



Northern Arizona Intergovernmental Public Transportation Authority

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Board of Directors Minutes for Wednesday, March 15, 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, March 15, 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:

Scott Overton (Vice Chair), City Council, City of Flagstaff, acting Chair of this meeting;
Eva Putzova, City Council, City of Flagstaff;
Joanne Keene, Executive Vice President and Chief of Staff, 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:

Art Babbott (Chair), Board of Supervisors, Coconino County;
Matt Ryan, Board of Supervisors, Coconino County, alternate;
Charlie Odegaard, City Council, City of Flagstaff, alternate;
Jamie Whelan, Vice Mayor, City of Flagstaff, alternate;
Rich Bowen, Associate Vice President for Economic Development, NAU, alternate;
Colleen Smith, President, CCC;

NAIPTA STAFF IN ATTENDANCE:

Jeff Meilbeck, CEO and General Manager;
Heather Dalmolin, Administrative Director;
Jim Wagner, Operations Director;
Lauree Battice, Business Manager;
Kate Morley, Mobility Planner;
Alicia Becker, Transit Planner;
Robert Martinez, Technical Specialist;
Rhonda Cashman, Clerk of the Board;
Fredda Bisman, NAIPTA Attorney (by WebEx)



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GUESTS PRESENT: None.

1. CALL TO ORDER -Vice Chair Overton called the meeting to order at 10:01am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES 2/15/2017

Director Putzova moved to approve the minutes as presented. Secretary Hipolito seconded. There was no discussion. All approved, none opposed. Motion carried.

4. CALL TO THE PUBLIC

There were no members of the public present.

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 FINANCIAL AUDIT REPORT

-Lauree Battice, Business Manager

Staff recommends the Board of Directors approve the FY2016 Financial Audit Report as completed by Fester and Chapman P.C. and approve corrective action plan to address a deficiency.

Director Putzova moved to approve item 5 under the consent agenda. Director Keene seconded. All approved, none opposed. Motion carried.

DISCUSSION / ACTION ITEMS:

6. FY2018 BUDGET MESSAGE

-Jeff Meilbeck, CEO and General Manager

Discussion only.

Mr. Meilbeck stated the budget will increase approximately \$500,000 for FY2018. He reviewed the major areas involved in the increase. He showed a PowerPoint presentation with performance data for our transit system and comparison with our peers. Mr. Meilbeck said the efficiencies are maximized for the level of service provided. The fund balance graph was viewed by all and determined to be sustainable at this level of service. Vice Chair Overton suggested the Board discuss passenger fares at an upcoming meeting. None of our current Board members have participated in



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a fares discussion as they are all fairly new. It would be a reasonable exercise. Mr. Meilbeck noted the fare discussion will be brought back from a policy perspective. Health insurance costs are expected to increase. Per Ms. Dalmolin, NAIPTA has capped the cost NAIPTA pays for family members of its employees. The cost will go up for NAIPTA and employees. There was no further discussion.

7. 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.

Mr. Meilbeck reviewed a PowerPoint presentation with the Board. The same presentation was given to the County Board of Supervisors recently. He stated he would be bringing a service boundary policy recommendation to the Board in the coming months.

8. 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 shared a PowerPoint presentation also reviewed with the County Board of Supervisors recently. NAIPTA still anticipates exceeding the FY2017 budget as it is directly related to service provided. Public comment is still open until April 15th. Possible actions to be taken on April 19th were outlined. The County Board of Supervisors recommended NAIPTA work within its budget and ensure that no one group of users lose all service. Public outreach is being done. A good percent of those using the program have responded. Action will be requested on this item in April. Further discussion occurred. Northern Arizona Council of Governments has funds for mobility management, but it is up to them how they use those funds. Overall, the Board is aware this is a NAIPTA problem to solve at this point and they are supportive of decreasing trips sooner than later to ensure service can be provided through the next three months. Clients need to be notified so they can plan for this change in the program.

9. 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. Becker reported on this item in Ms. Mazza's absence. She reviewed a PowerPoint presentation with the Board. She provided an overview of the 5-Year Transit Plan and an overview of the Choices Report. One Board member pointed out the shading of the areas on the maps are so similar, it is difficult to distinguish the differences, especially where there is overlap of residents and jobs. The choices were discussed: High

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Ridership versus High Coverage. What is the priority? These are the extremes and we may end up with something in the middle. We are probably somewhere in the middle now with a little more coverage. Productivity will increase with the increased density coming to some areas under the current structure. Key choices and next steps were reviewed. Per Mr. Meilbeck, we have two questions to answer with this process. One is do we need to change our system if it is what the public wants? Two is if we had additional resources, where would we put them?

10. CHIEF EXECUTIVE OFFICER (CEO) EVALUATION PROCEDURE

-Veronica Hipolito, NAIPTA Board Secretary

Recommend the Board of Directors adopt a CEO evaluation procedure.

Secretary Hipolito told the Board there has not been a formal process and some years the evaluation process has not been done at all. Last year, the Board decided to explore a policy further with the understanding it would occur on a regular basis. They thought this would be best in terms of the organization. Adopting a standard operating procedure and instrument for the CEO evaluation process will make it more formal, done on a regular basis, align with the budget process and the TAC suggested addressing the evaluation and compensation at the same time. There has been a comfort level with the current CEO, but there may be future challenges with a new person at some point that this procedure will allow items of concern to be addressed. It is recommended to start the process in March. Director Putzova suggested removing Section 3, Question 4 on the Board Evaluation Instrument. She doesn't think the Board will have enough information to determine if the CEO develops and implements changes to remain competitive in public transportation. There was discussion about changing the word competitive, but the consensus was it would still be hard for the Board to interpret. The instrument was adapted from a tool used previously. All members agreed to remove the question. Vice Chair Overton moved to approve the CEO evaluation procedure and include pay adjustment discussions as part of this process with the removal of Section 3, Question 4 on the Board evaluation instrument. Director Keene seconded. All approved, none opposed. Motion carried. Vice Chair Overton thanked Secretary Hipolito for her work on this item and asked for this information to be forwarded to Chair Babbott.

PROGRESS REPORTS:

11. WINSLOW TRANSIT PLAN

-Kate Morley, Mobility Planner

Ms. Morley reported that a community survey went out in a utility mailing last week. Winslow has more existing service than they realized, so there is some low-hanging fruit. There will be public outreach in May and we should finish the study in September.

12. PENDING 2018 TRANSPORTATION TAX RENEWAL

-Jeff Meilbeck, CEO and General Manager

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Mr. Meilbeck noted the Board was clear to defer to City leadership related to this potential election. NAIPTA can educate on transit's value, but the Board would need to approve prior to participation. Some funds have been budgeted. He also brought up consideration of increased transit funding for NAIPTA as a separate initiative. There was discussion about timing, confusion and the political nature of another transit initiative. Historically there has been reluctance to combine transit and transportation ballot measures. Mr. Meilbeck agreed to lay out potential NAIPTA funding requests requiring voter approval through 2030 for consideration.

13. EMPLOYEE SATISFACTION SURVEY

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck reported on the survey results. There is nothing of great concern in the survey. It is done every 6 months. There was an incident involving an operator and the response procedure did not go completely as planned, but no one was injured and the systems have all been tested and are working now. This incident may be the reason for a future dip related to operator safety. The comment was made that there was a dip in satisfaction related to run-cutting a couple years ago, but it bounced back and has been maintained, and it can be expected that the same thing may happen here. Good example with a positive result.

14. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- Bus Incident
Mr. Meilbeck reported the bus incident has provided an opportunity for more training, primarily regarding de-escalation techniques. There is a Safety Supervisor position coming on board soon. It was approved in the budget last year. The open mic to dispatch, part of the silent alarm, did not work. The problem has been resolved.
- Mr. Meilbeck stated NAIPTA won American Public Transportation Association (APTA) marketing awards for our Proposition 411 Ad Campaign and our K-12 Student Pass Program. Ms. Lenners accepted the awards at the marketing conference in Tampa, Florida in early March.
- Community Transportation Association of American (CTAA) Legislative Board
Mr. Meilbeck noted he just got back from Washington, DC. They were able to get very clear on our strategy for increasing a particular pot of money to benefit primarily high ridership university towns. More to come on this. The meeting was productive and we are putting our strategy together.
- Workplan Objective: Explore Partnership Opportunities with Northern Arizona University (NAU)
Mr. Meilbeck reported he has conducted stakeholder interviews with Director Keene and Erin Stam. Staff is working on this and there will be more to come.



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ITEMS FROM COMMITTEE AND STAFF:

15. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

Annual Agenda Calendar was reviewed.

The next Board meeting will be on Wednesday, April 19, 2017 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. April agenda items will include but not be limited to the HIPPA Plan, 5310 Grant Application, County Taxi Voucher Program-Public Hearing, Disadvantaged Business Enterprise (DBE) Program and an Executive Session for the CEO Evaluation. 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 Board.

16. ADJOURNMENT

-Vice Chair Overton adjourned the meeting at 11:35pm.

Art Babbott, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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