



## Northern Arizona Intergovernmental Public Transportation Authority

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### Board of Directors and Transit Advisory Committee Strategic Policy Advance Minutes for Thursday, December 1, 2016

NAIPTA, Shop 3, Training Room  
3825 N. Kaspar Drive  
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 and Transit Advisory Committee met in Joint Session on Thursday, December 1, 2016 at 9:00am in the Training Room in Shop 3 at NAIPTA, 3825 N. Kaspar Drive, Flagstaff, AZ 86004.

Members of the Board and TAC attended in person. The public was invited to observe and participate in the meeting at the address above.

#### **PRESENT:**

##### *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;  
Veronica Hipolito (Secretary), Dean of Students, CCC, designee, arrival at 9:10am;  
Matt Ryan, Board of Supervisors, Coconino County, alternate, in attendance 10:30am-1pm  
*\*Three of our five Board member seats must be present to constitute a quorum.*  
*\*\*The City of Flagstaff holds two seats.*

##### *BOARD MEMBERS EXCUSED:*

Karla Brewster, City Council, City of Flagstaff, alternate;  
Rich Bowen, Associate Vice President for Economic Development, NAU, alternate;  
Colleen Smith, President, CCC

##### *TAC MEMBERS PRESENT:*

Lucinda Andreani, Deputy Public Works Director, Coconino County, alternate, arrival at 9:13am;  
Barbara Goodrich, Deputy City Manager, City of Flagstaff, designee left at 1:57pm;  
Shari Miller, Citizen Representative, City of Flagstaff;  
Dave Wessel, (Vice Chair), Manager, FMPO, left at 1pm;  
Erin Stam, (Chair), Director of Parking and Shuttle Services, NAU, designee;  
Mary Talentinow, Director of Purchasing and Auxiliary Services, CCC, designee



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*\*Five of our eight TAC member seats must be present to constitute a quorum.*

### TAC MEMBERS EXCUSED:

Josh Copley, City Manager, City of Flagstaff;  
Stephanie Smith, Executive Assistant to the City Manager, City of Flagstaff, alternate;  
Cynthia Seelhammer, County Manager, Coconino County;  
Todd Madeksza, Government Relations Director, Coconino County, designee;  
Gillian Thomas, Citizen Representative, Coconino County;  
Paul Wagner, Citizen Representative, City of Flagstaff, alternate;  
Martin Ince, Multi-Modal Planner, FMPO, alternate;  
Tim Kinney, Business Representative, Northern Arizona Leadership Alliance

### NAIPTA STAFF IN ATTENDANCE:

Jeff Meilbeck, CEO and General Manager;  
Heather Dalmolin, Administrative Director;  
James Wagner, Operations Director, left at 10:30am;  
Jacki Lenner, Marketing Manager;  
Lauree Battice, Business Manager;  
Kate Morley, Mobility Planner;  
Rhonda Cashman, Clerk of the Board;  
Fredda Bisman, NAIPTA Attorney

### GUESTS PRESENT:

Jim Charlier, Facilitator;  
Steve Pauken, City Manager, City of Winslow;  
Jamie Whelan, City Councilmember Elect, in attendance until 10:15am;  
Joanne Keene, Chief of Staff, NAU, in attendance 9:10am and left at 1pm

### **9:00 Welcome, purpose of the Advance, brief review of progress on action items from last Advance**

Chair Babbott called the meeting to order at 9:05am. Self-introductions were done around the room. Mr. Meilbeck reviewed a PowerPoint presentation regarding status of workplan items with the group and he introduced our facilitator for the day, Jim Charlier.

### **Vision – ten-year horizon – major emphasis; five-year horizon – NAIPTA's highest priorities**

The first activity was devoted to NAIPTA's vision. The attendees were split up into four tables of five or six people for small group sessions. There was small group discussion and then reporting to all attendees on this topic.

### **Risks and Opportunities – oncoming trends, events, changes in operating environment, internal changes**

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The next session was devoted to identifying risks and opportunities. The attendees were again split up into four tables of five or six people for small group sessions. There was small group discussion and then reporting to all attendees on this topic. Each attendee was allowed three votes to pick their top three opportunities and risks combined.

### 11:30 Lunch — presentation: "Not Your Father's Transportation System"

Mr. Charlier's presentation began at approximately 11:55am.

#### **Specific short term priorities – work we would need to begin within 18 months**

#### **18-month action plan – list of specific actions to be undertaken**

#### **Defining and measuring success – quantitative and non-quantitative measures of success**

The afternoon was devoted to determining NAIPTA priorities and how success will be measured. The ultimate goal is to develop and 18-month workplan. The attendees were split up into four tables of four or five people for small group sessions. There was small group discussion and then reporting to all attendees on this topic. Each attendee was allowed three votes to pick their top three priorities.

Mr. Charlier and Mr. Meilbeck will synthesize the information and bring it back to the Board and TAC in an 18-month action plan format for review and adoption.

### SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next TAC meeting is scheduled for Thursday, January 5<sup>th</sup> 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 Meeting Calendar Review, Financial Audit, Strategic Workplan, Passenger Fares, Advertising Policy, Transportation Planning and Funding Update, 5 Year Transit Plan Update, HIPPA Plan, TAC Business or Economic Development Representative Appointment, Coconino Community College (CCC) Pilot Pass Program Update, Quarterly Performance Report and Winslow Transit Plan Update. 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.

The next Board meeting is scheduled for Wednesday, January 18<sup>th</sup> 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 Meeting Calendar Review, Financial Audit, Strategic Workplan, Passenger Fares, Advertising Policy, Transportation Planning and Funding Update, 5 Year Transit Plan Update, HIPPA Plan, TAC Business or Economic Development Representative Appointment, Coconino



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Community College (CCC) Pilot Pass Program Update, Quarterly Performance Report and Winslow Transit Plan Update. 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 Board.

**2:23 Adjourned**

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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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