



Northern Arizona Intergovernmental Public Transportation Authority

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Transit Advisory Committee Minutes for Thursday, November 3, 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, November 3, 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:

Barbara Goodrich, (Chair), Deputy City Manager, City of Flagstaff, designee;
Stephanie Smith, Assistant to the City Manager, City of Flagstaff, alternate;
Dave Wessel, (Vice Chair), Manager, FMPO;
Paul Wagner, Citizen Representative, City of Flagstaff, alternate;
Erin Stam, Director of Parking and Shuttle Services, NAU, designee, arrival at 10:07am (WebEx);
Tim Kinney, Business Representative, Northern Arizona Leadership Alliance
**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;
Lucinda Andreani, Deputy Public Works Director, Coconino County, alternate;
Gillian Thomas, Citizen Representative, Coconino County;
Josh Copley, City Manager, City of Flagstaff;
Martin Ince, Multi-Modal Planner, FMPO, alternate;
Shari Miller, Citizen Representative, City of Flagstaff;
Mary Talentinow, Director of Purchasing and Auxiliary Services, CCC, designee

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;
Lauree Battice, Business Manager;
Jon Matthies, IT Manager;
Anne Dunno, Capital Project Manager;
Kate Morley, Mobility Planner;
Rhonda Cashman, Clerk of the Board

GUESTS PRESENT: None.

1. CALL TO ORDER -Chair Goodrich called the meeting to order at 10:07am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVE TAC MINUTES FROM 9/1/2016

Vice Chair Wessel moved to approve the minutes from September 1, 2016. Advisor Wagner seconded. There was no discussion. All approved, none opposed. Motion carried.

4. CALL TO THE PUBLIC
There were no members of the public in attendance at this meeting.
5. 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 THE FY2016 ANNUAL BUDGET
-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.



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ii. APPROVE FIRST AMENDMENT TO TRANSITFARE AND SYSTEMS LTD
TRANSIT IT SOLUTIONS CONTRACT

-James Wagner, Operations Director

Staff recommends the Board of Directors approve the first amendment to TransitFare and Systems Transit IT Solutions contract for Real-time Arrival solution, Stop Annunciators and Wi-Fi routers on board the buses increasing the award amount by \$30,000.

There were no questions or discussion on the consent items.

b. DISCUSSION / ACTION ITEMS:

i. STRATEGIC LONG RANGE AND TACTICAL PLANNING

-Jeff Meilbeck, CEO and General Manager

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

Mr. Meilbeck reviewed a PowerPoint presentation with TAC members. He wanted to provide context leading to a coherent goal. This information will set the stage and lead to next steps. This PowerPoint may be a prompt to make sure the conversation takes place. Overall the TAC was supportive of this approach.

ii. 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.

Mr. Meilbeck reported Jim Charlier will be the facilitator for the Strategic Policy Advance. The election will be over and there will be some big questions; potential opportunities with Northern Arizona University (NAU). There is a lot to discuss leading up to 2018. Jim will be contacting stakeholders for interviews. Currently, they anticipate the Advance timing to be 9am-4pm.

iii. HORIZON AGENDA AND WORK SESSIONS

-Jeff Meilbeck, CEO and General Manager

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

Mr. Meilbeck noted the Board will determine how the Board wants to be engaged. Ms. Morley will provide a good example of a potential discussion regarding the Taxi Voucher Program.

iv. MOBILITY MANAGEMENT INVOLVEMENT: TAXI VOUCHER CASE STUDY

-Kate Morley, Mobility Planner



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Provide direction for staff on how the Board of Directors would like to engage in Mobility Management.

Ms. Morley reported the funding situation has required some budget reallocation. There is underlying instability in these programs. She reviewed a PowerPoint program with TAC members. There was a question about how many different individuals are using the taxi voucher program. Ms. Morley said she would have to do more research on that specifically. Comments from the TAC were heard: there may be equity and efficiency issues. If you combine City/County resources, it may be at the expense of City taxpayers. There is a definite question of sustainability. Further comments: this is a huge issue on the horizon. It would be good to be proactive. There may be a different pool in the future. Consider tapping into medical transport for ride share/trip purpose coordination. Does Northern Arizona Council of Governments (NACOG) offer services? Ms. Morley stated NACOG provides Meals on Wheels service. Flagstaff Medical Center (FMC) is getting some Affordable Card Act (ACA) direction. They have calculated spending approximately \$65,000 to get patients home from the hospital. Ms. Mazza stated she applauds Ms. Morley for her work with FMC. Mr. Meilbeck noted it can be complicated. Through the Mountain Lift Program, NAIPTA has experience managing demand and ensuring this service is for those who most need it. The alternatives were reviewed. One comment was that work session could provide the ability to drill down on higher policy issues over several meetings to be confident on recommendations.

c. PROGRESS REPORTS:

i. UPDATE ON ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT) SECTION 5310 AND 5311 GRANT AWARDS

-Heather Dalmolin, Administrative Director

This item was presented to the TAC members in attendance last month. There were no questions and no discussion on this item.

ii. FY2017 5310 AWARD BUDGET IMPACTS

-Heather Dalmolin, Administrative Director

This item was presented to the TAC members in attendance last month. There were no questions and no discussion on this item.

iii. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- State Funding Task Force



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Per Mr. Meilbeck, this is in the works. Transit will play a small part. If anything can be done, it will help.

- Prop 411 Outreach

Mr. Meilbeck reported there is an election coming up soon and we will provide results.

- Pilot Program for ParkFlag Transit Passes

Mr. Meilbeck noted we are working on this with the City. We might be offering bus passes to employees. We are keeping it on the radar.

- Coconino Community College (CCC) Pilot Pass Program Update

Mr. Meilbeck reported we will be doing a formal update in January. Ms. Lenners communicated that NAIPTA staff will meet with CCC staff in December to evaluate the program thus far. The main CCC stop has seen about a 73% increase in use and another 250 bus passes were just dropped off at the college for distribution.

- Downtown Business Alliance and Stakeholders

Mr. Meilbeck stated he is meeting with key members.

- Shop 3 Update

Per Ms. Mazza, follow up work is being done in Shop 3 at this time.

- TAC Business Representative

Mr. Meilbeck stated Mr. Kinney's term is up and NAIPTA will be opening the position up to interested local business or economic development organizations. Mr. Kinney may choose to reapply.

ITEMS FROM COMMITTEE AND STAFF:

6. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The Board and TAC Strategic Policy Advance is scheduled for December 1, 2016, 8am – 5pm (you will be notified if the timing gets modified) in the NAIPTA Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004. Please plan to attend in person. Lunch will be provided. The public is invited to attend. The Advance 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 be discussed at the Advance.

The next TAC meeting will be January 5, 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. January agenda items will include but not be limited to the Financial Audit, Mountain Line Financial Projections, FY2018 Meeting Calendar Review, Advertising Policy, Passenger Fares and the Quarterly Performance Report. The January 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.



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7. ADJOURNMENT -Chair Goodrich adjourned the meeting at 10:54am.

Barbara Goodrich, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

Rhonda Cashman, Clerk of the Board



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