



Northern Arizona Intergovernmental Public Transportation Authority

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Board of Directors Minutes for Wednesday, September 20, 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, September 20, 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 (Chair), City Council, City of Flagstaff;
Art Babbott (Vice Chair), Board of Supervisors, Coconino County;
Veronica Hipolito (Secretary), Dean of Students, CCC, designee
Eva Putzova, City Council, City of Flagstaff;
Rich Bowen, Associate Vice President for Economic Development, NAU, alternate, 10:09am arrival

**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;
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;
Jon Matthies, IT Manager;
Lauree Battice, Business Manager;
Anne Dunno, Capital Project Manager;



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Kate Morley, Mobility Planner;
Alicia Becker, Transit Planner;
Estella Hollander, Associate Planner;
Kyle Marshall, Associate Planner;
Dayna Wasley, Planning Intern;
Rhonda Cashman, Clerk of the Board;
Scott Holcomb, NAIPTA Attorney (WebEx)

GUESTS PRESENT:

Walter Crutchfield, Vintage Partners;
Dan Folke, Planning Director, City of Flagstaff, 10:20am arrival and left at approximately 11:30am;
Sara Dechter, Comprehensive Planning Manager, City of Flagstaff;
Carlton Johnson, Associate Planner; City of Flagstaff

1. CALL TO ORDER -Chair Overton called the meeting to order at 10:03am.
2. ROLL CALL AND INTRODUCTIONS

Ms. Mazza provided a more detailed introduction for Kyle Marshall and Estella Hollander, our new Associate Planners.

3. APPROVAL OF MINUTES 8/16/2017

Director Putzova moved to approve the August 16, 2017 minutes as presented. Director Hipolito seconded. All approved, none opposed. Motion carried.

4. CALL TO THE PUBLIC

There were no members of the public requesting to speak at this time.

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.

There was a request to remove the consent items and handle them as discussion and action items.

5. APPROVE REVISED CHARTER SERVICE POLICY
-Jacki Lenner, Marketing Manager



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Staff recommends the Board of Directors approve the Revised Charter Service Policy to ensure NAIPTA is compliant with federal charter guidelines.

Vice Chair Babbott asked a couple questions. Ms. Lenners replied the premium fare refers to charging riders more than the regular fare for a special event, etc. She also responded the leasing option is directly from the Federal Transit Administration (FTA) Charter Guidelines. She was asked to follow up this item after the meeting by sending Board members the complete FTA language regarding the leasing option. Vice Chair Babbott moved to approve the Revised Charter Service Policy as recommended. Director Bowen seconded. All approved, none opposed. Motion carried.

6. APPROVE 4TH AMENDMENT TO THE ENTERPRISE RIDESHARE (FORMERLY VRIDE, INC.) VANPOOL PROGRAM CONTRACT

-Kate Morley, Mobility Planner

Staff recommends the Board of Directors approve the 4th Amendment to the Enterprise Rideshare (formerly vRide) contract which provides public transportation services through a Vanpool Commuter Program. This final amendment will extend the timeline of the contract until September 30th, 2018.

Vice Chair Babbott asked a question. Ms. Morley replied the Vanpool Business Plan draft is almost done. It will be brought to the Board in November or December of this year. Vice Chair Babbott moved to approve the 4th Amendment to the Vanpool contract as recommended. Director Putzova seconded. All approved, none opposed. Motion carried.

DISCUSSION / ACTION ITEMS:

7. STRATEGIC POLICY ADVANCE

-Jeff Meilbeck, CEO and General Manager

Staff recommends the Transit Advisory Committee and the Board of Directors plan to attend the Strategic Policy Advance scheduled for Thursday, December 7th, 8am-5pm in the NAIPTA Training Room.

Mr. Meilbeck stated this item is a placeholder to let Board members know we need them at the Advance. The current workplan is at the end of the agenda packet. A new workplan will be developed from decisions made at the Advance.

8. 5339/5307 GRANT UPDATE

-Erika Mazza, Deputy General Manager

NAIPTA Staff does not have a recommendation for the Board at this time.

Ms. Mazza reported the renderings of a Downtown Connection Center shown on screen were hot off the press. The location is at Beaver and the block of Route 66 to Aspen, where the Flagstaff Municipal Court is currently located. NAIPTA submitted a





Request for Information (RFI) proposal to the City/County Partnership. The grant award of \$6.8 million was received for a Downtown Connection Center Phase I and Phase II and Partial. This provides for flexibility in the use of the funds. The renderings are part of a feasibility study currently underway for this site. This grant award information was shared with the review committee at a meeting on September 1st. Sue Brown and Eslir Musta from the County were present at the meeting, as well as Jessica Cortes from the City. More research needs to be done. NAIPTA does not have any defined deadlines yet, but the City/County Partnership probably has deadlines for the project. Per Mr. Meilbeck, NAIPTA could potentially purchase the property and rent it back to the City until the new courthouse is done.

9. UPDATE ON MILLTOWN PROJECT

-Jeff Meilbeck, CEO and General Manager

NAIPTA Staff and Vintage Partners will provide an update on the Milltown Project as it relates to transit planning, traffic mitigation and urban design.

Mr. Meilbeck stated he invited Mr. Crutchfield to present to our TAC and Board regarding Vintage Partners' proposed design concept for Milltown at Milton Road and University Avenue. Mr. Crutchfield communicated his intentions to integrate Mountain Line transit use into the Milltown development, as well as a bike and pedestrian paved way under Milton Road. Renderings were available to see. He has learned a lot about Dark Skies and transit. He feels strongly about embracing commitments of the area and leaving a legacy. Over the next month he will be holding several neighborhood meetings at Buffalo Park and Bike Shops in town. He will be applying for a variance to Planning and Zoning due to the height limit for a pitched roof which will be more aesthetically pleasing at the entrance to town. He thinks the project will go to Council before the end of the year. Two studies will be presented. There was a question about transit capacity to serve the proposed 1200 bed and retail development. Mr. Meilbeck responded we have five new articulated buses already in service and this area will be part of NAIPTA's Permanent Transit Network. NAIPTA has a Bus Rapid Transit study being done and the funding was received from a grant award last year. These pieces are creating a synergistic effect. The Board has some concerns about the density, surrounding area and land use considerations, as well as some skepticism that home/rental property costs will go down. The Board felt the proposal was great from a transit perspective.

10. CITY OF FLAGSTAFF HIGH OCCUPANCY HOUSING PLAN UPDATE

-Alicia Becker, Transit Planner

The Board may take action to adopt a letter of support for the City of Flagstaff's High Occupancy Housing Plan.

Ms. Becker introduced Ms. Dechter.

CITY OF FLAGSTAFF HIGH OCCUPANCY HOUSING PLAN PRESENTATION

-Sara Dechter, City of Flagstaff Comprehensive Planning Manager





Ms. Dechter reviewed a PowerPoint presentation with the Board. The Plan is under a 60-day review period. The Plan will be a major step forward for the Regional Plan. There have been many changes over time. Mid Rise/Mixed Use Buildings are popular in our peer cities. There are tradeoffs that will be revisited in future years. She reviewed the High Occupancy Housing (HOH) Plan process. It will hopefully be approved in January. Of the six peer cities, Flagstaff as the lowest density and the largest cost burden for housing and transportation as a percent of income. Maps were shown of where HOH is permitted and possible future locations for HOH. There are barriers to transit in some of these areas. Block size standards, connectivity near HOH, parking and updates to the Engineering Design Standards are needed. Travel Demand Management (TDM) Plan agreements need to be made and enforced. Ms. Dechter responded to a question about how weather impacts are considered. For example, currently, residents are required to do snow removal on sidewalks near their property. If the City was responsible for sidewalk snow removal, the data shows there would be increased pedestrian traffic. Mr. Folke commented on what an incredible job Sara has done. Citizens will really want to know where HOH is allowed and how it will change. Discussions have changed and they have been productive. The focus will be on changing standards. There was a suggestion to create an overlay map for the HOH Plan as compared to the Regional Plan.

Ms. Becker reviewed a brief PowerPoint presentation with the Board. She noted NAIPTA would recommend some modifications to the HOH Plan, such as an improved Transportation Impact Analysis (TIA) procedure, leverage current TDM efforts and create a Transit Oriented Development (TOD) policy. She explained NAIPTA peer cities are for transit and are different from the peer cities Ms. Dechter presented for housing. The letter of support was shown on screen. The Board suggested not calling it a letter of support, but an offer of feedback. The requests are relevant and it allows for additional public comment. The requested changes will be made before the letter is sent.

11. RESOLUTION 2018-001: TRANSFER OF TWO 35 FOOT DIESEL GILLIG BUSES

-George Gillette, Fleet Manager.

Staff recommends the Board of Directors adopt Resolution 2018-001 and approve transfer of two 35 Foot Diesel Gillig Buses used for Mountain Line Route service to Metropolitan Evansville Transit system (METS) of Evansville, Indiana for other public transit services effective no later than October 1, 2017.

Mr. Wagner presented this item on Mr. Gillette's behalf. NAIPTA recently purchased and received five new articulated buses which has resulted in an excess of rolling stock. NAIPTA has exceeded the recommended FTA back up ratio of buses. The plan is to transfer two Gillig buses NAIPTA purchased in 2012, which have not reached end of service life, to Evansville, Indiana. They will replace some of their aging fleet. Their staff will pick up the buses from us. Secretary Hipolito moved to approve the transfer of





buses as recommended. Director Bowen seconded. All approved, none opposed. Motion carried.

12. NAIPTA SUCCESSION PLAN

-Jeff Meilbeck, CEO and General Manager

Staff recommends the Board of Directors consider and discuss a proposed succession plan.

Mr. Meilbeck stated this is another placeholder. He needs more time to work on the proposed succession plan. He said he will have more information for them to review next month.

13. UPDATE FARES AND FAREBOX RETURN

-Heather Dalmolin, Administrative Director

The Board may take action to provide direction to staff.

Ms. Dalmolin reviewed a brief PowerPoint presentation with the Board. Peer agency comparison and what influences farebox return was discussed, as well as next steps. Our goal as we lead up to December will be to look at an aspirational system that offers services we would like to have. She noted many agencies will choose to have lower fares, with the priority being to make the system accessible to more people. This could increase ridership. Fare free systems, like Missoula, showed an increase in ridership by 45 percent and have noticed a reduction in dwell time and boarding time. There was further mention of a hybrid model where perhaps the BRT spine route is free and other routes have a fare, as well as creating a more robust system with increased frequency. Ms. Dalmolin confirmed all data presented does include Northern Arizona University (NAU). There is some concern we may be undermining the base system with about 45% of our ridership, NAU students, being fare free. There are many factors to consider. With the addition of our new farebox technology, pass sales have increased. This is great, but passes are sold at a discounted rate. This is a different type of fare than cash on the bus for a day pass. The fare system needs to be understandable and simple for riders. The TAC asked for a breakdown on ridership by fare type to give us a better understanding. This item will be discussed further at the Advance in December.

14. WINSLOW TRANSIT PLAN UPDATE

-Kate Morley, Mobility Planner

The Board may take action to provide direction to staff on the Winslow Transit Plan.

Ms. Morley stated this project was kicked off in January 2017 with a 5311 planning grant. The draft plan is available for public comment at winslowtransitplan.com. The plan includes local services as well as commuter service to Flagstaff. Winslow staff sought out Board Chair, Scott Overton, at the League of Cities and Towns conference





last month to let him know how excited they are about this plan. Mr. Meilbeck also said he received a compliment from staff at the Arizona Department of Transportation (ADOT) about NAIPTA's good work on this plan. There was a question about the survey being the instrument for demand analysis. Ms. Morley replied the ridership forecasting was done by AECOM with a new methodology using a percentage of mode share. They looked at frequency versus coverage. A previous study was done a few years ago, including a stop at Twin Arrows Casino on the commuter route and the estimated demand seemed very inflated as compared to the current estimates. There was no further discussion.

15. INFRASTRUCTURE PRIORITIES TO CONGRESSMAN O'HALLERAN

-Jeff Meilbeck, CEO and General Manager

Staff recommends the Board of Directors schedule a meeting with Congressman O'Halleran's office in partnership with the City of Flagstaff and the FMPO to convey our infrastructure spending priorities.

Mr. Meilbeck reported he met with the FMPO and City staff recently. Congressman O'Halleran is looking at an infrastructure spending bill. Mr. Meilbeck suggested NAIPTA, the FMPO and the City, and ADOT, the County and NAU are welcome, but at least these three should get on message with Congressman O'Halleran's staff and let them know what our funding priorities are. There were no questions. The Board was supportive of this approach.

16. HIGHWAY 180 IMPLEMENTATION PLAN SCOPE STATEMENT

-Jeff Meilbeck, CEO and General Manager

Staff recommends the Board of Directors adopt the Highway 180 Implementation Plan Scope Statement.

Mr. Meilbeck noted he met with key stakeholders and drafted the scope statement in the packet. He felt it is important to mention the things that will not be addressed in this plan as stated in the scope statement. Vice Chair Babbott reminded everyone that this is one of several initiatives on this topic. He said it allows us to think big and differently about how we move people. Secretary Hipolito moved to approve the scope statement as presented. Director Bowen seconded. All approved, none opposed. Motion carried.

PROGRESS REPORTS:

17. MERIT PROGRAM AND HISTORY

-Heather Dalmolin, Administrative Director

Ms. Dalmolin reported the chart shown on screen includes all employees and staff. There was a question to clarify that no one received no increase. Ms. Dalmolin confirmed. Even if an employee did not initially receive a merit increase, they received a work plan and when they successfully completed the work plan, they received at





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least a partial increase. There was mention of other agencies merit program results. There was a question about a Cost of Living Allowance (COLA). Mr. Meilbeck responded a one percent COLA has been given the last two years. Each year he makes a recommendation to the Board regarding the pay plan based on NAIPTA's financial standing.

18. EMPLOYEE SATISFACTION SURVEY

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck stated this survey is done every six months. He considered a rating of four or above very good for a workplace. Currently there seems to be a downward trend in most areas and staff plans to dig a little deeper to evaluate things. In the interest of time, Chair Overton requested these survey results be emailed to Board members for closer review and bring back this item next month for further discussion.

19. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- Citizens' Transportation Tax Commission
Per Mr. Meilbeck, this citizens' group will determine what to take to Council for a question to take to voters in November 2018. Nothing more to report yet.

ITEMS FROM COMMITTEE AND STAFF:

20. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

September/October Working Agendas
Strategic Workplan

The next Board meeting will be on Wednesday, October 18, 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. October agenda items will include but not be limited to the NAIPTA Annual Report, Federal Grant Application #6743-2017-2, Triennial Review Closeout Report, Report back on Job Order Contracting (JOC) Through City, NAU and NAIPTA Partnership Idea Exploration and Impacts of Autonomous Vehicles. The October 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.

21. ADJOURNMENT

-Chair Overton adjourned the meeting at 12:01pm.

Scott Overton, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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