



## Northern Arizona Intergovernmental Public Transportation Authority

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### Transit Advisory Committee Minutes for Thursday, June 1, 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, June 1, 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;  
Dave Wessel, (Vice Chair), Manager, FMPO;  
Paul Wagner, Citizen Representative, City of Flagstaff, alternate;  
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:

Cynthia Seelhammer, County Manager, Coconino County;  
Lucinda Andreani, Deputy Public Works Director, Coconino County, alternate;  
Gillian Thomas, Citizen Representative, Coconino County;  
Josh Copley, City Manager, City of Flagstaff;  
Shari Miller, Citizen Representative, City of Flagstaff;  
Martin Ince, Multi-Modal Planner, FMPO, alternate;  
Erin Stam, Director of Parking and Shuttle Services, NAU, designee;  
Tim Kinney, Business Representative, Northern Arizona Leadership Alliance, alternate

#### NAIPTA STAFF IN ATTENDANCE:

Jeff Meilbeck, CEO and General Manager;  
Erika Mazza, Deputy General Manager;  
Heather Dalmolin, Administrative Director;  
Jim Wagner, Operations Director;  
Anne Dunno, Capital Project Manager;



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Alicia Becker, Transit Planner;  
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 10:05am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVE TAC MINUTES FROM 4/6/2017

Advisor Paul Wagner moved to approve the minutes from April 6, 2017. Advisor Paul Thomas 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. DISCUSSION / ACTION ITEMS:

- i. FY2018 TAC ELECTION OF OFFICERS  
-Rhonda Cashman, Clerk of the Board  
Staff recommends the TAC elect officers for FY2018.

Chair Goodrich nominated Vice Chair Wessel for the Chair position in FY2018. He accepted the nomination. Advisor Madeksza seconded. All approved, none opposed. Motion carried.

Vice Chair Wessel nominated Advisor Gillian Thomas with the hope that she will accept. She was not present at the meeting. Chair Goodrich seconded. All approved, none opposed. Motion carried.

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.



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## a. DISCUSSION / ACTION ITEMS:

### i. ADOPT THE FY2018 BUDGET

-Heather, Dalmolin, Administrative Director

Staff recommends the Board of Directors adopt the FY2018 budget of \$18,858,575 as reviewed at May Joint Meeting. The budget supports operation of Mountain Line and Mountain Lift on behalf of City of Flagstaff, Mountain Link on behalf of City of Flagstaff/Northern Arizona University, and Mountain Lift Taxi Voucher Program on behalf of City and County, the Vanpool Program on behalf of Coconino County, and planning services for the City of Winslow.

Ms. Dalmolin reviewed a brief PowerPoint presentation with the TAC. The overall budget increase is approximately \$3 million, mostly capital. All funding has been approved by our partners. Several items under miscellaneous costs increased, such as insurance, etc. The fund balance graph was shown. Performance measures were reviewed. Chair Goodrich suggested when the Financial Policy is reviewed again, staff may want to consider increasing the fund balance to 12-15 percent since the organization has higher expenditures. She recommended looking at best practices of other entities across the nation. Ms. Dalmolin stated this can be brought back for discussion in August along with passenger fares. She noted a small recession is planned for 2024/2025. This would model what the City of Flagstaff is doing. Vice Chair Wessel suggested, as we gear up for the tax initiative in 2018 and advancing transit service, looking at performance measures through 2030; more specifically looking at the implications of different service levels in terms of cost. There was no further discussion.

### ii. FY2018 BOARD ELECTION OF OFFICERS

-Rhonda Cashman, Clerk of the Board

Staff recommends the Board elect officers for FY2018.

This item was skipped since it does not apply to the TAC.

### iii. RESOLUTION: TRANSPORTATION DECISION 2000 RENEWAL

-Jeff Meilbeck, CEO and General Manager

Staff recommends the NAIPTA Board of Directors pass a resolution encouraging the Flagstaff City Council to establish a citizen input process in preparation for sending a Transportation Decision 2000 renewal question to voters in November 2018.



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Chair Goodrich reported the Council decided to appoint a Citizen Review Commission. She encouraged people to apply for the commission. Mr. Meilbeck asked if there is money for a facilitator. She is not sure. She knows there is money set aside for elections, but she will have to check and get back to him. Vice Chair Wessel noted in previous elections statistically significant random sample surveys and collateral materials have been done, which have been helpful. The consensus of the TAC was there is no need for the Board to send a resolution to City Council.

#### iv. GENERAL CONSULTING SERVICES CONTRACT AWARD

-Erika Mazza, Deputy General Manager

Staff recommends the NAIPTA Board of Directors 1) Authorize NAIPTA CEO/GM to enter into a contract and execute Attachment A: Task Orders for a not to exceed amount of \$3,970,000 and 2) Authorize NAIPTA CEO/GM to issue small Task Orders not to exceed \$100,000 with firm XXX to provide necessary on-call Architectural and Engineering General Consulting Services.

Ms. Mazza reviewed a PowerPoint presentation with TAC members. She stated she realizes this is a new opportunity and a big ask. She noted the fact that other transit agencies were consulted on this matter. NAIPTA ridership will soon surpass 2 million riders. She reviewed the on-call task order process and services list. Other transit agencies have had success with this type of contract service nationally and in Arizona at Valley Metro and the City of Phoenix. The timeline was reviewed. NAIPTA received four qualified responses and all were very strong. They will partner with local firms. She noted NAIPTA asked for local representation, but we cannot give local preference due to Federal Transit Administration (FTA) regulations. This request is essentially an umbrella task order through the approved budget. Individual task orders will be brought to the TAC and Board. She is asking for latitude, not to exceed the grant amount of each project and give Mr. Meilbeck the authority to approve task orders under \$100,000. The entire amount of the grant won't be paid to the consultant, due to some staff time contributed to each project. Ms. Mazza explained all the needs NAIPTA has for this contract work, i.e. engineering, surveying, construction management, etc. on multiple projects simultaneously. The request was written and considered as an extension of staff, which allows one agency to become familiar with NAIPTA; understanding the multiple projects running simultaneously. Mr. Meilbeck asked for any insights from TAC members to assist in gaining Board approval. Some suggestions were to lay some groundwork with Board members prior to the meeting, see if initial contract term of three years can be changed and figure out an exit strategy. This is a large contract going to one firm. All the grants are in process now and this contract precludes needing long-term staff. There is local match for federal funds in each project. Per Ms. Mazza, if the contract were broken up between multiple



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agencies there would be loss of consistency as an extension of staff; the continuity provides for increased experience. It is not cost effective to hire each as a staff member and be responsive. There were recommendations to add milestones as a part of the contract and tie to performance. Ms. Mazza stated the contract can be terminated for cause and/or convenience. The TAC recognized the ability to manage and provide synergy with one firm.

v. LINDA VISTA PROPERTY ACQUISITION

-Jeff Meilbeck, CEO and General Manager

Staff recommends the Board of Directors authorize NAIPTA CEO and General Manager to finalize the purchase contract for Linda Vista Property (APN 113-22-001S) in the amount of \$875,000 contingent on environmental clearance.

Mr. Meilbeck informed TAC members that the appraisal has been done and if the environmental passes, NAIPTA plans to purchase the land. The Board still needs to approve the final contract at a special meeting or authorize him to finalize the contract. Per Ms. Dunno, August 11<sup>th</sup> is the due diligence deadline with the close of escrow slated for August 28<sup>th</sup>. NAIPTA must follow the Federal Transit Administration (FTA) rules on this land purchase. The process seems to be on track. The consensus of the TAC was that the land purchase makes sense for future expansion, if needed. Mr. Meilbeck stated it is a tremendous opportunity. NAIPTA is using local funds to leverage federal funds. There are options to consider, if NAIPTA decides not to build or in addition to building on the land in the future. NAIPTA is a community partner. The City may decide to build through Linda Vista Drive, which would provide better access for NAIPTA and the community. With improvements NAIPTA could potentially sell to a developer at a higher price, in which the money goes back into the transit tax fund to be used for service to the community again. Advisor Madeksza informed the TAC there is a bill, HB 2406, that becomes effective on August 11<sup>th</sup> which affects County/City Land Acquisitions, requiring a management agreement between the entities. He doesn't think it affects associations or coalitions, such as the relationship between Coconino County and NAIPTA, but he thought it best to be aware. Per Vice Chair Wessel, for informational purposes, the City Council may be authorizing a Linda Vista Corridor study. Zoning and neighboring resident reaction was discussed briefly. Ms. Mazza stated NAIPTA has had positive outreach efforts with our neighboring residents in the past. The TAC supports this land acquisition moving forward.

vi. MEETING CALENDAR REVIEW

-Rhonda Cashman, Clerk of the Board

Staff recommends the Board of Directors review the FY2018 meeting dates.

TAC members did not request any changes to the meeting schedule.



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### b. 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 APPLICATION AND EXECUTION OF FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT APPLICATION 6743-2017-010

-Heather, Dalmolin, Administrative Director

Staff recommends the Board of Directors approve and authorize execution of FTA application 6743-2017-010 totaling \$2,065,372 for projects to include operations and the passenger shelter program.

ii. APPROVE RENEWAL OF LINE OF CREDIT FROM WELLS FARGO FOR \$500,000

-Heather, Dalmolin, Administrative Director

Staff recommends the Board of Directors direct and authorize staff to renew the Wells Fargo credit line in the amount of \$500,000 to provide cash flow assistance as needed.

iii. APPROVE RENEWAL OF NAIPTA LIABILITY INSURANCE FOR FY2018

-Heather, Dalmolin, Administrative Director

Staff requests the Board of Directors approve the purchase of general liability, auto liability, and excess coverage insurance from Aon Risk Services, Inc. at a cost not to exceed the budgeted funds of \$341,482.

iv. APPROVE FY2018 DIESEL FUEL PURCHASE

-Jim Wagner, Operations Director

Staff recommends the Board of Directors award IFB 2017-200 from vendor to be identified and approve purchase of Diesel Fuel for the Mt. Line fleet in the amount of \$392,621 for FY2018.

v. SERVICE BOUNDARY POLICY REVISION

-Rhonda Cashman, Clerk of the Board

Staff recommends the Board of Directors amend the policy regarding the provision of service outside the NAIPTA boundary.

The TAC did not discuss any items on the consent agenda.



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## c. PROGRESS REPORTS:

### i. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- 5-Year Plan Update

Mr. Meilbeck referenced Ms. Becker's presentation at the May 17<sup>th</sup> Joint meeting and the consensus of Board and TAC members to use any new funding to support the high ridership scenario. NAIPTA is considering the cost of doing it all, more coverage and productivity. Ms. Mazza noted there will invitations sent to the technical team for a mini core advance on July 10<sup>th</sup> to develop the permanent transit network.

- Highway 180 Implementation Plan

Mr. Meilbeck reiterated the Strategic Workplan was amended on May 17<sup>th</sup> to include this Highway 180 item. Staff are currently conducting stakeholder interviews.

## EXECUTIVE SESSION - This is a Board Only item.

Executive sessions are closed to the public.

The Board will consider a motion to convene an executive session pursuant to A.R.S. § 38-431.03 (A)(1) for the following purpose:

1. CEO and General Manager's Evaluation
2. CEO and General Manager's Contract

Following the conclusion of the Executive Session, the Board will reconvene the public meeting.

## d. DISCUSSION / ACTION ITEMS:

### i. CEO AND GENERAL MANAGER'S CONTRACT - This is a Board Only item.

-Art Babbott, Board Chair

The Board of Directors may take action regarding the terms of the General Manager's Contract.

## ITEMS FROM COMMITTEE AND STAFF:

### 7. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

July/August Working Agenda

Strategic Workplan

The next TAC meeting will be August 3, 2017 and will be a WebEx meeting based in Flagstaff in the NAIPTA VERA Conference room, 3773 N. Kaspar Dr., Flagstaff, AZ



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86004 at 10am. The public is invited to attend. August agenda items will include but not be limited to the DBE Goal, 5307 Grant Application, 5339 Grant Application, Repayment of County Taxi Voucher Funds to the City, Financial Policy Related to Passenger Fares Discussion, Free Standing Non-Profit Sister Agency and the Impacts of Autonomous Vehicles. The August 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.

8. ADJOURNMENT -Chair Goodrich adjourned the meeting at 11:23am.

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Barbara Goodrich, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

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Rhonda Cashman, Clerk of the Board



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