



**Northern Arizona Intergovernmental Public Transportation Authority**

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.mountainline.az.gov

**Board of Directors Minutes for Wednesday, October 19, 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, October 19, 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;
  - Rich Payne, Director of Residence Life, NAU
- \*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;
- Colleen Smith, President, CCC;
- Veronica Hipolito (Secretary), Dean of Students, CCC, designee

***NAIPTA STAFF IN ATTENDANCE:***

- Jeff Meilbeck, CEO and General Manager;
- Erika Mazza, Deputy General Manager;
- Heather Dalmolin, Administrative Director;
- Jim Wagner, Operations Director;
- Jacki Lenner, Marketing Manager;
- Jon Matthies, IT Manager;
- Lauree Battice, Business Manager;
- Anne Dunno, Capital Project Manager;
- Kate Morley, Mobility Planner;
- Alicia Becker, Transit Planner;



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Rhonda Cashman, Clerk of the Board;  
Fredda Bisman, NAIPTA Attorney (via phone, approximately 10:14-10:54am)

**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 9/21/2016

Director Payne moved to approve the September 21, 2016 meeting minutes. Director Barotz seconded. All approved, none opposed. Motion carried.

- 4. CALL TO THE PUBLIC

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

Chair Babbott stated he will reorder the agenda due to time constraints. Quorum may be lost by 11am.

**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. ADVERTISING POLICY REVISION – MEDICAL MARIJUANA AND ILLEGAL ITEMS

-Jacki Lenners, Marketing Manager

Staff recommends the Board of Directors approve a revision to the Advertising Policy to include medical marijuana and related products and services, as well as any other illegal items in the list of Excluded Advertising categories.

- 6. APPROVE USE OF COOPERATIVE PURCHASING AGREEMENT WITH CITY OF FLAGSTAFF UNDER JOB ORDER CONTRACTING

-Anne Dunno, Capital Project Manager

Staff recommends the Board of Directors approve the use of City of Flagstaff's Cooperative Purchasing Agreements with Horizontal Contractors awarded under COF RSOQ 2015-28 Job Order Contracting with individual contract values not to exceed (NTE) \$250,000 in a fiscal year.



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7. THIRD AMENDMENT TO WOODSON ENGINEERING & SURVEYING, INC. CONTRACT FOR THE BUS STOP MOBILITY IMPROVEMENTS PROJECT

-Anne Dunno, Capital Project Manager

Staff recommends the Board of Directors approve and authorize the third amendment to the Woodson Engineering & Surveying, Inc. contract as a component of the Bus Stop Mobility Improvements Project in an amount not to exceed \$10,000.

Per Chair Babbott, Item 6 was pulled from the consent agenda. Vice Chair Overton moved to approve Items 5 and 7 under the consent agenda. Director Barotz seconded. All approved, none opposed. Motion carried.

The Board returned to Item 6 later in the meeting.

### DISCUSSION / ACTION ITEMS:

11. ACCEPT APPLICATION AND EXECUTION OF FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT APPLICATION AZ -2016-002

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve and authorize execution of FTA application AZ-2016-002 totaling \$1,217,905 for projects to include operations, facility rehabilitation, and the passenger shelter program.

Ms. Dalmolin gave a brief overview of this grant award. Director Barotz moved to approve the application and execution of this FTA grant as presented. Vice Chair Overton seconded. All approved, none opposed. Motion carried.

12. ACCEPT FUNDING AND APPROVE EXECUTION OF ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT) AWARD OF FEDERAL FUNDING

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors accept and approve execution of Arizona Department of Transportation award of \$3,849,050 in federal funds for projects to include facility rehabilitation, environmental review and preliminary engineering of the Bus Rapid Transit system, and purchase of additional articulated buses.

Ms. Dalmolin gave a brief overview of this grant award. Director Barotz moved to approve the application and execution of this ADOT grant as presented. Vice Chair Overton seconded. All approved, none opposed. Motion carried.

13. APPROVE APPLICATION AND EXECUTION OF FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT APPLICATION AZ-2016-003

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve and authorize execution of FTA application AZ-2016-003 totaling \$2,202,522 for purchase of additional articulated buses. (application number is pending final assignment of number from Federal Transit Administration)



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Ms. Dalmolin gave a brief overview of this grant award. Director Barotz moved to approve the application and execution of this FTA grant as presented. Vice Chair Overton seconded. All approved, none opposed. Motion carried.

**14. APPROVE AMENDMENT TO NEW FLYER OF AMERICA CONTRACT AND PURCHASE OF FIVE 60-FOOT HYBRID ELECTRIC ARTICULATED BUSES**

-James Wagner, Operations Director

Staff recommends the Board of Directors approve the First Amendment to New Flyer of America contract to add one hybrid electric articulated bus and purchase of five 60-foot hybrid electric articulated buses at a cost not to exceed \$4,937,066.

Mr. Wagner briefly spoke to the need for this contract amendment and the bus purchases based on the use of grant funds just approved by the Board. Director Barotz moved to approve the amendment as stated. Director Payne seconded. All approved, none opposed. Motion carried.

**10. UPDATE AND ADOPT REVISED JANUARY 2017 SERVICE CHANGES**

-Erika Mazza, Deputy General Manager

Staff recommends the Board of Directors review and adopt the revised service changes for January 2017 operations.

This item was reviewed after Item 14. Ms. Mazza led the Board through a PowerPoint presentation. The five year plan was reviewed briefly. Additional information was conveyed through a Remix (new software) map. An alternative for Route 3 through the Foxglenn neighborhood was discussed. This is not recommended to change in January. It will take more time to evaluate if this is a viable option.

Ms. Bisman joined the meeting at approximately 10:14am.

The Route 3 Sawmill Service Map was reviewed on screen. Routes 3, 7, 4 and 14 service stops on the North and West sides of the shopping center. Route 10A has been in service for almost 3 years. It was needed primarily to turn around the articulated bus. Now it can be done at the Downtown Connection Center. Fare confusion and ridership lost with most students choosing to walk when needing to pay to get to campus and no payment required with Jacks card when boarding on campus to return home. Route 10A only operates when Northern Arizona University (NAU) is in session. Messaging on schedule and fares is cumbersome to communicate in route guides, etc. The discontinuation of Route 10A will provide for easy messaging, no additional cost and consistent timing to the area. The Route 10A resources will be shifted to Route 10 where there is the demand. The public comments were reviewed again. Director Payne felt this was more efficient and he stated his support of staff's recommendation. Director Payne moved to approve the revised service changes as presented. Director Barotz seconded. All approved, none opposed. Motion carried.



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6. APPROVE USE OF COOPERATIVE PURCHASING AGREEMENT WITH CITY OF FLAGSTAFF UNDER JOB ORDER CONTRACTING

-Anne Dunno, Capital Project Manager

Staff recommends the Board of Directors approve the use of City of Flagstaff's Cooperative Purchasing Agreements with Horizontal Contractors awarded under COF RSOQ 2015-28 Job Order Contracting with individual contract values not to exceed (NTE) \$250,000 in a fiscal year.

Item 6 was discussed at length. Ms. Dunno explained only local dollars will be used for these contracts. The objective is to piggyback on the City procurement. NAIPTA will go to all three vendors for each proposal. The types of jobs this contract will assist with require a lot of mobilization and logistics where a cost benefit for pricing is typically not recognized, but this may help. Overall Board members are skeptical of this type of contract. The concern is it sometimes excludes small or medium contractors and often gets abused. The flexibility in timing is the best reason to support this type of contract.

Director Barotz left the meeting at approximately 10:44am. There was still a quorum to continue the meeting.

Mr. Meilbeck addressed the process. He stated he has been pursuing this opportunity for 10 years to be more agile. He offered to bring each proposal to the Board, if needed. Ms. Dalmolin stated it is set up for the General Manager to approve at this point, but she agreed they could go to the Board. Per Chair Babbott, he is looking for a commitment from the organization to scrutinize each task. He is not asking for another burdensome process. He asked for Board feedback. Director Payne offered an option to consult the Chair for approval versus waiting for a Board meeting. Vice Chair Overton said he didn't want to kill it. He recommended caution. Chair Babbott would like it to be used in some instances and consider not using it in some circumstances. He asked for a report in a year to see what was used and what the pricing was. Vice Chair Overton moved to approve Item 6 as presented with report back to the Board to evaluate in a year. Director Payne seconded. All approved, none opposed. Motion carried.

8. APPROVE THE FY2016 ANNUAL REPORT

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve the FY2016 Annual Report and authorize staff to submit the report to the State of Arizona and partner agencies as required in the Master IGA.

This item was tabled to the November meeting.

9. STRATEGIC POLICY ADVANCE

-Jeff Meilbeck, CEO and General Manager

The Board may take action, but no action is needed and no recommendation is being made.



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This item was tabled to the November meeting.

## PROGRESS REPORTS:

### 15. UPDATE ON ADOT SECTION 5310 AND 5311 GRANT AWARDS

-Heather Dalmolin, Administrative Director

This item was tabled to the November meeting.

### 16. FY2017 5310 AWARD BUDGET IMPACTS

-Heather Dalmolin, Administrative Director

This item was tabled to the November meeting.

### 17. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- State Funding Task Force
- Proposition 411 Outreach
- Pilot Program for ParkFlag Transit Passes
- Coconino Community College (CCC) Pilot Pass Program Update
- Downtown Business Alliance and Stakeholders (added item)

This item was tabled to the November meeting.

Per Chair Babbott, he would like to discuss the work session idea under the Strategic Policy Advance item next month.

## ITEMS FROM COMMITTEE AND STAFF:

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

The next Board meeting will be on Wednesday, November 16, 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. November agenda items will include but not be limited to Strategic Long Range and Tactical Planning, Mountain Line Financial Projections and Quarterly Performance Report. The November 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 10:54pm.



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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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