



## Transit Advisory Committee Minutes for Thursday, September 7, 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, September 7, 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;  
Todd Madeksza, Government Relations Director, Coconino County, designee;  
Lucinda Andreani, Deputy Public Works Director, Coconino County, alternate, left at 10:58am;  
Shari Miller, Citizen Representative, City of Flagstaff;  
Erin Stam, Director of Parking and Shuttle Services, NAU, designee, (WebEx);  
Ron Hurlle, Chief Innovation Officer/Vice President, CCC;  
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;  
Josh Copley, City Manager, City of Flagstaff;  
Barbara Goodrich, Deputy City Manager, City of Flagstaff, designee;  
Paul Wagner, Citizen Representative, City of Flagstaff, alternate;  
Martin Ince, Multi-Modal Planner, FMPO, alternate;  
Tim Kinney, Business Representative, Northern Arizona Leadership Alliance, alternate

### *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;  
Lauree Battice, Business Manager;  
Anne Dunno, Capital Project Manager, late arrival at approximately 10:15am;





# Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.mountainline.az.gov

Alicia Becker, Transit Planner;  
Kate Morley, Mobility Planner, left at approximately 11:10am;  
Robert Martinez, Technical Specialist;  
Rhonda Cashman, Clerk of the Board

## GUESTS PRESENT:

Walter Crutchfield, Vintage Partners;  
Sara Dechter, Comprehensive Planning Manager, City of Flagstaff;  
Carlton Johnson, Associate Planner, City of Flagstaff  
All guests left at approximately 11:15am.

1. CALL TO ORDER -Chair Wessel called the meeting to order at 10:00am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVE TAC MINUTES FROM 8/3/2017

Advisor Miller moved to approve the minutes from August 3, 2017. Vice Chair Gillian Thomas seconded. There was no discussion. All approved, none opposed. Motion carried.

4. CALL TO THE PUBLIC  
There were no members of the public requesting to speak at this time.
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. APPROVE REVISED CHARTER SERVICE POLICY  
-Jacki Lenners, Marketing Manager  
Staff recommends the Board of Directors approve the Revised Charter Service Policy to ensure NAIPTA is compliant with federal charter guidelines.
- ii. APPROVE 4<sup>TH</sup> AMENDMENT TO THE ENTERPRISE RIDESHARE (FORMERLY VRIDE, INC.) VANPOOL PROGRAM CONTRACT  
-Kate Morley, Mobility Manager



*Getting you where you want to go*





## Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.mountainline.az.gov

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 30<sup>th</sup>, 2018.

There was no TAC discussion regarding the consent agenda items.

### b. DISCUSSION / ACTION ITEMS:

#### i. 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 7<sup>th</sup>, 8am-5pm in the NAIPTA Training Room.

Mr. Meilbeck stated this is a placeholder to remind the TAC and Board of this event at which there is an annual review of our mission and vision and status of items on our 18-month workplan. It should be on members' calendars. Staff will be developing the agenda soon.

#### ii. 5339/5307 GRANT UPDATE

-Erika Mazza, Deputy General Manager

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

Ms. Mazza explained the competitive grant process. This year there was approximately \$8.6 million in available funds through the Arizona Department of Transportation (ADOT). NAIPTA has received a grant award of approximately \$5.4 million. With local match, it is approximately \$6.8 million total. The priority projects are to purchase property to relocate the Downtown Connection Center and design plans and to complete the fourth leg of the Kaspar/Route 66 intersection. There are not enough funds to expand Shop 3 at this time. TAC members offered congratulations.

#### iii. 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 introduced Mr. Crutchfield. He will present some project concepts that will increase opportunity for increased pedestrian and bike options versus the private automobile. Mr. Crutchfield stated he has learned a lot about Flagstaff dark skies and transit. Milltown will be in the area of the old ADOT building on Milton Road at the entrance to Flagstaff. He had renderings to show the TAC. They are designing the project with transit in mind so students don't need a car. Another objective is to incorporate Flagstaff's story. His petition to the City to change the scope of the Traffic Impact Analysis (TIA) went through last week. There were a few questions from TAC members about how Vintage Partners does business. In the next 3-4



*Getting you where you want to go*





## Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.mountainline.az.gov

months, he plans to be out in the community talking to people. Mr. Meilbeck thanked Mr. Crutchfield for sharing his plans. He believes Flagstaff residents want the culture and economics of NAU students, but not the congestion impacts. He hopes the Milltown design goes forward. Overall, the TAC was supportive of the positive changes Mr. Crutchfield is initiating.

iv. 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.

Mr. 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 TAC. She explained in her position she listens to what the community says and determines what can be implemented. She introduced her colleague, Mr. Johnson, Associate Planner for the City of Flagstaff. She reviewed the history and how decisions have been made over time. There are trade-offs. The High Occupancy Housing (HOH) process was reviewed. A draft plan is now open for public comment. It follows the Regional Plan. She informed the TAC on how policies were developed. She communicated comparisons with peer cities. She found that Flagstaff has the least density and did the poorest in the housing and transportation costs category. Things can be done to change this. Maps were shown regarding where HOH can go now and where maybe it should go in the future. There is a need to develop standards on connectivity. Mr. Meilbeck reminded TAC members of the controversy over the HUB housing development. Parking was not addressed and adding parking will not reduce congestion in that area. Overall, this belief is not up for debate in the planning world, per Ms. Dechter. Updated engineering design standards and specifications need to be developed. Travel Demand Management (TDM) agreements need to be negotiated and incremental steps taken. It will take a lot of policy making to get there. Milltown is initiating some of these concepts. Important changes can be expected within the next year, per Chair Wessel.

Ms. Becker reviewed a brief PowerPoint presentation with the TAC. She explained NAIPTA already uses TDM strategies quite a bit. A new strategy is Transit Oriented Development (TOD). Staff is planning to ask the Board to approve a letter in support of the HOH Plan. The alternatives were reviewed. Chair Wessel noted the information regarding TOD is not real clear. He recommended staff may want to look at it and try to strengthen the language.

v. 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



*Getting you where you want to go*





## Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.mountainline.az.gov

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 behalf of Mr. Gillette. He explained staff are asking the Board to approve a resolution and transfer of buses due to the addition of 5 new articulated buses creating a surplus of rolling stock. Per Ms. Dalmolin, the buses were purchased with federal funds and local match, but they have not reached their end of life. NAIPTA will not receive any compensation for the transfer, but NAIPTA will remain in compliance with FTA regulations. There were no further questions.

vi. NAIPTA SUCCESSION PLAN

-Jeff Meilbeck, CEO and General Manager

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

Mr. Meilbeck announced he has notified the Board he will be leaving NAIPTA in November 2018. He plans to establish a process to find his replacement. He should have more information to share next month.

vii. 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 TAC. Many of the slides showed graphs or charts of peer comparisons. Data from the National Transit Database (NTD) from 2015 was used as it is the most current data shared. She said it is important to differentiate bus only organizations from bus and rail organizations. A Board member also asked for a comparison to be done to with an aspirational system. This can be considered in the 5-Year Plan. There was a question about why the peer cities in this report are completely different from the peer cities in the HOH report. Ms. Mazza explained the NAIPTA peer cities were developed a few years ago. Boulder or Champaign/Urbana might be our aspiring system city. Ms. Dalmolin added that peer cities were chosen as most "like" cities for transit purposes. Mr. Meilbeck noted that most cities have high occupancy housing, but not all cities have transit. Historically, we have done what is typically done in the transit world regarding fares. At the Advance do we want to explore fares further? There was a question about how many customers pay \$1.25 per trip. Ms. Dalmolin replied she isn't sure. Traditionally we are a cash system, but we are promoting passes for efficiency. Each boarding equals one trip. Chair Wessel asked staff to talk to Missoula to get their information before the Advance. Vice Chair Gillian Thomas thought some riders' socioeconomic factors may be the reason they can't get the money together for more than a day pass at a time. Per Ms. Dalmolin, day pass cash sales on the bus are still popular. We want the service to be accessible. There were no further questions.



*Getting you where you want to go*





## Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.mountainline.az.gov

### viii. WINSLOW TRANSIT PLAN UPDATE

-Kate Morley, Mobility Planner

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

Ms. Mazza presented this item on behalf of Ms. Morley. NAIPTA received the planning grant to consider a transit connection between Winslow and Flagstaff and a transit system within Winslow. Ms. Morley and Mr. Dickey will present the draft plan to the Winslow City Council on September 12<sup>th</sup>. NAIPTA staff have done all the work on this plan in-house. Per Mr. Meilbeck, ADOT complimented the excellent work.

### c. **PROGRESS REPORTS:**

#### i. MERIT PROGRAM AND HISTORY

-Heather Dalmolin, Administrative Director

Ms. Dalmolin noted this item is being shared at the request of a Board member to evaluate if it is really a merit program. A single slide PowerPoint presentation incorporated a graph showing just above half of all NAIPTA employees received a 2-3 percent pay increase while just below half the others received the full 4 percent pay increase in FY2017. Mr. Meilbeck stated the merit program is used as a management tool. Advisor Madeksza asked if Supervisor Babbott asked about a matrix. If not yet, he may ask. Ms. Dalmolin has information in her notes and will be prepared to answer his questions.

#### ii. EMPLOYEE SATISFACTION SURVEY

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck stated if the survey values are greater than 4, he is fine with those results. There has been a recent decline in a few areas. Periodically there are downward trends. Ms. Dalmolin added that less employees completed this survey, due to less departmental staff meetings being held this past July. Paper surveys work best for our workforce. Results are processed by a third party and kept confidential. Mr. Meilbeck explained the history of the process and that the areas with significant downward shifts will be reviewed. Overall, the TAC felt some ups and downs were better than being stagnant.

#### iii. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck didn't really have any current events to report on, but he did thank TAC members for their time and he welcomed Advisor Hurlle to the TAC.



*Getting you where you want to go*





**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 October 5, 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, Draft 5-Year Plan, Report Back on Job Order Contracting 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 TAC.

**7. ADJOURNMENT -Chair Wessel adjourned the meeting at 11:51am.**

---

Dave Wessel, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

---

Rhonda Cashman, Clerk of the Board

