



Northern Arizona Intergovernmental Public Transportation Authority

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Board of Directors Minutes for Wednesday, November 16, 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, November 16, 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;
 - 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;
- Colleen Smith, President, CCC

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



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GUESTS PRESENT:

None.

1. CALL TO ORDER -Chair Babbott called the meeting to order at 10:01am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES 10/19/2016

Director Payne moved to approve the October 19, 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.

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. 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 and by state law.
6. 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.

Vice Chair Overton moved to approve Items 5 and 6 under the consent agenda. Director Barotz seconded. All approved, none opposed. Motion carried.

DISCUSSION / ACTION ITEMS:

7. STRATEGIC LONG RANGE AND TACTICAL PLANNING
-Jeff Meilbeck, CEO and General Manager



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

Mr. Meilbeck reviewed a PowerPoint presentation about NAIPTA's role in regional transportation planning with Board members. One of the graphics showed "nested" plans regarding the Vision for Flagstaff, the Regional Transportation Plan (RTP) and Project Specific Plans. The Flagstaff Regional Plan guiding principles were viewed, together with the requirement that the RTP must be consistent with the City's land use plan. The Flagstaff Metropolitan Planning Organization (FMPO) RTP Steering Committee's "Balance" Project Bundle was viewed. Some specific items are included. It was meant to be a beginning. Some next steps were offered. The One Page Plan – City Example was viewed again. This is how it all comes together from NAIPTA's perspective. Board members congratulated staff on the passage of Proposition 411. There was a recommendation from the Board to get buy in from other stakeholders so we are all moving in the same direction. Mr. Meilbeck stated NAIPTA can provide leadership with other agencies, to keep everyone on the same page. It will ultimately be a City decision. NAIPTA has a responsibility to be a part of the discussion of the RTP, but someone else from the City will need to be the leader; perhaps the FMPO. The Board agreed NAIPTA can keep it moving forward, but the FMPO or another group should take ownership and sell it. The Council is changing, so there will be a period of education. The Board supported continued discussion and forward momentum. Chair Babbott recapped the RTP process: a task force should be formed, agreement on language for an election in 2018, drill down the consensus and make it reasonable, with some items in the scope having to be let go. He recommended adding some specifics to the items on the One Page Plan. There was some discussion on specific RTP projects. New Council members will be sworn in on December 20th. The Board recommended the Council keep this item on their agenda as a high priority

8. 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 our Advance last year was really the kickoff of the Regional Transportation Plan (RTP) with the FMPO. Now that Proposition 411 passed, NAIPTA has stability. Jim Charlier will be the facilitator and is highly qualified. He will contact all Board members and a few others for interviews. Mr. Meilbeck urged Board members to be candid with him. We have an opportunity for a very productive Advance. Mr. Meilbeck thanked them in advance for their time on December 1st. A lengthy discussion followed regarding collaboration of services with Northern Arizona University (NAU). The Board conclusion was to discuss this topic further at the Advance.

9. HORIZON AGENDA AND WORK SESSIONS

-Jeff Meilbeck, CEO and General Manager



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

Mr. Meilbeck opened the discussion on long-term “horizon” planning, with a discussion on the best way to deal with these issues. Chair Babbott stated his support for free-flowing policy discussions.

10. 5310-5311 AWARD NOTIFICATION SUMMARY

-Heather Dalmolin, Administrative Director

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

Per Ms. Dalmolin, the Budget Change Chart was pulled up on screen. She reviewed the programs and funding differences based on what was applied for versus what was received for 5310 and 5311 funds. Chair Babbott requested one sheet that summarizes Federal requirements and what is added value for Americans with Disabilities (ADA) and what type of client is served due to different modes, based on disability. Ms. Morley explained eligibility is based off one client list. If a client is eligible for one service, then the client is eligible for all Mountain Lift programs. Mr. Meilbeck said that a lot of data was presented because this kind of funding is very complex, and NAIPTA wants to be as transparent as possible.

11. FY2017 BUDGET IMPACTS OF 5310 AWARD

-Heather Dalmolin, Administrative Director

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

Ms. Dalmolin reported on each program affected by the grant awards. Some areas have a surplus and others have a deficit; but in the end, there are still savings to the City of Flagstaff. Funds get shifted between programs and City staff are aware of how it has been being done over the years. She wanted to bring it forward to the Board for the first time for their understanding.

12. MOBILITY MANAGEMENT INVOLVEMENT – TAXI VOUCHER CASE STUDY

-Kate Morley, Mobility Planner

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

Ms. Morley reviewed a PowerPoint presentation with the Board. She is seeking direction from the Board regarding mobility management programs. Mountain Lift has a list of 400-500 approved clients. Use of the Taxi Voucher program is currently broken out into the City program used by 69 clients and the County program used by 53 clients. She gave an example of the program use by Williams clients. There was a question about how many clients are excluded due to many taxi companies lacking wheelchair capability for transporting clients. Perhaps the program could be simplified



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and she offered modifications as stated in the staff report. Trips involving distance, such as Williams, are the most difficult, and are not cost effective use of taxi vouchers. Fare and cap changes may be helpful. There may be ride share possibilities. Uber offers services in Flagstaff and Lyft may follow. There is a need for long term viability and it was suggested to have the Arizona Department of Transportation (ADOT) participate in discussions. Ms. Morley stated other agencies seem to be bundling their ADA services as one large application for funding. It was determined to have staff do the information gathering and then bring the policy discussion to the Board in a work session to allow adequate time. The Board went on to discuss the cap question. Per Ms. Morley, regarding ADA rules, service cannot be restricted, but it can be incentivized with taxi vouchers. Reviews of taxi companies are very positive. If the cap on taxi vouchers is removed, she thinks the taxi voucher program will increase versus use of Mountain Lift demand response service. User groups would need to be made aware of the change; promote “real time” benefit of using taxi vouchers as an incentive. Board action would need to be taken in the future and budget changes made for FY2018. Outreach should be done. Mr. Meilbeck stated this discussion was helpful.

PROGRESS REPORTS:

13. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- State Funding Task Force

Mr. Meilbeck said he didn't have much on this topic. Chair Babbott stated he went to the Governor's Blue Ribbon Transportation Task Force meeting last month. His presentation was on small Metropolitan Planning Organization (MPO) and small community transportation funding in general. He said Julie Pastrick, from the Flagstaff Chamber, is on that committee and it is very helpful to have someone who understands rural Arizona at the table.

- Proposition 411 Outreach

Mr. Meilbeck reported Proposition 411 passed with approximately 72 percent of the vote. Thank you for Board support of this effort.

- Pilot Program for ParkFlag Transit Passes

Mr. Meilbeck stated there will probably be some agreement with the City similar to what is being done at CCC. We are working with Karl Eberhard.

- Coconino Community College (CCC) Pilot Pass Program Update

Mr. Meilbeck noted there will be a meeting with CCC in December or January to see how the program is working. Ms. Lenners said the meeting with CCC is scheduled for December 16th. Ms. Becker has data and they will get CCC staff perspective. Secretary Hipolito stated parking is still a problem, but they are receiving good feedback on the program. Some students have said the pass is very helpful and they may not be able to attend classes without it. There has been approximately a 73 percent increase in the use of CCC stops.



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- Downtown Business Alliance and Stakeholders
Mr. Meilbeck explained he has had meetings with some key members and invited them to participate in our 5 Year Plan.
- Shop 3 Corrective Action Update
Mr. Meilbeck reported he approved a \$73,000 item; replacement of the insulation in Shop 3 with a better product.
- Parking Meters
Vice Chair Overton stated the City Council approved the purchase of parking meters last night. They may get some push back. They need to sell the program. Chair Babbott said the County is a few spaces short. They are investigating if private homeowners may allow parking at residences.

ITEMS FROM COMMITTEE AND STAFF:

14. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The Board and TAC Strategic Policy Advance is scheduled for Thursday, December 1, 2016, 9am – 4pm in the NAIPTA Training Room, 3825 N. Kaspar Drive, Flagstaff, AZ 86004. Parking will be available at NAIPTA’s Administrative Office, 3773 N. Kaspar Drive. 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 Board meeting will be on Wednesday, January 18, 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. January agenda items will include but not be limited to HIPPA Plan, Financial Audit, Mountain Line Financial Projections, FY2018 Meeting Calendar Review, Advertising Policy, Passenger Fares and 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 Board.

15. ADJOURNMENT -Chair Babbott adjourned the meeting at 11:42pm.

Art Babbott, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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