



Northern Arizona Intergovernmental Public Transportation Authority

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Board of Directors and Transit Advisory Committee Joint Meeting Minutes for Wednesday, May 17, 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 and the Transit Advisory Committee met in Regular Session on Wednesday, May 17, 2017 at 10:00am in the Training Room, Shop 3 at NAIPTA, 3825 N. Kaspar Dr., Flagstaff, AZ 86004.

Members of the Board and the TAC attended in person. 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;
Matt Ryan, Board of Supervisors, Coconino County, alternate, arrival at approximately 10:54am;
Scott Overton (Vice Chair), City Council, City of Flagstaff;
Jamie Whelan, Vice Mayor, City of Flagstaff, alternate;
Charlie Odegaard, City Council, City of Flagstaff, alternate, left at approximately 11:35am;
Joanne Keene, Executive Vice President and Chief of Staff, NAU;
Veronica Hipolito (Secretary), Dean of Student Services, CCC, designee
**Three of our five Board member seats must be present to constitute a quorum.*
***The City of Flagstaff holds two seats.*

TAC MEMBERS PRESENT:

Lucinda Andreani, Public Works Director, Coconino County, alternate;
Gillian Thomas, Citizen Representative, Coconino County;
Josh Copley, City Manager, City of Flagstaff, left at 11:45am;
Barbara Goodrich (Chair), Deputy City Manager, City of Flagstaff, designee;
Erin Stam, Director of Parking and Shuttle Services, NAU, designee;
Mary Talentinow, Director of Purchasing and Auxiliary Services, CCC, designee;
Dave Wessel (Vice Chair), Manager, FMPO;
Tim Kinney, Business Representative, Northern Arizona Leadership Alliance, alternate, left at approximately 1:10pm
**Five of our eight TAC member seats must be present to constitute a quorum.*



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BOARD MEMBERS EXCUSED:

Dr. Colleen Smith, President, CCC;

Rich Bowen, Associate Vice President for Economic Development, NAU, alternate

TAC MEMBERS EXCUSED:

Cynthia Seelhammer, County Manager, Coconino County;

Todd Madeksza, Director of Government Relations, Coconino County, designee;

Shari Miller, Citizen Representative, City of Flagstaff;

Paul Wagner, Citizen Representative, City of Flagstaff, alternate;

Martin Ince, Multi-Modal Planner, FMPO, alternate;

T. Paul Thomas, Business Representative, Northern Arizona Leadership Alliance

NAIPTA STAFF IN ATTENDANCE:

Jeff Meilbeck, CEO and General Manager;

Heather Dalmolin, Administrative Director;

Jacki Lenners, Marketing Manager;

Anne Dunno, Capital Project Manager;

Jim Dickey, Planning Services Manager;

Alicia Becker, Transit Planner;

Kate Morley, Mobility Planner;

Blake Berner, Montoya Fellow Planning Intern;

Jon Matthies, IT Manager, left at approximately 10:10am;

Rhonda Cashman, Clerk of the Board;

Fredda Bisman, NAIPTA Attorney

GUESTS PRESENT:

None.

1. CALL TO ORDER -Chair Babbott called the meeting to order at 10:01am.
2. WELCOME, ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES 4/19/2017
Director Hipolito moved to approve the April 19, 2017 minutes. Director Keene seconded.
There was no discussion. All approved, none opposed. Motion carried.
4. CALL TO THE PUBLIC
No one came forth to speak under the call to the public.

DISCUSSION / ACTION ITEMS:

5. NAIPTA'S 2017 5-YEAR PLAN POLICY DISCUSSION
-Erika Mazza, Deputy General Manager and Alicia Becker, Transit Planner
Staff recommends the Board of Directors recommend a policy direction for the 5-Year Plan network.

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Ms. Becker reviewed a PowerPoint presentation with the Board and TAC. A public outreach effort was done in March and April. Our survey received 510 responses. Our consultant, Jarrett Walker and Associates, has recommended a Permanent Transit Network. If we were to lose funding, this network would be the last service to be cut. There was a policy discussion among members. The overall consensus was to keep our current system in place and as additional incremental funding is received, it should go toward increasing frequency.

6. REGIONAL SERVICE AND PARTNERSHIPS

-Kate Morley, Mobility Planner

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

Ms. Morley reviewed a PowerPoint presentation with the Board and TAC. She explained that NAIPTA is known and trusted and it is likely other agencies will come to NAIPTA for potential grant writing, planning and service requests. Supervisor Ryan stated how important it is to have a policy on how to approach future requests and a good contractual relationship as partnerships develop.

7. SERVICE BOUNDARY POLICY DISCUSSION

-Jeff Meilbeck, CEO and General Manager

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

Mr. Meilbeck stated NAIPTA is likely to continue to receive requests. NAIPTA's focus will be within the boundary, but the Board can change the boundary. The draft policy is on page 23 in the agenda packet. Chair Babbott would like to see a way for there to be an entrepreneurial side to NAIPTA that generates a positive cash flow. Mr. Meilbeck cautioned against competition with the private sector because the Federal Transit Administration (FTA) is very strict on this. Chair Babbott confirmed with Ms. Bisman that this policy would not require a change to the Master IGA. Vice Chair Wessel said Metropolitan Planning Organizations have created a different legal structure that allows them to collect fees for services. NAIPTA is nationally known through all its awards. What if another state wants to request service? Ms. Bisman stated she will look at the legal issue raised by the possibility of collecting fees for services. Vice Chair Overton moved to approve the Service Provision Outside NAIPTA Boundary Standard Operating Policy (SOP) as presented. Secretary Hipolito seconded. There was no further discussion. All approved, none opposed. Motion carried.

8. 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 form a Citizen Review Commission in preparation for sending a Transportation Decision 2000 renewal question to voters in November 2018.



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Mr. Meilbeck noted this is an assertive position for NAIPTA to take. Staff is trying to keep our eye on the ball. The chart of current transportation taxes on page 25 of the packet was reviewed. The Transportation Decision 2000 tax will sunset on June 30, 2020. Per City Manager Copley, this item will be on the May 30th Council agenda. He will be asking the Council for direction on how to proceed and direction on public engagement, etc. A timeline to make decisions is needed. He stated he welcomes other agency opinions and support. The consensus was support for NAIPTA giving the push, but to wait to discuss the resolution more at the next meeting. There was a recommendation to recraft some of the language and allow for more public engagement mechanism options.

There was approximately a five-minute break.

9. TRANSIT FIRST AND LAST MILE(S) IMPLEMENTATION PLAN

-Kate Morley, Mobility Planner

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

Ms. Morley reviewed a PowerPoint presentation with the Board and TAC. She explained the first, last mile and what barriers there are in Flagstaff. This project is Section 5305 grant funded. She reviewed the topics within the plan. She stated she is continuing to keep conversations open with other agencies. The consensus was that sidewalks and crossings are very important and there should be connectivity for new and existing developments. The Regional Transportation Plan (RTP) could offer guidance. Flagstaff will likely be attractive to the next generation.

10. FY2018 DRAFT BUDGET REVIEW / LUNCH

-Heather Dalmolin, Administrative Director

This item is for discussion only. Board of Directors may wish to provide staff direction on budget and budget items prior to presentation in June for adoption.

Over lunch, Ms. Dalmolin reviewed a budget PowerPoint presentation with the Board and TAC. Chair Babbott requested a grant cheat sheet. The fund balance was reviewed. The consensus was that NAIPTA is doing good work. The cost per hour is probably at its lowest. There were questions about who is paying for service related to Mountain Express, NAU and Winslow. Arizona Snowbowl and the City of Winslow are paying for their respective service and planning efforts. On behalf of the students, NAU pays half and the City pays the other half for the NAU service. There were no further questions regarding the budget.

11. PARTNERSHIP OPPORTUNITY EXPLORATION WITH NAU

-Jeff Meilbeck, CEO and General Manager

This item is for information and discussion.

Mr. Meilbeck reported stakeholder interviews have been done. A scope statement has been drafted and it is with NAU. Director Keene stated NAU is going through some transition with a new Vice President coming in and another one leaving. She stated she is

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excited about the new team. Commencement just finished last Saturday so things should settle down a bit now. Advisor Stam has shared with NAIPTA what NAU outsources. Staff are brainstorming partnership opportunities. Director Keene stated NAIPTA may help with driver training. Advisor Andreani said she would like to see a comparison of bus fare versus cost of parking. Director Keene asked for a bus between NAU and Harkins. There was no further discussion.

12. TRANSIT DEVELOPMENT GUIDELINES UPDATE

-Erika Mazza, Deputy General Manager

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

Mr. Meilbeck reported on Ms. Mazza's behalf. He stated staff is looking for more direction from the Board on this topic. Right now, the thoughts are very broad. Some examples of what this might look like would be helpful. What are the priorities? NAIPTA Staff attends most City Community Development meetings. There is an expectation to serve new development. Chair Babbott recommended thinking of NAIPTA as a utility. He envisions a partnership agreement so the developer has some skin in the game. Perhaps there could be a formula established for buy-in. The City typically does a Transportation Impact Study and this could be coordinated with NAIPTA better. Ms. Bisman stated there may be a legal question concerning NAIPTA's role. Other comments included the fact that some regulatory things may need to be done, and there are community costs for decisions. Consider incentives to steer development to transit corridors. Suggestion to do it in a way to have incremental costs. Suggestion to look at transit, bike and pedestrian access through the development and address right-of-way early. Mr. Meilbeck stated NAIPTA doesn't have the authority for such requirements. It is really up to partner agencies. Recommendation to continue discussion and possibly look at sister cities that have already gone down this path. If not proactive, NAIPTA gets dragged in later. Chair Babbott asked for a work session on this topic.

13. SUCCESSION PLAN

-Heather Dalmolin, Administrative Director

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

Ms. Dalmolin reviewed a PowerPoint presentation with the Board and TAC. She stated she is concentrating on the General Manager position. She reviewed key considerations and the action plan. There was no discussion.

14. MARKETING PLAN

-Jacki Lenners, Marketing Manager

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

Ms. Lenners reviewed a PowerPoint presentation with the Board and TAC. She asked Board members to complete a brief marketing survey and she reviewed the results. There was a brief discussion about a U-Pass. There are different ways to pay for it. Chair



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Babbott asked staff to look at different demographics and possibly offer other pass programs. There was no further discussion.

15. CHANGES TO THE STRATEGIC WORKPLAN

-Jeff Meilbeck, CEO and General Manager

Staff recommends the Board of Directors review NAIPTA's Strategic Workplan (Workplan) and consider adopting changes or additions.

Mr. Meilbeck reported the Highway 180 grant has brought momentum. Staff will work with other agencies. He is recommending the workplan be amended to include the Highway 180 plan. This project meets all the criteria of the SOP. There may be a need for long term funding commitments. Chair Babbott asked for Milton and Highway 180 connectivity to be considered. Director Keene moved to add the Highway 180 Plan to the Strategic Workplan. Secretary Hipolito seconded. There was no further discussion. Chair Babbott abstained from the vote. All others approved, none opposed. Motion carried.

16. INTRODUCE FY2018 BOARD AND TAC ELECTION OF OFFICERS IN JUNE

-Rhonda Cashman, Clerk of the Board

For informational purposes only in preparation for elections in June.

Ms. Cashman reviewed the current Board and TAC officers that are eligible for re-election and those that are not. Please consider members you might nominate for these positions at the June meeting.

Due to time constraints, Chair Babbott reordered the agenda at this point.

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.

Chair Babbott asked to pull the Vanpool Contract item.

17. SECTION 5310 APPROVAL OF APPLICATION AND EXECUTION OF CONTRACT

-Kate Morley, Mobility Planner

Staff recommends the Board of Directors: 1) Authorize staff to submit application to the Arizona Department of Transportation (ADOT); and 2) Execute the contract of award for \$469,053 in Section 5310 funds from the Federal Transit Administration (FTA) through ADOT for the continuation of the Mobility Management, Taxi Voucher Programs and ADA Plus Operations.



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Vice Chair Overton moved to approve the Section 5310 grant application and execution of contract as stated above. Director Keene seconded. All approved, none opposed. Motion carried.

18. ASSUMPTION AND ASSIGNMENT AGREEMENT FOR NAIPTA'S VANPOOL CONTRACT

-Kate Morley, Mobility Planner

Staff recommends the Board of Directors approve and authorize Assumption and Assignment Agreement for NAIPTA's Vanpool Contract.

Ms. Morley noted this is a contract continuation. It is not an amendment. Enterprise bought out vRide. NAIPTA will conduct a competitive procurement process this fall. Ms. Dalmolin shared that the Vanpool program is anticipated to be a less than \$100,000 program for which Mr. Meilbeck could approve. Chair Babbott would like to have a discussion about an in-house program. Vice Chair Overton moved to approve the Assumption and Assignment Agreement as presented. Director Keene seconded. All approved, none opposed. Motion carried. Chair Babbott requested a work session for consideration of "for profit" programs without federal dollars with Ms. Bisman's guidance.

Chair Babbott excused TAC members at approximately 1:39pm and thanked them for being a part of the discussion.

Secretary Hipolito made a motion to move into Executive Session at approximately 1:39pm. Director Keene seconded. All approved, none opposed. Motion carried.

EXECUTIVE SESSION

Executive sessions are closed to the public.

The Board considered 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

The Board reconvened the public meeting at approximately 1:59pm. Chair Babbott requested the next meeting include one hour for regular business and one hour for an Executive Session on the same topic.

19. 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.

Due to time constraints, this item was skipped.



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20. 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

Due to time constraints, this item was skipped.

21. FMPO WORKPLAN

-Jeff Meilbeck, CEO and General Manager

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

Due to time constraints, this item was skipped.

PROGRESS REPORTS:

22. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- Partnership Request for Information (RFI)

Due to time constraints, this item was skipped.

ITEMS FROM COMMITTEE AND STAFF:

23. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

June/July/August Working Agenda

Strategic Workplan

The next TAC meeting will be June 1, 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. June agenda items will include but not be limited to Budget Adoption, Election of Officers, Meeting Calendar Review, Section 5339 Grant Application, Federal Transit Administration Grants, Financial Policy related to Passenger Fares, Impacts of Autonomous Vehicles, Disadvantaged Business Enterprise Goal, Line of Credit, Personnel Policy Update, General Liability Insurance Renewals, Fuel Contract Renewal and 5-Year Transit Plan Update. The June 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.

The next Board meeting will be June 21, 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. June agenda items will include but not be limited to Budget Adoption, Election of Officers, Meeting Calendar Review, Section 5339 Grant Application, Federal Transit Administration Grants, Financial Policy related to Passenger Fares, Impacts of Autonomous Vehicles, Disadvantaged Business Enterprise Goal, Line of



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Credit, Personnel Policy Update, General Liability Insurance Renewals, Fuel Contract Renewal and 5-Year Transit Plan Update. The June 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.

24. ADJOURNMENT -Chair Babbott adjourned the meeting at 1:59pm.

Art Babbott, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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