



Northern Arizona Intergovernmental Public Transportation Authority

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Transit Advisory Committee Minutes for Thursday, August 3, 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, August 3, 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:

Dave Wessel, (Chair), Manager, FMPO;
Gillian Thomas, (Vice Chair), Citizen Representative, Coconino County;
Barbara Goodrich, Deputy City Manager, City of Flagstaff, designee, (WebEx);
Shari Miller, Citizen Representative, City of Flagstaff, (WebEx);
Paul Wagner, Citizen Representative, City of Flagstaff, alternate, (WebEx), left meeting at approximately 11:25am;
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;
Todd Madeksza, Government Relations Director, Coconino County, designee;
Lucinda Andreani, Deputy Public Works Director, Coconino County, alternate;
Josh Copley, City Manager, 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:

Erika Mazza, Deputy General Manager;
Heather Dalmolin, Administrative Director;
Jim Wagner, Operations Director;
Jon Matthies, IT Manager;



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Anne Dunno, Capital Project Manager;
Alicia Becker, Transit Planner;
Kate Morley, Mobility Planner;
Danelle Knight, HR Generalist;
Rhonda Cashman, Clerk of the Board

GUESTS PRESENT:

Mike Lopker, Deputy Director of Public Works, Coconino County

1. CALL TO ORDER -Chair Wessel called the meeting to order at 10:09am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVE TAC MINUTES FROM 6/1/2017

Advisor Paul Thomas moved to approve the minutes from June 1, 2017. Advisor Goodrich seconded. There was no discussion. All approved, none opposed. Advisor Miller and Advisor Gillian Thomas abstained. Motion carried.

4. CALL TO THE PUBLIC

There were no members of the public in attendance.

5. 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.

a. 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. NAIPTA DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL, OCTOBER 1, 2017 THRU SEPTEMBER 30, 2020

-Heather Dalmolin, Administrative Director



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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%.

ii. APPROVE UPDATED PERSONNEL POLICY MANUAL

-Danelle Knight, Human Resources 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.

iii. COCONINO COMMUNITY COLLEGE (CCC) PILOT PASS PROGRAM, IGA FIRST AMENDMENT

-Jacki Lenner, Marketing Manager

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.

TAC members had two questions regarding the consent items. What prompted the revisions to the Personnel Policy Manual? Ms. Knight replied that several of the revisions are related to Proposition 206 that passed last fall. Also, if the CCC Pilot Pass Program has been extremely successful, is it good for NAIPTA having such a deeply discounted agreement? Ms. Mazza responded the NAIPTA Board was supportive of allowing the program to continue for a second year so CCC can see the value and growth before making changes.

b. DISCUSSION / ACTION ITEMS:

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

-Erika Mazza, Deputy General Manager

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

Ms. Mazza reviewed a PowerPoint presentation with the TAC. She stated we are on track for Board and TAC approval of the Plan in December. Jarrett Walker and Associates (JWA) did not suggest any major changes to our system. They said NAIPTA offers efficient service. They did suggest identifying a Permanent Transit Network; a system that dovetails transit, housing and activity centers that would be the last service to go, if cuts were necessary. At the May joint meeting, the decision was made to put any new dollars toward increased frequency. The draft Permanent Transit Network will be brought to the next outreach events. There was



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a question as to why Cedar is not considered part of the Permanent Transit Network, per the map shown on screen. Ms. Mazza replied that there will still be service on Cedar/Lockett, but we will concentrate the highest frequency in the areas on the map. A chart of the Permanent Transit Network frequencies was shown on screen. Per Chair Wessel, JWA has provided an excellent education for all involved in this process. He asked if the span and frequency could be split out on the chart. Ms. Mazza thought this was a good point, especially since we are considering extending service on some routes. Preliminary numbers for a potential tax increase were reviewed. Dollars requested for Bus Rapid Transit (BRT) under the 2018 Transportation Tax could be part of operating costs. The Capital Investment cost analysis has not been done yet. The question is what level of service will the Board and community support. Next steps were reviewed and there were no further questions.

ii. 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.

Ms. Dunno provided a thorough explanation of NAIPTA's coordination with the City regarding the ongoing construction in specific areas of town. The City map of specific construction areas and examples of internal and external communications were shown on screen. Ms. Mazza commented on her appreciation for our staff's work and the excellent communication from City staff as well. This has been a great partnership. Advisor Goodrich complimented NAIPTA staff as well.

iii. FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO) WORKPLAN

-Jeff Meilbeck, CEO and General Manager

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

Ms. Mazza offered to let Chair Wessel present this item as the FMPO Manager. He stated the workplan was created from the retreat and it's ambitious. He reviewed the measurable objectives and potential changes to the FMPO structure. NAU may join the Executive Board. They will continue the technical side and expand into the political process. There are minimum requirements they do not want to ignore. Ms. Mazza commented this is good work and it has been a heavy lift.



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iv. 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 reviewed a PowerPoint presentation with the TAC. NAIPTA has submitted grant applications for operational improvements, specifically Kaspar Intersection improvements and Shop 3 Alteration, as well as a Multimodal Hub, Phase 1 and 2. The operational improvements would create efficiencies. There was a brief discussion about public outreach. If NAIPTA receives this grant award, more public outreach will be done. Ms. Mazza noted before Shop 3 was built, the Linda Vista Extension was addressed to try to reduce the impact to this area. Ms. Becker explained NAIPTA would save an estimated 5000 service hours by having a connection center north of the tracks downtown. This grant would help with the purchase of property, right-of-way, environmental and construction of a transit center and parking. A multimodal hub includes transit, bike share, park and ride, etc. This may be a collaborative venture with the City, County and a private developer.

v. FY2017 TAXI VOUCHER CLOSEOUT

-Kate Morley, Mobility Planner

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

Ms. Morley reviewed the FY2017 Taxi Voucher Program budget to actual chart on screen (page 63 in the agenda packet). So far, this fiscal year taxi voucher use has declined. She has heard, since there is a fare associated with the voucher now, clients are using the vouchers more conservatively. Clients appreciate the flexibility. Chair Wessel complimented NAIPTA on how well this item was handled with the level of outreach and discussion that occurred.

vi. REPAYMENT TO CITY FOR COUNTY TAXI VOUCHER PROGRAM

-Jeff Meilbeck, CEO and General Manager

Staff recommends the Board 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.



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Ms. Mazza stated it has been challenging to anticipate funding and use of this program. The City kept the program whole since FY2014 through the Transit Tax. There was a question about repayment being a big hit to NAIPTA financially. Ms. Mazza replied it is a good use of general fund dollars and we can move beyond this situation. Chair Wessel commented that it will resolve the past and a plan is in place for the future. Ms. Mazza noted measures have been put in place to mitigate this from happening. Chair Wessel recommended these measures be reiterated in the staff report to the Board. Advisor Goodrich stated these dollars will go back into the Transit Tax Fund for NAIPTA's future use.

vii. FINANCIAL POLICY REVIEW: FARES AND FAREBOX RETURN

-Heather Dalmolin, Administrative Director

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

Ms. Dalmolin reviewed the definition of fares and she explained fares offset operations. Reduced fares and Paratransit fares were mentioned. The current fares were noted. The last fare increase was 25 cents in 2012. The average fare per passenger was discussed. The pass system has greatly reduced the fare, which was expected. There was a question about the possibility of increasing fares. Ms. Dalmolin responded that it is not considered a priority right now. There was a request from the Board to review fares.

Advisor Wagner left the meeting per the click of the phone at approximately 11:25am.

One Advisor pointed out in the financial plan our goal is to have fares at 14%-18% and they are currently at 22%, so there is no incentive to raise the fare. Ms. Dalmolin mentioned our peers have had fares between 14%-17% in the past, but she has not reviewed this information in a while.

viii. 2017 FEDERAL TRANSIT ADMINISTRATION (FTA) TRIENNIAL REVIEW

-Heather Dalmolin, Administrative Director

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

Ms. Dalmolin provided a detailed account of the Triennial Review Report via PowerPoint presentation. This compliance review is conducted by FTA every three years. This year 17 areas were reviewed and NAIPTA had seven areas with 10 deficiencies. As a comparison, in FY2014, we had five areas with seven deficiencies to correct. One finding related to charter service was disputed, but not



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dismissed. She reviewed the list of deficiencies and corrective actions planned or completed. Ms. Mazza stated staff has worked very hard on all the pieces: the desk review, the site inspection and the corrective action. There was a brief discussion as to whether the Board needs this much detail in their report. TAC members had mixed opinions.

Advisor Goodrich let everyone know she would need to leave the meeting at 11:45am. Quorum would be lost when she left the meeting.

ix. CHARTER SERVICE POLICY REVIEW

-Jacki Lenners, Marketing Manager

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

Ms. Mazza explained the charter service process required by FTA. The County Fair and the Made in the Shade Beer Festival are events of limited duration and outright providing this service without engaging the private charter companies was considered in violation of FTA guidelines. The Climb to Conquer Cancer is not a problem because it is mainly done for marketing and no fare is charged. Mountain Express is not a problem because it is regular, seasonal service. The FTA process for potentially providing charter service to the County Fair was followed this year and no other service providers responded. NAIPTA will again provide the service. There was no further discussion.

Advisor Goodrich left the meeting and the meeting was adjourned.

x. FREE-STANDING NON-PROFIT SISTER AGENCY

-Jeff Meilbeck, CEO and General Manager

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

No report or discussion due to loss of quorum.

c. **PROGRESS REPORTS:**

i. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- Over 2 Million Riders in FY2017
- American Public Transportation Association Leadership Program
- Community Transportation Association of America Grant Webinar
- Service Changes Effective August 6th

No report due to loss of quorum.



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ITEMS FROM COMMITTEE AND STAFF:

6. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

July/August Working Agenda

Strategic Workplan

The next TAC meeting will be September 7, 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, 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 Transit Plan 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 TAC.

7. ADJOURNMENT -Chair Wessel adjourned the meeting at 11:46am.

Dave Wessel, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

Rhonda Cashman, Clerk of the Board



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