



Northern Arizona Intergovernmental Public Transportation Authority

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Board of Directors Minutes for Wednesday, October 18, 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, October 18, 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:

Jamie Whelan, Vice Mayor, City of Flagstaff, alternate, acting Chair of this meeting;
Eva Putzova, City Council, City of Flagstaff;
Joanne Keene, Executive Vice President and Chief of Staff, NAU;
**Three of our five Board member seats must be present to constitute a quorum.*
***The City of Flagstaff holds two seats.*

BOARD MEMBERS EXCUSED:

Scott Overton (Chair), City Council, City of Flagstaff;
Art Babbott (Vice Chair), Board of Supervisors, Coconino County;
Matt Ryan, Board of Supervisors, Coconino County, alternate;
Charlie Odegaard, City Council, City of Flagstaff, alternate;
Rich Bowen, Associate Vice President for Economic Development, NAU, alternate;
Colleen Smith, President, CCC;
Veronica Hipolito (Secretary), Dean of Students, CCC, designee

NAIPTA STAFF IN ATTENDANCE:

Jeff Meilbeck, CEO and General Manager, left at approximately 10:20am;
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;
Alicia Becker, Transit Planner;



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Kyle Marshall, Associate Planner;
Dayna Wasley, Planning Intern;
Rhonda Cashman, Clerk of the Board;
Fredda Bisman, NAIPTA Attorney (WebEx)

GUESTS PRESENT:

None.

1. CALL TO ORDER -Chair Whelan called the meeting to order at 10:01am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES 9/20/2017

Director Keene moved to approve the September 20, 2017 minutes as presented.
Director Putzova 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.

5. 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.

Director Putzova moved to approve the updated purchasing policy as presented.
Director Keene seconded. There was no discussion. All approved, none opposed.
Motion carried.

DISCUSSION / ACTION ITEMS:

Chair Whelan explained the order of some agenda items would be changed to allow Mr. Meilbeck to present before leaving to catch a plane.



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

-Jeff Meilbeck, CEO and General Manager

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

Mr. Meilbeck noted this is a Strategic Workplan objective. The scope statement was viewed on screen. Ridership is up approximately 1000 passengers per day with the increased capacity on the articulated buses on campus. Mr. Meilbeck stated NAIPTA and NAU operate different systems and both are running well. He reviewed the items to consider in the staff report, such as desired results and exclusions. There was a brief discussion about recruitment and turnover. Director Putzova requested staff bring back information related to the cost of turnover and the breakeven point. Director Keene said she was excited about the partnership and U-Pass. Director Putzova moved to approve the Scope Statement as presented. Director Keene seconded. All approved, none opposed. Motion carried.

7. NAIPTA SUCCESSION PLAN

-Jeff Meilbeck, CEO and General Manager

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

Mr. Meilbeck told the Board he plans to retire in November 2018. He stated this is an opportunity to look at the organization and the approach is important. He proposed an open process with Board and TAC involvement. He recommended transition training for the NAIPTA Leadership Team. He has also proposed an outside organization to manage the process. He has offered a suggested timeline, but it sometimes takes longer. If there are no suitable candidates in the first round, the recruitment process could be started again. There was a brief discussion about the timeline and recruitment cost. Staff was asked to come back next month with a contingency plan to be added to the succession plan, but staff may proceed with the process in the meantime.

PROGRESS REPORTS:

8. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck stated he is leaving the meeting to catch a plane to go to the Community Transportation Association of America (CTAA) Board meeting in Pittsburgh. They will be discussing the national agenda for transportation. At the American Public Transportation Association (APTA) Annual Meeting last week, Ms. Mazza graduated from their year-long Leadership Program and Ms. Lenners accepted an award for the Prop 411 campaign: transit tax renewal and she served on a panel. Ridership has already been mentioned.





DISCUSSION / ACTION ITEMS:

9. APPROVE THE FY2017 ANNUAL REPORT

-Heather Dalmolin, Administrative Director

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 the Board. Under the FY2017 Year in Review, there was a question about how many of our bus stops are ADA approved stops. Ms. Dunno replied approximately 60-70 percent. There are some issues with topography. A Federal Transit Administration (FTA) assessment tool was used by planning staff to evaluate each stop. Performance measures were reviewed by program. Revenues and Expenditures were reviewed. Ms. Lenner distributed the NAIPTA one-page Annual Report used for marketing. There was another question asking where the vanpools are most successful. Ms. Mazza responded vanpools are most successful in Winslow. There is a lot of interest in Tuba City, but it's not coming together quite yet. Ms. Morley is working on a vanpool study. Tusayan is growing due to Pink Jeep Tours. Tuba City barriers could be attributed to the school district having their own vans and some are brand new, the program is unfamiliar, change in behaviors, messaging and marketing. Staff have talked to the BNSF Railroad and the Winslow Prison. It is a much different situation than in a large city. Director Putzova moved to approve the FY2017 Annual Report as presented. Director Keene seconded. All approved, none opposed. Motion carried.

10. 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 these grant funds are based on size and density, as well as competitive funds awarded through the Arizona Department of Transportation (ADOT). There was no discussion. Director Keene moved to approve the application and execution of this grant as presented. Director Putzova seconded. All approved, none opposed. Motion carried.

11. 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 this grant 100 percent reflects the competitive award form ADOT. There was no discussion. Director Keene moved to approve the application and execution of this grant as presented. Director Putzova seconded. All approved, none opposed. Motion carried.

12. FY2017 FEDERAL TRANSIT ADMINISTRATION TRIENNIAL REVIEW CLOSEOUT REPORT

-Heather Dalmolin, Administrative Director
Discussion only.

Ms. Dalmolin stated as of October 2nd all items have been closed. All corrective action has been approved. The Board was supportive of staff completion. Ms. Mazza communicated the heavy lift of this review and thanked the entire team. Each reviewer seems to have a focus. This was Ms. Dalmolin's fifth Triennial Review at NAIPTA and she has never seen the same reviewer.

13. 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 presented for Ms. Mazza. The Draft 5-Year Transit Plan will be available to the public for review starting Friday, October 20th through Friday, November 10th. She reviewed a PowerPoint presentation with the Board which included review of the Strategic Workplan objectives and outreach efforts. Questions were asked about how many people were reached and the Permanent Transit Network not being where people really live. Ms. Becker replied that the first survey had approximately 500 responses. The two core advances and the Get On The Bus campaign were approximately 250 people for a total of approximately 750 people so far. Ms. Mazza responded that Jarrett Walker and Associates (JWA) validated we currently have a strong system for our size community, but we do have some topography challenges that makes it difficult to be as efficient as we desire. In May the two service models were reviewed, frequency versus coverage. The Board liked the balance our system currently has and recommended new funds go toward increased frequency. The Permanent Transit Network is where new resources will be placed. Ms. Becker noted an email will go to those people who participated in the initial survey and it will be on our website. The approval of the 5-Year Transit Plan will be incorporated into our Strategic Policy Advance in December.

14. 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.





Ms. Mazza reported Arizona Snowbowl will pay the cost of this service in total for the 2017/2018 ski season. The ridership has grown from approximately 2500 to 8500 in the last two years. Most trips are still from the bottom of the mountain to the top, so it really isn't meeting congestion mitigation. The Highway 180 Implementation Plan is in process with community stakeholders. New this year, we are partnering with the DoubleTree Hotel to allow parking and pick up from there. The DoubleTree will be the first pickup point and then proceed to the Downtown Connection Center. Route 7 doesn't go in that direction. In the future there may be a possibility of a Park and Ride at Thorpe Park. There were suggestions to consider pickups at additional hotels and to market to the NAU students. Full day Friday service is being added this year and staff will be looking into another grant application in the coming year to help fund this service. Director Keene moved to approve the service agreement as presented. Chair Whelan seconded. There was no further discussion. All approved, none opposed. Motion carried.

15. 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.

Ms. Dalmolin presented this item on behalf of Mr. Meilbeck. She reviewed the PowerPoint presentation again with the Board. The Employee Survey Policy was also shown on the screen. The most recent survey has 66 respondents and it was done on paper. Some new survey questions were added in January 2017. Leadership looks for areas of concern. There are some lower scores in the feedback area and staff has control over this as management. Staff met yesterday to address safety question responses. Director Keene stated she is seeing similar responses.

PROGRESS REPORTS:

16. NAIPTA JOB ORDER CONTRACTING

-Anne Dunno, Capital Project Manager

This item was tabled since Councilmember Overton and Supervisor Babbott were not in attendance.

17. PAPERLESS TAXI VOUCHERS

-Kate Morley, Mobility Planner

Ms. Mazza presented this item on behalf of Ms. Morley. She reported use of pre-paid debit cards will begin soon. This improvement in the program will be beneficial to all involved. For NAIPTA, staff will be able to track the budget more efficiently and reduce the workload. For the taxi companies, they will not have to deal with paper vouchers anymore and they will be paid quicker. For the client, the price of the actual trip charge





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will be deducted from the debit card and it can be refilled once a month. The debit card will only work with a set merchant code, which only allows those associated businesses to provide service. All of these components should help reduce fraud in the program.

ITEMS FROM COMMITTEE AND STAFF:

Director Putzova requested a National Transportation Legislative Outlook report from Mr. Meilbeck at a future meeting. Ms. Mazza stated the new FTA Administrator started and is considering reduction in regulations for transit agencies.

18. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

November/December Working Agenda
Strategic Workplan

The next Board meeting will be on Wednesday, November 15, 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 the 5-Year Transit Plan Update, 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 Board.

19. ADJOURNMENT -Chair Whelan adjourned the meeting at 11:31am.

Scott Overton, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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