



Northern Arizona Intergovernmental Public Transportation Authority

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Transit Advisory Committee Minutes for Thursday, March 2, 2017

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, March 2, 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:

Dave Wessel, (Vice Chair), Manager, FMPO, Acting Chair of this meeting;
Erin Stam, Director of Parking and Shuttle Services, NAU, designee, (WebEx);
Shari Miller, Citizen Representative, City of Flagstaff, (WebEx), left at approximately 11am;
Paul Wagner, Citizen Representative, City of Flagstaff, alternate, (WebEx), left at approximately 11:10am;
Gillian Thomas, Citizen Representative, Coconino County;
Mary Talentinow, Director of Purchasing and Auxiliary Services, CCC, designee;
T. Paul Thomas, Business Representative, Northern Arizona Leadership Alliance, arrival at approximately 10:08am

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

TAC MEMBERS EXCUSED:

Josh Copley, City Manager, City of Flagstaff;
Barbara Goodrich, (Chair), Deputy City Manager, City of Flagstaff, designee;
Cynthia Seelhammer, County Manager, Coconino County;
Todd Madeksza, Government Relations Director, Coconino County, designee;
Lucinda Andreani, Deputy Public Works Director, Coconino County, alternate;
Martin Ince, Multi-Modal Planner, FMPO, alternate;
Tim Kinney, Business Representative, Northern Arizona Leadership Alliance, alternate

NAIPTA STAFF IN ATTENDANCE:

Jeff Meilbeck, CEO and General Manager;
Erika Mazza, Deputy General Manager;



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Heather Dalmolin, Administrative Director;
Jim Wagner, Operations Director;
Anne Dunno, Capital Project Manager;
Kate Morley, Mobility Planner;
Alicia Becker, Transit Planner;
Lauree Battice, Business Manager, left at approximately 11:25am;
Jon Matthies, IT Manager;
Robert Martinez, Technical Specialist;
Rhonda Cashman, Clerk of the Board

GUESTS PRESENT:

Dwight Keeto, Program Supervisor, Navajo Transit System;
Edwina Kee, Senior Office Specialist, Navajo Transit System;
Jessalyn Ortiz, Accountant, Navajo Transit System;
Florinda Lynch, Senior Accountant, Navajo Transit System;
Harrison Smith, Dedicated Program Manager, Navajo Transit System

1. CALL TO ORDER -Vice Chair Wessel called the meeting to order at 10:00am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVE TAC MINUTES FROM 2/2/2017

Advisor Stam moved to approve the minutes from February 2, 2017. Advisor Gillian Thomas seconded. There was no discussion. All approved, none opposed. Motion carried.

4. CALL TO THE PUBLIC
There were no members of the public asking to speak at this time.
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.



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There were no items for the consent agenda.

b. DISCUSSION / ACTION ITEMS:

i. FY2018 BUDGET MESSAGE

-Jeff Meilbeck, CEO and General Manager
Discussion only.

Mr. Meilbeck outlined the major themes of the FY2018 budget. The goal is to align financial resources with workplan items. The budget will increase approximately 6 percent and bus hours will increase to approximately 75,000. He recommended a 1 percent cost of living allowance and up to a 3 percent merit increase for employees. He reviewed a PowerPoint presentation with performance measures. He reviewed grant awards. He noted we have the capacity for the Bus Rapid Transit (BRT), but it may not be what's best for Flagstaff. We will finish the planning process and see. There was a question about employee turnover. Mr. Meilbeck replied it seemed to be kept at a healthy level in the last couple years. He has not recommended additional staff this next year. As NAIPTA continues to grow, there will be a need for more staff in the future. The fund balance was shown on screen. It reflected a healthy level of funding through 2027.

Chair Wessel changed the order of the agenda for the next two items, per the request of Mr. Meilbeck.

ii. FY2017 COUNTY TAXI VOUCHER PROGRAM RECOMMENDATIONS

-Kate Morley, Mobility Planner
Staff recommends the Board of Directors consider changes to the FY2017 County Taxi Voucher Program for action in April.

Ms. Morley reviewed a PowerPoint presentation with the TAC. Funding was reviewed, along with the shortfall. Public comment is open until April 15th. A map was shown of County program users. About half are in the NAIPTA boundary and about half are outside it. New Americans with Disabilities Act (ADA) requirements were noted. Williams does not have taxis with ADA lift vehicles. Actions for consideration were reviewed. Mr. Meilbeck noted three options are to bring the program back within the budget, but he Board may ask for additional funds to be found to continue the program. There was a brief discussion about other funding options. Ms. Morley reviewed the scheduled public outreach events: Kachina Village was yesterday, Williams will be tomorrow and at NAIPTA next week. Long term changes to the FY2018 County Taxi Voucher Program and beyond will be brought to TAC and Board in May.



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iii. SERVICE BOUNDARY POLICY DISCUSSION

-Jeff Meilbeck, CEO and General Manager

Staff recommends the Board of Directors hold a policy discussion about the provision of service outside the NAIPTA boundary.

Ms. Morley reviewed the PowerPoint presentation that went to the Board last month with the TAC. It was really a broader discussion of mobility issues in northern Arizona. It is a national issue. Funding was reviewed. NAIPTA was not able to leverage County dollars as expected through the Arizona Department of Transportation (ADOT). A lengthy discussion ensued. Mr. Meilbeck stated he would draft a policy to bring forward.

iv. NAIPTA'S 2017 5-YEAR TRANSIT PLAN UPDATE AND CHOICES REPORT

-Erika Mazza, Deputy General Manager

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

Ms. Mazza reviewed a PowerPoint presentation with the TAC. She provided an overview of events: Jarrett Walker and Associates (JWA) was the chosen consultant, the Kickoff and Core Design Advance events were held, JWA draft Existing Conditions and Key Choices reports have been provided, Public Engagement event scheduled for March 25th, then Get On the Bus Outreach and the Online Survey are to come. Choices reports were reviewed: High Ridership versus High Coverage. Both models cost the same. There was some discussion on the choices. Printed maps of the choices were provided to those in the room and requested to be emailed to those attending via WebEx following the meeting. There was a recommendation to be prepared to answer for the public, what it would cost to do both.

v. CHIEF EXECUTIVE OFFICER (CEO) EVALUATION

-Veronica Hipolito, NAIPTA Board Secretary

Recommend the Board of Directors adopt a CEO evaluation procedure.

Mr. Meilbeck stated this item was tabled by the Board last month. Board Secretary Hipolito would be leading this discussion with the Board. There were no comments.

c. PROGRESS REPORTS:

i. WINSLOW TRANSIT PLAN

-Kate Morley, Mobility Manager



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Ms. Morley stated she did a presentation for the Winslow City Council and it went well. She said the next step is a survey to be sent out in their utility mailer. This project is slated to finish in September. Jim Dickey is the project manager.

ii. PENDING 2018 TRANSPORTATION TAX RENEWAL

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck stated the potential election is about 18 months away. He reported that the Work plan directs NAIPTA to consider going back to voters for additional transit funding. He is waiting on the City for news on the timetable. Vice Chair Wessel said the Fourth Street Bridge is on the agenda. They may look at a committee and action in April. They need to be careful not to get ahead of the Regional Transportation Plan (RTP).

iii. EMPLOYEE SATISFACTION SURVEY

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck quickly reviewed a PowerPoint presentation with the TAC on this topic. There were 92 respondents and they were broken out by department. The scale is 1-5. He stated he really only gets concerned if a category drops below 4. It has been pretty level. Managers go deep. There is nothing stark to share.

iv. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck reported Ms. Lenner was recently at the American Public Transportation Association (APTA) Marketing Conference and brought home some awards. Ms. Lenner communicated the awards were First Place for both our Proposition 411 Advertising Campaign and our K-12 Student Pass Program Video.

ITEMS FROM COMMITTEE AND STAFF:

Mr. Meilbeck thanked the visitors who joined the meeting, over the course of the meeting, for coming to the meeting.

Advisor Gillian Thomas asked if a meeting invite would be sent for the Saturday, March 25th 5-Year Plan event. Ms. Mazza replied she is finalizing the stakeholder list and food will be provided.

Vice Chair Wessel communicated the RTP online survey is still open for public comment until March 28th. He likes the Jarrett Walker language and he may incorporate it into the RTP.



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6. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next TAC meeting will be April 6, 2017 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. April agenda items will include but not be limited to the County Taxi Voucher Program, HIPPA Plan, 5310 Grant Application and the Disadvantaged Business Enterprise (DBE) Program. The April 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.

7. ADJOURNMENT

-Vice Chair Wessel adjourned the meeting at 11:59am.

Barbara Goodrich, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

Rhonda Cashman, Clerk of the Board



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