



Transit Advisory Committee Minutes for Thursday, October 5, 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, October 5, 2017 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:

Barbara Goodrich, Deputy City Manager, City of Flagstaff, designee, Acting Chair for this meeting;
Martin Ince, Multi-Modal Planner, FMPO, alternate;
Todd Madeksza, Government Relations Director, Coconino County, designee;
Shari Miller, Citizen Representative, City of Flagstaff;
Ron Hurlle, Chief Innovation Officer/Vice President, CCC;
T. Paul Thomas, Business Representative, Northern Arizona Leadership Alliance; late arrival at 10:04am
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Dave Wessel, (Chair), Manager, FMPO
Gillian Thomas, (Vice Chair), Citizen Representative, Coconino County;
Erin Stam, Director of Parking and Shuttle Services, NAU, designee;
Cynthia Seelhammer, County Manager, Coconino County;
Josh Copley, City Manager, City of Flagstaff;
Paul Wagner, Citizen Representative, City of Flagstaff, alternate;
Tim Kinney, Business Representative, Northern Arizona Leadership Alliance, alternate

NAIPTA STAFF IN ATTENDANCE:

Jeff Meilbeck, CEO and General Manager;
Heather Dalmolin, Administrative Director;
Jacki Lenners, Marketing Manager;
Lauree Battice, Business Manager;
Anne Dunno, Capital Project Manager;
Alicia Becker, Transit Planner;





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Kate Morley, Mobility Planner;
Kyle Marshall, Associate Planner;
Robert Martinez, Technical Specialist;
Rhonda Cashman, Clerk of the Board

GUESTS PRESENT:

None.

1. CALL TO ORDER -Chair Goodrich called the meeting to order at 10:01 am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVE TAC MINUTES FROM 9/7/2017

Advisor Madeksza moved to approve the minutes from September 7, 2017. Advisor Miller seconded. There was no discussion. All approved, none opposed. Motion carried.

4. CALL TO THE PUBLIC

This item was inadvertently skipped, but there were no members of the public present.

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 AND ADOPT UPDATED PURCHASING POLICIES

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve and adopt an updated Purchasing Policy to provide direction to staff on these activities that complies with the regulations of local, state, and federal agencies.

There was no TAC discussion regarding the consent agenda item.

b. **DISCUSSION / ACTION ITEMS:**

- i. APPROVE THE FY2017 ANNUAL REPORT

-Heather Dalmolin, Administrative Director



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Staff recommends the Board of Directors approve the FY2017 Annual Report and authorize staff to submit the report to the State of Arizona and partner agencies as required in the Master IGA.

Ms. Dalmolin reviewed a PowerPoint presentation with TAC members including highlights of fiscal year 2017, performance measures by program and a summary of revenues and expenditures. Chair Goodrich commented that she appreciates the work NAIPTA does in continuing to evaluate the service, maintain the balance of frequency and coverage and grow our system.

ii. APPROVE APPLICATION AND EXECUTION OF FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT APPLICATION 6743-2018-001

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve and authorize execution of FTA application 6743-2018-001 totaling \$3,982,199 for projects to include operations assistance, the passenger shelter program, and a portion of the Downtown Connection Center project.

Ms. Dalmolin reported NAIPTA applies for these grant funds on an annual basis. These funds are intended to be used for operating assistance, the bus shelter program and pass through funds from the Arizona Department of Transportation (ADOT) competitive process toward a new Downtown Connection Center. The ADOT funds will be primarily used for a feasibility study and preliminary engineering, per Ms. Dunno. Mr. Meilbeck explained this process is brought to the TAC and Board to make everyone aware of the application and commitment to use funds when they are awarded, as well as identifying local match requirements. Chair Goodrich added that if funds are awarded and declined or not used, it creates a sort of “black mark” and could hinder award of future grant funds. The TAC was supportive of NAIPTA’s approach and there was no further discussion.

iii. APPROVE APPLICATION AND EXECUTION OF FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT APPLICATION 6743-2018-002

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve and authorize execution of FTA application 6743-2018-002 totaling \$3,616,887 for portion of the Downtown Connection Center project.

Ms. Dalmolin reported NAIPTA applies for these grant funds on an annual basis. These funds are intended to be used for capital projects and specifically this year, toward a new Downtown Connection Center. A portion of these funds are pass through from the ADOT competitive process. The TAC was supportive of the grant process and there was no discussion.

iv. 2017 FEDERAL TRANSIT ADMINISTRATION (FTA) TRIENNIAL REVIEW CLOSEOUT REPORT

-Heather Dalmolin, Administrative Director

Discussion only.



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Ms. Dalmolin told the TAC she was notified on Tuesday that all corrective actions have been approved by FTA and the report has been closed. Now NAIPTA staff have to follow through on the changes made to policies and procedures. Mr. Meilbeck commented on this “tough process.” He explained NAIPTA is held to the same standards as much larger agencies and those with rail service, etc. He is a Board member for Community Transportation Association of America (CTAA) and they are working to limit regulations for smaller agencies. There was no TAC discussion.

v. NAIPTA'S 2017 DRAFT 5-YEAR TRANSIT PLAN

-Erika Mazza, Deputy General Manager

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

Ms. Becker reviewed a PowerPoint presentation with members of the TAC including how it relates to the Strategic Workplan: zero-based approach, robust public engagement, focus on results, question Bus Rapid Transit (BRT) assumptions and compare at least two service models. The Board decided to keep the system the same with any new funds going toward increased frequency. The next steps are for the draft plan to go out for public review, for a statistically valid survey of likely voters to be done and then Board acceptance in December. She explained part of the BRT is the Permanent Transit Network and the map was shown on screen. Chair Goodrich asked what types of public outreach would be done. Ms. Becker replied, it will mostly be online and through social media. There was no TAC discussion.

vi. MOUNTAIN EXPRESS PROGRAM RENEWAL

-Erika Mazza, Deputy General Manager

Staff recommends the Board of Directors approve a five-year Service Agreement with Snowbowl Resort Limited Partnership in an amount ranging from \$36,000 to \$46,000.

Mr. Meilbeck stated NAIPTA will offer Mountain Express service at an increased level again this year. The Arizona Snowbowl pays for the service. He noted 21 boardings per hour is pretty solid. The schedule was shown on screen. Friday service is being added this year with the hope of moving more students. He also mentioned the Highway 180 Implementation Plan will look at transit as a solution for congestion in the Highway 180 corridor. There was a lengthy discussion about how much Snowbowl is charged for this service and drivers possibly being paid overtime to staff this service at times, as well as developing the public/private partnership to eventually alleviate congestion on Highway 180. Mr. Meilbeck noted there are no dedicated funds for Mountain Express in the transit tax and the Arizona Snowbowl understood this, so they are paying for the bus service. In contrast, the homeless shelter moved to a location that is not along any bus route, but then asked for bus service. There was no further discussion.

vii. PARTNERSHIP OPPORTUNITY EXPLORATION WITH NORTHERN ARIZONA UNIVERSITY (NAU)



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-Jeff Meilbeck, CEO and General Manager

Staff recommends the Board consider adopting a Scope Statement related to exploring partnership opportunities with NAU.

Mr. Meilbeck stated that both NAIPTA and NAU have transit systems. We collaborated on Mountain Link (Route 10) and it works well. This is one of our Strategic Workplan items. We are using a project management tool. So far stakeholder interviews have produced some items for consideration, such as: interlining routes, grant application for new NAU fleet, fleet maintenance for NAU, operator training and a Universal Access Pass (students ride anywhere in town at a deeply discounted fare). The project scope statement is on page 41 of the agenda packet and was shown on screen. He reviewed the Desired Results and the Exclusions in detail. If approved, there is lots of work to be done. Advisor Miller recommended the plan include accessible vehicle coordination for NAU. Currently, students may ride Route 10 on campus to downtown or to Woodlands Village at no charge, but they do not have unlimited access to all routes. Advisor Ince asked a couple other questions that Mr. Meilbeck declined to answer, deferring to Advisor Stam, who was not present at the meeting. Chair Goodrich stated she hopes this process opens the conversation to future possibilities. There was no further discussion.

viii. 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 he will be stepping down from his position as CEO and General Manager of NAIPTA in November 2018. The proposed Succession Plan was shown on screen. An open recruitment process is recommended. The Board will need to engage in the process. There was a brief discussion about the likely pool of candidates, the length of the open recruitment and the cost of hiring a human resource firm to oversee the process. Mr. Meilbeck told the TAC he thought NAIPTA will be able to compete nationally for filling this position. There was no further discussion.

ix. EMPLOYEE SATISFACTION SURVEY

-Jeff Meilbeck, CEO and General Manager

No action is being recommended but the Board may direct staff to modify the survey instrument or methodology.

Mr. Meilbeck reported this item is being brought back at the Board's request. Some areas are down a little and they want to look deeper. The policy statement was shown on screen. Employees trust the process. Chair Goodrich asked if employees are involved in the follow up. Mr. Meilbeck responded that employee involvement is determined on a case by case basis, depending on the results of the survey. There were no further questions.



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c. PROGRESS REPORTS:

i. NAIPTA JOB ORDER CONTRACTING

-Anne Dunno, Capital Project Manager

Ms. Dunno stated the Board approved use of the City's Job Order Contracting a year ago. There are three firms available through the City of Flagstaff contract. The work involved is routine bus stop maintenance on a regular, on-going basis. The Board asked NAIPTA to proceed with caution and track use. There was one task order in the spring that NAIPTA asked for bids from the three companies. Only one of the three firms submitted a quote and it was high. That process got closed out and we opened our own Request for Proposal (RFP) process late this summer. The award went to Woodruff Construction for some bus pad construction this fall. There was a substantial cost savings with this approach. She explained there are multiple reasons for bus stop work having higher costs.

ii. PAPERLESS TAXI VOUCHERS

-Kate Morley, Mobility Planner

Ms. Morley reported NAIPTA currently has a paper voucher system. Staff has been talking to Wells Fargo about a declining balance Visa card. This will be available for the City and County programs within the NAIPTA boundary. The maximum to load per month, per client would be \$150, including their 20 percent fare. The taxi company has a merchant ID# that identifies them as a taxi/ground transportation and the card is restricted to use for that service. Uber and Lyft could be used. There are multiple benefits to our clients. They won't have to fill out paper vouchers, which is difficult for some clients with disabilities. They don't have to predict their trips. The client can use the card until the funds run out each month. The origin or destination still has to be within the service area. The length of trips is open and there is no trip cap. The taxi company benefits by not having to collect paper vouchers or wait for payment. Tips can be paid on the card; it will reduce the balance. The benefits to NAIPTA are decreased staff time to manage the program, no contract with providers and better reporting. The balance will not rollover to the next month, but will go back to the program to be reallocated. Clients can use any taxi company that accepts Visa for payment. All the current taxi providers do accept Visa. The cards will be delivered in person to clients for the first time, so questions can be answered. The transition will begin on November 1st.

iii. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck informed the TAC that he will be attending the American Public Transportation Association (APTA) Annual Meeting in Atlanta, Georgia next week to support Ms. Mazza graduating from the APTA Leadership Program and Ms. Lenner receiving a marketing award for the Prop 411 campaign.





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Mr. Meilbeck noted ridership was up in September; an approximate 34 percent increase. He attributed this increase to having five articulated buses on campus this semester. Chair Goodrich commented that ridership should continue to grow with the placement of more student housing.

ITEMS FROM COMMITTEE AND STAFF:

Advisor Miller stated she was invited to participate in a feasibility study interview for a performing arts venue, partially funded by the City. She was asked where she thought it should be located. She told Louise Stephens it should be located near public transit. Advisor Miller asked staff to reach out to her to continue the conversation.

Mr. Meilbeck noted he presented to Friends of Transit a couple of weeks ago. Phoenix and Tucson both mentioned how much new development has come along near their light rail and street car systems. He believes it has an impact.

Chair Goodrich realized the Call to the Public was skipped and asked for the record to show there were no members of the public in attendance at the meeting.

Advisor Madeksza told the TAC he will be leaving his position with the County and he recommended working with the County Manager's office to appoint another designee.

Advisor Miller said she heard about the rec center study group; a group that may be bringing another sales tax item to the list. Chair Goodrich shared that it is a citizen initiative going by PROSPER, led by the Flagstaff Open Space Parks and Recreation group, more specifically led by Chuck Hammersley. They will probably approach the City Council in early 2018 about a ballot question for November 2018.

6. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

July/August Working Agenda
Strategic Workplan

The next TAC meeting will be November 2, 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. November agenda items will include but not be limited to Mountain Line Financial Projections and Quarterly Performance Report. The November 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 Goodrich adjourned the meeting at 11:34am.

Dave Wessel, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

Rhonda Cashman, Clerk of the Board



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