



## Northern Arizona Intergovernmental Public Transportation Authority

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

### Board of Directors Minutes for Wednesday, November 15, 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, November 15, 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;  
Veronica Hipolito (Secretary), Dean of Students, CCC, designee;  
Eva Putzova, City Council, City of Flagstaff, (WebEx);  
Joanne Keene, Executive Vice President and Chief of Staff, NAU;  
Matt Ryan, Board of Supervisors, Coconino County, alternate  
*\*Three of our five Board member seats must be present to constitute a quorum.*  
*\*\*The City of Flagstaff holds two seats.*

#### **BOARD MEMBERS EXCUSED:**

Art Babbott (Vice Chair), Board of Supervisors, Coconino County;  
Jamie Whelan, Vice Mayor, City of Flagstaff, alternate;  
Charlie Odegaard, City Council, City of Flagstaff, alternate;  
Rich Bowen, Associate Vice President for Economic Development, NAU, alternate;  
Colleen Smith, President, CCC

#### **NAIPTA STAFF IN ATTENDANCE:**

Jeff Meilbeck, CEO and General Manager;  
Erika Mazza, Deputy General Manager;  
Heather Dalmolin, Administrative Director;  
Jacki Lenner, Marketing Manager;  
Jon Matthies, IT Manager;  
Anne Dunno, Capital Project Manager, arrival at approximately 10:30am;  
Jim Dickey, Planning Services Manager;  
Alicia Becker, Transit Planner;  
Kate Morley, Mobility Planner;



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

### **GUESTS PRESENT:**

Dr. Fred Solop, GlobalLocal Vision, left the meeting at approximately 10:28am.

1. CALL TO ORDER -Chair Overton called the meeting to order at 10:02am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES 10/18/2017

Director Keene moved to approve the October 18, 2017 minutes as presented.  
Secretary 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:**

There were no items for the consent agenda.

### **DISCUSSION / ACTION ITEMS:**

5. SURVEY RESULTS  
-Jeff Meilbeck, CEO and General Manager  
Presentation and discussion only.

Mr. Meilbeck introduced Dr. Fred Solop from GlobalLocal Vision to review the results of the survey of registered likely voters done in early October 2017. Dr. Solop explained his process for getting the survey underway. The survey has a 95% confidence level with 425 likely voters surveyed. He continued with a PowerPoint presentation. The three most important issues identified were: Growth and Development, Transportation/Traffic Congestion and Housing. These top three issues remain the same since the last survey done almost 2 years ago, but the importance of each has shifted slightly. There has been an increase in various modes: walking, biking and taking the bus; making Flagstaff a little less car dependent now. Some new issues were noted as NAU, the minimum wage law and homelessness/substance abuse in this survey. Investment in widening roads (43%) edged out investment in transit (38%), with a fair number of respondents supporting both (13%). Familiarity with Mountain



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Line has increased. The impression of bus service is stable. Rider frequency has doubled over the last 10 years. The sales tax value for transit is overall very positive with results showing: Very Good Value (18%) and Good Value (65%). Higher frequency bus service is desired by a majority (53%) of respondents. Chair Overton commented that these results are very positive for NAIPTA. Board members requested a copy of the survey report and the PowerPoint presentation for reference.

Dr. Fred Solop left the meeting at approximately 10:28am.

**6. 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. Mazza reviewed a very thorough PowerPoint presentation with the Board. She addressed the 5 key components requested in the Strategic Workplan related to the 5-Year Transit Plan: Zero based approach to service design, Robust public engagement and statistically valid quantitative feedback, Focus on results and evaluate tools using performance based analysis, Question all assumptions related to Bus Rapid Transit (BRT) and Compare at least 2 service models, i.e. BRT and improved service delivery. The BRT has been referred to as the "Spine Route" previously. There is new reference to a Permanent Transit Network, which coincides with land use and reflects confidence that transit will always be offered along these corridors. This core network has transit improvement needs. The Board decided in May to increase frequency on routes, should new funding become available. Ms. Mazza showed maps of the current system frequency as well as the proposed system frequency and she reviewed a couple increased service scenarios with respective operational cost involved. Award of further grant funding is hopeful. Next steps were reviewed, and the process is on track for approval of this Plan in December. All members are supportive of the Plan. Director Ryan suggested touching base with Vice Chair Babbott, due to his absence at this meeting.

**7. SECTION 5305 FARE STRATEGIES GRANT AUTHORIZATION**

-Kate Morley, Mobility Planner

Staff recommends the Board of Directors: 1) Authorize application to the Arizona Department of Transportation (ADOT) through the City of Flagstaff for a Section 5305 Planning Grant to conduct a fare strategies study; and 2) Approve local match \$21,063.

Ms. Morley reported the Board has had interest in discussing fares recently. This grant could assist NAIPTA efforts in studying fares and looking at the fare structure holistically. The fare discussion could help with the 5-Year Transit Plan implementation regarding the U-Pass, etc. The grant award is expected in 2-4 months. Chair Overton stated this is good timing and the review of the fare structure really needs to be done in any case. The fare discussion will be very broad. It may have some bearing on the Transportation Tax Renewal. Procurement process time will be saved by working with





our current consultant, AECOM. Director Ryan moved to authorize the Section 5305 grant application and approve the local match as presented. Secretary Hipolito seconded. There was no further discussion. All approved, none opposed. Motion carried.

**8. APPROVE AN OPTION FOR THE FUTURE OF THE COCONINO COMMUNITY COLLEGE (CCC) PILOT PASS PROGRAM**

-Jacki Lenners, Marketing Manager

Staff recommends the Board of Directors review the options for continuing, or discontinuing, the CCC Pilot Pass Program beginning in Fiscal Year 2019 and vote on the preferred option. Staff does not have a recommendation at this time.

Ms. Lenners reviewed a PowerPoint presentation with the Board. She noted the Pilot Program was continued for a second year with Board approval due to budget timing and the need for a full year of data. The history and data of the program were reviewed. Program factors and alternatives were reviewed. It is working from a transit use perspective, but not from a fare equity perspective. It is helping CCC's parking problem, but it is not solving it. NAIPTA staff met with CCC staff in October to discuss the proposed alternatives. The TAC generally supported Option 1. Ms. Hipolito thanked NAIPTA for working with CCC and agreed it has been a successful program, but with CCC continuing to be the least funded community college in the state, this program cannot take a higher priority in their budget. CCC is interested in Option 1, but understands the fare equity issue. Also, CCC is the only community college that charges for parking and their Board is hesitant to increase the parking fee. If the NAIPTA Board chooses Option 2 or 3, CCC will try to find ways assist those students with a transportation barrier to education. The program has been a win/win, but CCC staff had realistic expectations that it may not be continued beyond the Pilot Program due to budget constraints. There was a lengthy discussion. Director Keene expressed interest in meeting with Secretary Hipolito to discuss transportation and program possibilities. Many students have classes at both NAU and CCC. The consensus of the Board was to keep the discussion open and not take action at this meeting. NAIPTA staff will provide deeper data to NAU and CCC staff. This topic will be discussed further at the Advance.

**9. NAIPTA SUCCESSION PLAN**

-Jeff Meilbeck, CEO and General Manager

Staff recommends the Board of Directors approve the succession plan.

Mr. Meilbeck explained he plans to retire in November 2018. This item was discussed last month and Board members requested a contingency plan, but asked staff to proceed with the process. A bullet point was added to the Succession Plan and the Board seemed satisfied. NAIPTA has gone out to bid for a Human Resources firm to oversee the process. There was a question about whether an Interim General Manager would have to be internal. Mr. Meilbeck replied that it could be whomever the





Board would want to appoint. Secretary Hipolito moved to approve the Succession Plan as presented. Director Keene seconded. All approved, none opposed. Motion carried.

**PROGRESS REPORTS:**

**10. NAIPTA JOB ORDER CONTRACTING**

-Anne Dunno, Capital Project Manager

Ms. Dunno explained she wanted to give the Board an update on Job Order Contracting (JOC) through the City contract. One occasion was attempted to use the contract. All three contractors were asked for bids on task orders for bus stop work, basically small projects. Two of them declined. Kinney Construction Services (KCS) responded, but the bid exceeded the NAIPTA budgeted amount. The task order was cancelled. NAIPTA did a Request for Proposal (RFP) and received one respondent. The contract was awarded to Woodruff Construction at a lower price than the JOC respondent. Ms. Dunno noted NAIPTA is looking to do our own JOC for transit and we hope to attract more respondents. Chair Overton stated this situation was handled exactly as it should have been. It makes sense. He would ask that staff continue to be cautious. He asked that this information be passed on to Vice Chair Babbott. Ms. Dunno assured the Board due diligence would be done. Mr. Meilbeck was pleased with staff decisions and noted staff always strive for efficiency and best value. It is the culture at NAIPTA.

**11. NATIONAL LEGISLATIVE AND REGULATORY TRANSIT UPDATE**

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck stated this report is in response to a Board member request for information. He passed around a handout. He explained the differences between the two national associations: The American Public Transportation Association (APTA) and The Community Transportation Association of America (CTAA). APTA has a focus on larger systems and the CTAA focus in on small urban and rural. Ms. Mazza just recently graduated from the APTA Leadership Program. She is on the Small Operations Committee and was recently appointed to the APTA Board of Directors as the Small Operations representative. Mr. Meilbeck is on the CTAA Board of Directors. CTAA is working to limit regulation on small systems. There were no questions. Director Putzova commented that she appreciated the overview and update.

**12. SUMMARY OF CURRENT EVENTS**

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck reminded Board members about the Strategic Policy Advance on Thursday, December 7<sup>th</sup>, 9am-3pm. The Winslow Transit Plan was approved by the





Winslow City Council last night. He thanked staff for their thorough work on this project. Ms. Mazza said Winslow has showcased the need and interest for transit. Director Ryan stated his support of this incremental approach in Winslow. In October 2017, per Alicia, total ridership equals 270,485 boardings and Mountain Link (Route 10) ridership is up 37 percent.

**ITEMS FROM COMMITTEE AND STAFF:**

Chair Overton reminded Board members to do their Stakeholder interviews for the Advance. Board and TAC members will gather again on December 7<sup>th</sup>. Happy Thanksgiving!

- 13. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS  
December/January Working Agenda  
Strategic Workplan

The Board and TAC Strategic Policy Advance is scheduled for Thursday, December 7, 2016, 9am-3pm in the NAIPTA Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004. Please plan to attend in person. Lunch will be provided. The public is invited to attend. The Advance 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 be discussed at the Advance.

The next Board meeting will be on Wednesday, January 17, 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. January agenda items will include but not be limited to the Financial Audit, FY2018 and FY2019 Meeting Calendar Review and Turnover Rates/Costs Based on Turnover-Impact to Budget. The January 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.

- 14. ADJOURNMENT -Chair Overton adjourned the meeting at 11:52am.

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Scott Overton, Chair NAIPTA Board of Directors

ATTEST:

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Rhonda Cashman, Clerk of the Board

