



Northern Arizona Intergovernmental Public Transportation Authority

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Board of Directors Minutes for Wednesday, August 16, 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, August 16, 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;
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:

Matt Ryan, Board of Supervisors, Coconino County, alternate;
Eva Putzova, City Council, City of Flagstaff;
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;
Erika Mazza, Deputy General Manager;
Heather Dalmolin, Administrative Director;
Jim Wagner, Operations Director;
Jacki Lenner, Marketing Manager;
Anne Dunno, Capital Project Manager;
Jon Matthies, IT Manager;
Kate Morley, Mobility Planner;
Alicia Becker, Transit Planner;



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Danelle Knight, HR Generalist, left the meeting at approximately 10:10am;
Rhonda Cashman, Clerk of the Board;
Fredda Bisman, NAIPTA Attorney (WebEx)

GUESTS PRESENT:

None.

1. CALL TO ORDER -Chair Overton called the meeting to order at 10:00am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES 6/21/2017

Vice Chair Babbott moved to approve the June 21, 2017 minutes as presented.
Director Keene seconded. All approved, none opposed. Motion carried.

4. CALL TO THE PUBLIC

There were no members of the public in attendance.

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. NAIPTA DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL, OCTOBER 1, 2017 THRU SEPTEMBER 30, 2020
-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors approve an updated Disadvantaged Business Enterprise (DBE) goal for period October 1, 2017 thru September 30, 2020 with an overall goal of 1% and a race neutral goal of 1%.
6. APPROVE UPDATED PERSONNEL POLICY MANUAL
-Danelle Knight, HR Generalist
Staff recommends the Board of Directors approve and adopt an updated Personnel Policy Manual to update various policies to most accurately reflect regulatory requirements and NAIPTA's actual practices.
7. COCONINO COMMUNITY COLLEGE (CCC) PILOT PASS PROGRAM, IGA FIRST AMENDMENT
-Jacki Lenner, Marketing Manager



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Staff recommends the Board of Directors approve the Coconino Community College Pilot Pass Program Amendment to continue the program for a second year, through July 31, 2018.

Secretary Hipolito moved to approve consent agenda items 5-7 as recommended. Vice Chair Babbott seconded. All approved, none opposed. Motion carried.

DISCUSSION / ACTION ITEMS:

8. NAIPTA'S 2017 5-YEAR TRANSIT PLAN UPDATE

-Erika Mazza, Deputy General Manager

The Board may take action to provide direction to staff on the 5-Year Transit Plan.

Ms. Mazza reviewed a PowerPoint presentation with the Board. The timeline was shown and she explained the zero-based system approach. In May, the Board gave policy direction: new resources go toward increased frequency. A mini core advance was held regarding a Permanent Transit Network (PTN), where transit will always be available and should be incorporated into land use, zoning, social services and schools. The PTN map was shown on screen. Some routes are not connected. At future public outreach events, the current transit system route map will overlay the Permanent Transit Network. Per Mr. Meilbeck, the PTN concept costs us nothing and it offers commitment to the community. Ms. Mazza was asked about the Bus Rapid Transit (BRT) route already being woven into the Regional Transportation Plan (RTP) with other jurisdictions and how our narrative will proceed to separate them. Ms. Mazza responded that they dovetail. The community wants high capacity, high frequency routes. If you take the most congested corridor of Milton Road to Flagstaff Medical Center, the BRT will include infrastructure investment to maintain the level of frequency. By laying the PTN foundation, it will show the focus is most crucial in this area when applying for Federal Transit Administration (FTA) funding. Operational and Capital Investment funding considerations were reviewed. The final plan will be brought to the Board and TAC at the Strategic Policy Advance in December. There was no further discussion.

9. SECTION 5307/5339 APPROVAL OF APPLICATION AND EXECUTION OF CONTRACT

-Alicia Becker, Transit 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 awards for Section 5307/5339 funds from the Federal Transit Administration (FTA) through ADOT for planning and capital purchases.

Ms. Becker let the Board know that NAIPTA submitted the competitive grant applications for a total of \$8.6 million in available funds from ADOT on July 25th. We received eight letters of support for these projects. One consideration for these funds





is a Multimodal Hub, Phases I and II including a transit hub and a parking garage. NAIPTA submitted a response to the City/County Request for Information (RFI) on the Municipal Courthouse property. Preliminary drawings from 2010 for the same property were shown. This concept is being brought back for consideration. If we move forward, it may not be exactly the same. Mr. Meilbeck stated the informal feedback he received was that they like it and it's an interesting concept. Both the City Manager and the County Manager gave approval for NAIPTA to include this possibility in the grant writing since they have not made any commitment yet. It's a bit of a risk. There is a chance NAIPTA will get this grant, but not be able to buy this property. NAIPTA will respect the process the City and County have to go through. The grant award timing is unknown. Vice Chair Babbott noted some members are wearing different hats and need to be careful not to influence the City/County process. Chair Overton concurred. Ms. Becker noted, if NAIPTA could move the Downtown Connection Center north of the tracks, it would save service hours. Another consideration for these funds is operational improvements, such as a punch through Kaspar Drive to connect to Route 66 which would save service miles and expansion of our Bus Storage Facility to increase capacity and house our new articulated buses. There was a question about bus disposal. Ms. Dalmolin replied that buses at the end of their service life are sold at public auction. Overall the Board thought this was good work and it gives NAIPTA options. Director Keene moved to authorize staff to submit the application to ADOT and execute the contract awards for 5307/5339 funds from FTA through ADOT for planning and capital purchases with a disclosure that this decision is not a predetermining factor in the outcome of the ongoing City/County RFI process. Secretary Hipolito seconded. All approved, none opposed. Motion carried. Mr. Meilbeck explained that these funds did not exist until fairly recently. New ADOT staff are continuing the competitive grant process. Chair Overton noted the history is important.

10. FY2017 TAXI VOUCHER CLOSEOUT

-Kate Morley, Mobility Planner

The Board may take action to provide direction to staff.

Ms. Morley stated that additional funds came through from Supervisor Babbott for this program. So far, this fiscal year, requests for vouchers are down. There is now a fare. Clients said they are using their vouchers more cautiously. Vice Chair Babbott told staff he appreciates the update. He also inquired about the possibility of the sliding scale for fares and a service delivery model for those with less resources. Ms. Morley replied she plans to work on this. She wanted to wait a few months and let the program settle down, then she will look at enhancements.

11. REPAYMENT TO CITY FOR COUNTY TAXI VOUCHER PROGRAM

-Jeff Meilbeck, CEO and General Manager





Staff recommends the Board take two actions: 1) authorize a payment from the NAIPTA general fund to the City of Flagstaff of \$78,090 to reimburse the City for costs incurred on the County Taxi Voucher program, and 2) authorize a payment of \$9,293 from the NAIPTA general fund to cover a deficit in the County Taxi Voucher program.

Mr. Meilbeck provided an explanation of the taxi voucher program situation. He wants to keep the confidence high with NAIPTA partners. He recommends this approach because there is no language regarding the taxi voucher program in the Transit Tax Fund. The funds will be returned to the Transit Tax Fund. Ms. Dalmolin clarified that the repayment would be a deferred revenue, not in the form of a check. Director Keene moved to approve the recommended actions as presented. Secretary Hipolito seconded. All approved, none opposed. Motion carried.

12. FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO) WORKPLAN

-Jeff Meilbeck, CEO and General Manager

The Board may take action to provide direction to staff.

Mr. Meilbeck stated he is sharing information from the FMPO Advance. Vice Chair Babbott said he is the FMPO Outgoing Chair and Mr. Meilbeck is the FMPO Incoming Chair. He thought great things will come out of this. Some conversations are going on at the State level and at the legislature, thanks to Mr. Meilbeck. Chair Overton commented that things are going in the right direction.

13. FINANCIAL POLICY REVIEW: FARES AND FAREBOX RETURN

-Heather Dalmolin, Administrative Director

The Board may take action to provide direction to staff.

Ms. Dalmolin reviewed a PowerPoint presentation with the Board including the definition of fare, regulations and the Financial Policy. She mentioned current fares and the last fare increase was 25 cents in 2012. A graph was shown on screen. The target of 14-18% farebox return is based on the national trend. For NAIPTA, the trend is toward pass sales which actually decreases fares. Next steps would be to do nothing or consider a fare increase to stabilize farebox return. Chair Overton would like to have the conversation. It is an important piece. Ms. Dalmolin shared the average fare in 2012 was 77 cents and now it is down to 47 cents. Pilot pass programs affect farebox return. Per Mr. Meilbeck, this is an important policy decision. Our fare structure is like most transit agencies, but it is not the only fare option. Chair Overton requested to have this item brought back to review for possible fare increase, especially if NAIPTA plans to ask the public for a tax increase. Mr. Meilbeck received approval to include fare questions in the 5-Year Plan survey.

14. 2017 FEDERAL TRANSIT ADMINISTRATION (FTA) TRIENNIAL REVIEW

-Heather Dalmolin, Administrative Director

The Board may take action to provide direction to staff.





Ms. Dalmolin informed the Board the last Triennial review was in 2014 and it is done every three years. FTA considers it a compliance review, not an audit. Seventeen areas were examined. NAIPTA had seven areas with 10 deficiencies at three levels. An updated status report was reviewed in the PowerPoint presentation. Final corrective action is due in September. She plans to report back to the Board in October.

15. CHARTER SERVICE POLICY REVIEW

-Jacki Lenners, Marketing Manager

The Board may take action to provide direction to staff.

Ms. Lenners explained there are differences between public and private entities. FTA rules level the playing field. NAIPTA receives federal funds and is subject to these rules. Staff interpretation of the FTA Charter policy and rules was incorrect. The Mountain Express service was fine because it is frequent for a limited time. And the Climb to Conquer Cancer special event service was fine because there is no fare charged. NAIPTA appealed the determination on the other two events, the Coconino County Fair and the Made in the Shade Beer Festival. The appeal was denied. The timing was questionable regarding County Fair service this year. FTA guidelines were followed by notifying private charter companies with all predetermined information. There were no responses. NAIPTA will proceed with the service this year. If any one of the companies had responded with interest, NAIPTA would have to back off. Staff must go through this process every year. This finding on the Triennial review has been closed now. NAIPTA will probably be scrutinized more in the future. There are not a lot of options in Flagstaff. Per Ms. Bisman, the agenda does not provide for the Board to take action on this item at this time. Vice Chair Babbott stated there is lots of opportunity for NAIPTA and there is a work around. He asked how the free event service was determined. Ms. Lenners noted it is not written into our policy. Mr. Meilbeck reported there was a discussion about the Climb with the Board several years ago and they gave approval. Vice Chair Babbott was concerned about equity for all non-profits. Costs should be reviewed. Ms. Lenners reported some communities have done some creative things with charter service. Ms. Mazza recommended proceeding with caution due to the narrow FTA definition of charter. She requested written approval for the Mountain Express service. It is important to our community. The charter policy is distinct, but it does have a hardship clause, per Ms. Lenners. For example, if an out of town charter company wanted to provide the service, but the cost was too high for the local event, the hardship rule may come into play. The Board requested to bring this item back with the revised policy under the consent agenda next month.

16. FREE STANDING NON-PROFIT SISTER AGENCY

-Jeff Meilbeck, CEO and General Manager

The Board may take action to provide direction to staff.





Mr. Meilbeck stated his understanding of this item is to see if NAIPTA can be more entrepreneurial with regard to generating revenue. Staff spent many hours working on the Charter Policy. What other activities or structures does the Board want staff to pursue? Vice Chair Babbott said this did come from evaluating Charter or Fee for Service. There may be other structural components. There is a need to appropriately ask the questions. There are assets and capacity in this region. Secretary Hipolito would like to learn more and has concern about prioritization in reference to our workplan items. Director Keene thought there may be other models out there. Vice Chair Babbott stated there should be avenues to do things without being burdensome to the organization. Chair Overton recommended trying to identify examples. The Grand Canyon 100th Anniversary, Twin Arrows, Snow Play, etc. are some suggestions from Vice Chair Babbott. Chair Overton asked if there would be a problem related to non-profit use of NAIPTA resources. The bottom line is to keep looking at different opportunities, per Vice Chair Babbott. Ms. Mazza brought up Transportation Demand Management with car share and bike share as not for profit options linked to a transit agency. Mr. Meilbeck suggested working with staff to develop this item further and review it at the Advance to see if it rises to the top of our priorities. Vice Chair Babbott asked staff to look into buying a vehicle without federal funds to free up assets.

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

-Anne Dunno, Capital Project Management

The Board may take action to provide direction to staff.

Ms. Dunno reported coordination with the City on communication regarding all the road projects is going well. The map of projects was shown on screen. A structured approach has been taken to mitigate construction impacts to the transportation network. On time performance is generally maintaining at 91%. Routes 4 and 14 are a little more challenging. When classes start at CCC and NAU it will likely become even more challenging. No safety issues. Ridership has maintained at the same level as 2015. Examples of internal and external communication regarding the construction was shown on screen. No overarching negative comments. Ms. Lenner has also provided a lot of support. Chair Overton reminded everyone it will be better when it's done.

PROGRESS REPORTS:

18. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- Over 2 Million Riders in FY2017
Mr. Meilbeck stated a communication did go out a few weeks about exceeding the 2 Million Rider mark, which is a benchmark we have been reaching for. It's very exciting.
- Service Changes Started August 6th
Mr. Meilbeck told the Board we are fine tuning route timing each year.





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- American Public Transportation Association (APTA) Leadership Program
Mr. Meilbeck reported Ms. Mazza was selected for this program and will be graduating along with Ms. Lenner receiving a marketing award at the APTA Annual Meeting in Atlanta in October.
- Community Transportation Association of America (CTAA) Grant Webinar
Mr. Meilbeck noted Ms. Mazza hosted a grant webinar for CTAA last week to help others develop their skills.
- Highway 180 Implementation Plan
Mr. Meilbeck stated there will be a kickoff scoping meeting this afternoon from 1-3pm with stakeholders.
- Articulated Buses
Mr. Meilbeck said he is looking for ways to get positive media coverage on our five new articulated buses that will be put into service on the NAU campus in the next couple weeks. Vice Chair Babbott suggested using them during the County Fair.

ITEMS FROM COMMITTEE AND STAFF:

19. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

September/October Working Agendas Reviewed

Strategic Workplan

The next Board meeting will be on Wednesday, September 20, 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. September agenda items will include but not be limited to the Succession Plan, Merit Program and History, Impacts of Autonomous Vehicles, NAU and NAIPTA Partnership Idea Exploration, Vanpool Contract Extension, Regional Partnership Request from Central Yavapai Metropolitan Planning Organization (CYMPO) for Vanpools, Winslow Update, Quarterly Performance Report and the Employee Satisfaction Survey. The September 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 Overton adjourned the meeting at 11:55am.

Scott Overton, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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