



Northern Arizona Intergovernmental Public Transportation Authority

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

Transit Advisory Committee Minutes for Thursday, April 6, 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, April 6, 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;
Todd Madeksza, Government Relations Director, Coconino County, designee, (WebEx), left meeting at approximately 11:10am;
Dave Wessel, (Vice Chair), Manager, FMPO;
Erin Stam, Director of Parking and Shuttle Services, NAU, designee, (WebEx);
Paul Wagner, Citizen Representative, City of Flagstaff, alternate;
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
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Josh Copley, City Manager, City of Flagstaff;
Cynthia Seelhammer, County Manager, Coconino County;
Lucinda Andreani, Deputy Public Works Director, Coconino County, alternate;
Martin Ince, Multi-Modal Planner, FMPO, alternate;
Shari Miller, Citizen Representative, City of Flagstaff;
Tim Kinney, Business Representative, Northern Arizona Leadership Alliance, alternate

NAIPTA STAFF IN ATTENDANCE:

Jeff Meilbeck, CEO and General Manager;
Heather Dalmolin, Administrative Director;
Jacki Lenners, Marketing Manager;



Setting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

Anne Dunno, Capital Project Manager;
Kate Morley, Mobility Planner;
Alicia Becker, Transit Planner;
Lauree Battice, Business Manager;
Robert Martinez, Technical Specialist;
Rhonda Cashman, Clerk of the Board

GUESTS PRESENT:

None.

1. CALL TO ORDER -Chair Goodrich called the meeting to order at 10:03am.

2. ROLL CALL AND INTRODUCTIONS

3. APPROVE TAC MINUTES FROM 3/2/2017

Advisor Wessel moved to approve the minutes from March 2, 2017. Advisor Talentinow 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.

5. TAC AGENDA

a. **PROGRESS REPORTS:**

- i. FY2016 FINANCIAL AUDIT

-Lauree Battice, Business Manager

Ms. Dalmolin reported there was one deficiency related to 30 minutes of overtime in payroll for one employee. Our payroll system was used for reporting on a Federal grant, so the deficiency must be reported to the Federal Transit Administration. A corrective action plan has been developed and the report is due by March 31, 2017. This is considered an internal control finding. The TAC considered this to be an inconsequential error.

6. 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.



Setting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

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 NAIPTA HIPAA POLICY

-Heather, Dalmolin, Administrative Director

Staff recommends the Board of Directors approve and adopt the HIPAA Compliance Policy as developed by staff in accordance with the requirements of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as amended by the HITECH Act of 2009 (ARRA Title XIII).

There was no discussion by the TAC on this item.

b. DISCUSSION / ACTION ITEMS:

i. FY2017 COUNTY TAXI VOUCHER PROGRAM RECOMMENDATIONS

-Kate Morley, Mobility Planner

Staff recommends the Board of Directors reduce the number of trips offered in the County Taxi Voucher Program to six trips per person per month immediately and continue to monitor voucher rationing to ensure the FY2017 program remains within its adopted budget.

Ms. Morley stated the recommendation is to decrease the County Taxi Voucher Program from 12 trips to 6 trips per person per month for all. The Board will be asked to take action on April 19th. The TAC was supportive of this approach.

ii. FY2018 COUNTY TAXI VOUCHER PROGRAM

-Jeff Meilbeck, CEO and General Manager

Staff recommends the Board of Directors submit an FY2018 budget proposal to Coconino County that limits the County Taxi Voucher program to the NAIPTA boundary and establishes a 20% fare.

Mr. Meilbeck reiterated the purpose is to look for a sustainable solution. The recommendation is two parts: 1) charge a user fare of 20 percent and 2) submit a budget to the County for service within the NAIPTA boundary, where this service works. The fare is comparable to what other agencies charge for similar service. Alternatives were reviewed on page 18 of the packet. It is important to be intentional and develop a policy. The overall concern remains for those who



Setting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

will be without service in outlying areas. Other jurisdictions have authority, such as the City of Williams, Northern Arizona Council of Governments (NACOG), Coconino County and the State of Arizona. The TAC recommended follow up communication with NACOG and the City of Williams after the Board decision. Clients will also need to be notified of the Board decision. The County Board of Supervisors discussion is probably not over. The solution has to be what is financially possible to do, sustainable and feasible, not what NAIPTA is willing to do. Hopefully other agencies will step up. The lengthy discussion concluded with overall support of the recommendation from the TAC.

iii. COUNTY TAXI VOUCHER PROGRAM – CLOSE PUBLIC COMMENT PERIOD

-Kate Morley, Mobility Planner

Staff recommends the Board of Directors close the public comment period opened January 18, 2017 in relation to the County Taxi Voucher Program.

Ms. Morley noted closure of the public comment period is the final step in the formal process for Title VI. There was no discussion.

iv. PROPOSITION 406 CITY ROADWAY CONSTRUCTION: INTERNAL AND EXTERNAL COMMUNICATION STRATEGIES

-Anne Dunno, Capital Project Manager

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

Ms. Dunno reported the City's road projects will challenge NAIPTA operations to provide excellent transit service and on time performance in the coming months. The 2017 Key Projects as seen on the map are: Zuni Drive, Mike's Pike, Lockett and Beaver Street, between Columbus and Birch. Detours have been developed for Mountain Line. The "C-Team" will keep us up-to-date with the latest news on road construction both internally with our operators and externally as Ms. Lenners works with the City. NAIPTA will need to provide reasonable accommodation for those riders that are unable to get to our temporary stops. Solid internal process and messaging have been developed to deal with construction impacts. Our on-time threshold has been adjusted down to 87% during this time. The TAC was supportive of this approach. Chair Goodrich said there will be construction across town and she recommended riding the bus.

v. TRANSPORTATION FUNDING TIMELINE

-Jeff Meilbeck, CEO and General Manager

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

Mr. Meilbeck reminded TAC members that transportation initiatives can only be on the ballot for General Elections in November of even years. The chart in the staff report on page 26 in the packet was reviewed, as well as the alternatives. Chair Goodrich stated this will be an upcoming item for City Council. It's only



Setting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

months away. The FMPO will be presenting the Regional Transportation Plan (RTP) soon and then they can address future plans. Per Vice Chair Wessel, the RTP will possibly be presented to the City Council on May 30th with recommendations for multimodal capital and operations. It is not obvious that it includes public transit. The FMPO TAC and Executive Board will be asked to approve the RTP at upcoming meetings. Mr. Meilbeck stated the deadline is quickly approaching regarding Transportation Decision 2018 and to possibly add a question for capital.

vi. FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO) WORKPLAN

-Jeff Meilbeck, CEO and General Manager

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

Mr. Meilbeck stated this is really an information item. He serves as the Executive Board's Vice Chair and last month they adopted a workplan that will provide clarity for what the FMPO should be pursuing in the coming years. It was attached in the packet. Vice Chair Wessel elaborated that the FMPO Executive Board's mission and vision is ambitious. They are looking to be the best in the country. Focus on what we do with stronger communication, relationships and priorities. Arizona Department of Transportation (ADOT) currently has a Request for Proposal on the street for a Corridor Master Plan for Milton and Highway 180. A City Specific Plan is looking at John Wesley Powell, Lone Tree to Fourth Street, for all modes and we need to make sure it is transit accommodating. The FMPO is also working on a Safety Plan for the region. As well as continuing to work with NAIPTA on grants received for First Mile, Last Mile and the Highway 180 Before and After Study. It is pretty much an overhaul of the organization. There were no questions.

c. **PROGRESS REPORTS:**

i. 5-YEAR PLAN UPDATE

-Erika Mazza, Deputy General Manager

Ms. Becker reported on this item in the absence of Ms. Mazza. She looked at the project overview with TAC members in the PowerPoint presentation. We are currently in the public engagement phase through late April. There was a recent stakeholder workshop and in the transit planning exercise, it came down to ridership versus coverage. These are the two ends of the spectrum. Some live polling was done. A postcard was sent out asking people to take the online survey. The public outreach schedule was reviewed. Then next steps were reviewed. Vice Chair Wessel commended the efforts on this project.



Setting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

ii. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- **Triennial Review**
Mr. Meilbeck reported an auditor from the Federal Transit Administration (FTA) was on-site earlier this week and it went well. He thanked staff for their efforts. A full report will be forthcoming.
- **Highway 180 Planning Grant**
Mr. Meilbeck told the TAC that NAIPTA received a \$200,000 grant through ADOT and the FMPO as Advisor Wessel mentioned.
- **First Mile, Last Mile Grant**
Mr. Meilbeck added that another \$200,000 grant was received for this study. Ms. Morley wrote both grants. He thanked her. The 5-Year Plan concentrates on fixed route. This plan will look at other programs, such as bike share, car share, vanpools, etc. and compliment the 5 Year Plan. Mr. Meilbeck said the first mile, last mile often creates a barrier to riding transit.
- **De-escalation Training**
Mr. Meilbeck reported there was a scary and dangerous incident that occurred on a bus a few weeks ago that involved the police. Fortunately, no one was hurt. Additional training is being done.
- **Possible Purchase of 5.32 Acre Property**
Mr. Meilbeck will bring this item to the Board in an Executive Session in an attempt to secure the land for future expansion. We have already outgrown Shop 3 and it is directly adjacent to our current property of about 7 acres total. He is working with FTA and the City. Chair Goodrich noted this would be a tremendous advantage, a future partner for City plans in the area.

ITEMS FROM COMMITTEE AND STAFF:

Vice Chair Wessel stated there is limited time to send a letter regarding a Hazard Management Workshop. It sounds like you attend the workshop and then host one. It would be valuable to hear from NAIPTA.

Chair Goodrich let the TAC know City Hall is experiencing some structural issues in the Council Chambers. Upcoming City Council meetings will be held in a variety of locations, so please check the agenda for each meeting.

7. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next TAC meeting will be May 4, 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. May agenda items will include but not be limited to the Budget Presentation and Review of the Strategic Workplan. The May agenda will be available for review on NAIPTA's website and at NAIPTA's public



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

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 Board and TAC Joint Meeting will be held on Wednesday, May 17, 2017, 10am-2pm in the NAIPTA Training Room at 3825 N. Kaspar Dr., Flagstaff, AZ 86004. Parking will be available at the Administrative Office, 3773 N. Kaspar Dr., Flagstaff, AZ 86004. Then follow signs to the Training Room. Please consider carpooling or riding Mountain Line. Your presence is requested in person. Lunch will be served.

8. ADJOURNMENT -Chair Goodrich adjourned the meeting at 11:12am.

Barbara Goodrich, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

Rhonda Cashman, Clerk of the Board



Getting you where you want to go

