESSION

The Executive session was 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).

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Following the conclusion of the Executive Session, the Board reconvened the public meeting at approximately 12:05pm.

DISCUSSION / ACTION ITEMS:

14. 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.

Secretary Hipolito moved to increase the CEO and General Manager's compensation package by 4 percent, based on performance and will be communicated to Ms. Dalmolin, the Administrative Director, to make the adjustment. Vice Chair Overton seconded. All approved, none opposed. Motion carried.

ITEMS FROM COMMITTEE AND STAFF:

15. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next Board meeting will be on Wednesday, October 19, 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. October agenda items will include but not be limited to the FY2016 Annual Report, Strategic Long Range and Tactical Planning and Mobility Management Update. 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 Board.

16. ADJOURNMENT

-Chair Babbott adjourned the meeting at 12:06pm.

Art Babbott, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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