



Northern Arizona Intergovernmental Public Transportation Authority

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Board of Directors Minutes for Wednesday, June 21, 2017

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, June 21, 2017 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;
Eva Putzova, City Council, City of Flagstaff;
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:

Matt Ryan, Board of Supervisors, Coconino County, alternate;
Charlie Odegaard, City Council, City of Flagstaff, alternate;
Jamie Whelan, Vice Mayor, City of Flagstaff, alternate;
Joanne Keene, Executive Vice President and Chief of Staff, NAU;
Rich Bowen, Associate Vice President for Economic Development, NAU, alternate;
Colleen Smith, President, CCC;

NAIPTA STAFF IN ATTENDANCE:

Jeff Meilbeck, CEO and General Manager;
Erika Mazza, Deputy General Manager;
Heather Dalmolin, Administrative Director;
Jim Wagner, Operations Director;
Wade Forrest, Facilities Manager;
Jacki Lenner, Marketing Manager;
Anne Dunno, Capital Project Manager;
Jim Dickey, Planning Services Manager;
Dayna Wasley, Planning Intern, left at 10:38am;



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Robert Martinez, IT Specialist;
Rhonda Cashman, Clerk of the Board;
Fredda Bisman, NAIPTA Attorney (WebEx)

GUESTS PRESENT:

None.

1. CALL TO ORDER -Chair Babbott called the meeting to order at 10:00am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES 5/17/2017

Vice Chair Overton moved to approve the May 17, 2017 minutes as presented. Secretary Hipolito seconded. All approved, none opposed. Motion carried.

4. CALL TO THE PUBLIC

There were no members of the public in attendance.

DISCUSSION / ACTION ITEMS:

5. APPROVE THE FY2018 BUDGET

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors adopt the FY2018 budget of \$18,858,575 as reviewed at the 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 the City of Flagstaff and Coconino County, the Vanpool Program on behalf of Coconino County, and planning services for the City of Winslow.

Ms. Dalmolin reviewed a PowerPoint presentation with the Board. She provided a brief overview of the \$3 million increase in the budget. The bottom line increase of approximately 26 percent from the local transit tax is mostly due to the land purchase. Key projects were reviewed. The Fund Balance Graph was shown on the screen. Performance measures were also reviewed. Chair Babbott asked for the Grant Cheat Sheet to be laminated and kept on the table at all Board meetings. There was a brief discussion about employee merit raises. Secretary Hipolito moved to approve the FY2018 budget as proposed. Vice Chair Overton seconded. There was no further discussion. All approved, none opposed. Motion carried.

Mr. Meilbeck took a moment to recognize Ms. Dalmolin for her 15 years of service.

6. FY2018 ELECTION OF OFFICERS

-Rhonda Cashman, Clerk of the Board



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Staff recommends the Board of Directors elect officers for FY2018.

Chair Babbott let the Board know he would prefer not to continue as Chair in FY2018. Vice Chair Overton stated he would be willing to be Chair. Director Putzova nominated and moved to approve Director Overton to be the Chair in FY2018. Secretary Hipolito seconded. All approved, none opposed. Motion carried. Secretary Hipolito nominated Director Babbott to be Vice Chair and he accepted the nomination. Vice Chair Overton moved to approve Director Babbott to be the Vice Chair in FY2018. Director Putzova seconded. All approved, none opposed. Motion carried. Secretary Hipolito stated she would be happy to continue as Secretary. Vice Chair Overton moved to approve Director Hipolito to be the Secretary in FY2018. Director Putzova seconded. All approved, none opposed. Motion carried. FY2018 officer terms begin July 1st.

7. RESOLUTION: TRANSPORTATION DECISION 2000 RENEWAL

-Jeff Meilbeck, CEO and General Manager

Staff recommends the NAIPTA Board of Directors table a resolution encouraging Flagstaff City Council to send a Transportation Decision 2000 renewal question to voters in November 2018.

Mr. Meilbeck reported the City has already taken action to appoint a Citizen Review Commission. Vice Chair Overton encouraged the Board to send a letter from the Chair in support of the City's action and offer assistance. Applicants for the Citizen Review Commission need to be City residents. It will be a 15-person committee. Each Councilmember will be able to appoint two members. There was no further discussion.

8. APPROVE GENERAL CONSULTING SERVICES CONTRACT

-Erika Mazza, Deputy General Manager

Staff recommends the NAIPTA Board of Directors award RSOQ 2017-400 to AECOM in order to provide necessary on-call Architectural and Engineering services though a General Consulting Services Contract as follows: 1) Approve contract for an initial three-year term; and 2) authorize NAIPTA CEO-GM to execute Task Orders related to FY2018 projects as listed in Appendix A for a not-to-exceed amount of \$2,470,420.

Ms. Mazza reviewed a PowerPoint presentation with the Board. She stated the purpose for this type of contract is to meet the promises NAIPTA has made by building on the growth of our system. NAIPTA received a number of grants and NAIPTA has obligations to fulfill. This contact will provide for alignment with the Strategic Workplan. The almost \$4 million in competitive grants will allow for completion of five projects. The Arizona Department of Transportation just released the application for \$8.5 million in grant funds for which NAIPTA will apply. One firm is thought to be the best approach for delivery. The procurement process was done. A peer review was done. Professional peer assistance was received from Valley Metro and the City of Phoenix. Four firms were scored. AECOM had the best response for NAIPTA. There are opt-out clauses. Ms. Dunno will be conducting a separate procurement process for horizontal projects in the next few months. Legal has approved the Task Orders. Staff



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will present quarterly updates or as the Board requests. In the Request for Statement of Qualifications (RSOQ), NAIPTA asked for rapid response as a way to bring in local contractors. AECOM works with 3 local firms. There needs to be an increase of \$3,000 to the recommendation as a contingency for data for the Kaspar building. A chart of the five Task Orders and options for approval were reviewed. The updated amount for the recommendation is \$2,473,420. Mr. Meilbeck expressed support and indicated NAIPTA is at a new stage of sophistication thanks to Ms. Mazza's work. Overall the Board was supportive of the work done on the front end and stated their confidence in NAIPTA, but they request to be kept apprised on projects and will be watching. Director Putzova moved to approve as recommended with the increase in the not to exceed amount of \$2,473,420. Vice Chair Overton seconded. Chair Babbott asked to have the AECOM Project Manager attend a Board meeting at some point. All approved, none opposed. Motion carried.

9. LINDA VISTA PROPERTY AQUISITION

-Jeff Meilbeck, CEO and General Manager

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

Vice Chair Overton moved to approve the Linda Vista property acquisition as recommended. Director Putzova seconded. Board members agreed this is a good opportunity. It is forward thinking. All approved, none opposed. Motion carried.

10. MEETING CALENDAR REVIEW

-Rhonda Cashman, Clerk of the Board.

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

Ms. Cashman stated this is a mid-year calendar review of FY2018 meeting dates. There was no discussion. No action was taken.

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.

11. 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.



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- 12. 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.

- 13. 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.

- 14. APPROVE FY2018 DIESEL FUEL PURCHASE
 -Jim Wagner, Operations Director
 Staff recommends the Board of Directors award IFB 2017-200: Bulk Fuel to CarterOil, award 5-year contract for services, and approve purchase of Diesel Fuel for the Mt. Line fleet in the amount not to exceed \$392,621 for FY2018.

- 15. 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.

- 16. APPROVE 1ST AMENDMENT TO THINGTECH CONTRACT
 -Heather Dalmolin, Administrative Director
 Staff recommends the Board of Directors approve the 1st Amendment to ThingTech's contract for Transit Asset Management services, for an additional cost of \$40,000. The amendment changes the term of the contract from 1 year, expiring on June 30, 2018 to 3 years, expiring on June 30, 2020.

Vice Chair Overton moved to approve consent agenda items 11-16 as recommended. Director Putzova seconded. All approved, none opposed. Motion carried.

PROGRESS REPORTS:

- 17. SUMMARY OF CURRENT EVENTS
 -Jeff Meilbeck, CEO and General Manager
 - Mr. Meilbeck wanted to first recognize Ms. Lenners for her 5 years of service.
 - 5-Year Plan Update
 Mr. Meilbeck reported the 5-Year Plan is going well.
 - Highway 180 Implementation Plan Update
 Mr. Meilbeck stated key stakeholder interviews have been done and there will be a meeting held in the third week of July. Chair Babbott stated there are several agency efforts happening and we need to work in concert with each other. The City also contributed funds to help coordinate. Mr. Meilbeck said



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City Manager Josh Copley has designated Deputy City Manager, Shane Dille, to be the City Representative.

- Triennial Review Report
Mr. Meilbeck wanted to let the Board know there are some findings. One of which is regarding Charter Service. There was a brief discussion last month about Charter Service. The Federal Transit Administration (FTA) auditor says NAIPTA is in violation with service offered for Made in the Shade and the County Fair. There will be a detailed report in two months. Chair Babbott offered use of elected officials for advocacy. Per Ms. Dalmolin, the difference is that Arizona Snowbowl (Mountain Express) is seasonal regular service, but the County Fair and other events are irregular service.
- Chair Babbott asked for follow up on the Taxi Voucher Program. Ms. Morley is at an Oak Creek Transportation meeting. This request will be brought back.
- Chair Babbott commented on the ParkFlag launch for NAIPTA. Ms. Lenner said selling ParkFlag ecoPasses is underway. She also mentioned NAIPTA is doing a marketing campaign to ride the bus.

Vice Chair Overton made a motion to move into Executive Session at approximately 11:14am. Secretary Hipolito seconded. All approved, none opposed. Motion carried.

EXECUTIVE SESSION

Executive sessions are closed to the public.

The Board convened 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

Upon the conclusion of the Executive Session, the Board reconvened the public meeting at approximately 11:43am.

DISCUSSION / ACTION ITEMS:

18. CEO AND GENERAL MANAGER'S CONTRACT

-Art Babbott, Board Chair

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

Secretary Hipolito moved to approve the CEO and General Manager three percent pay adjustment for merit. Director Putzova seconded. All approved, none opposed. Motion carried. Chair Babbott stated the same evaluation process should be used going forward, until further notice from the Board. He also asked for each year's survey results be stacked for ease of comparison.



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ITEMS FROM COMMITTEE AND STAFF:

19. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

July/August Working Agendas

Strategic Workplan

The next Board meeting will be on Wednesday, August 16, 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. August agenda items will include but not be limited to the Section 5339 Grant Application, Repayment of County Taxi Voucher Funds to the City, Financial Policy related to Passenger Fares and the Fund Balance, Triennial Review Report, Charter Service Policy Review, Free Standing Non-Profit Sister Agency, Impacts of Autonomous Vehicles, Disadvantaged Business Enterprise (DBE) Goal and Personnel Policy Update. 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 Board.

16. ADJOURNMENT -Chair Babbott adjourned the meeting at 11:45am.

Art Babbott, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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