



## Transit Advisory Committee Minutes for Thursday, November 2, 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, November 2, 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:*

Dave Wessel, (Chair), Manager, FMPO;  
Gillian Thomas, (Vice Chair), Citizen Representative, Coconino County;  
Lucinda Andreani, Public Works Director, Coconino County, designee, (phone) joined meeting at approximately 10:10am;  
James Jayne, Director of Special Initiatives, Coconino County, alternate;  
Erin Stam, Director of Parking and Shuttle Services, NAU, designee, (WebEx);  
Shari Miller, Citizen Representative, City of Flagstaff  
*\*Five of our eight TAC member seats must be present to constitute a quorum.*

### *TAC MEMBERS EXCUSED:*

Barbara Goodrich, Deputy City Manager, City of Flagstaff, designee;  
Cynthia Seelhammer, County Manager, Coconino County;  
Josh Copley, City Manager, City of Flagstaff;  
Paul Wagner, Citizen Representative, City of Flagstaff, alternate;  
Martin Ince, Multi-Modal Planner, FMPO, alternate;  
Ron Hurlle, Chief Innovation Officer/Vice President, CCC;  
T. Paul Thomas, Business Representative, Northern Arizona Leadership Alliance;  
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;  
Jacki Lenner, Marketing Manager;  
Wade Forrest, Facilities Manager;  
Lauree Battice, Business Manager, approximately 10:10am arrival;





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

### *GUESTS PRESENT:*

None.

1. CALL TO ORDER -Chair Wessel called the meeting to order at 10:06am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVE TAC MINUTES FROM 10/5/2017

Advisor Miller moved to approve the minutes from October 5, 2017. Chair Wessel seconded. There was no discussion. All approved, none opposed. Motion carried.

4. CALL TO THE PUBLIC

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:**

There were no items for the consent agenda.

#### b. **DISCUSSION / ACTION ITEMS:**

- i. SECTION 5305 FARE STRATEGIES GRANT AUTHORIZATION

-Kate Morley, Mobility Manager

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 fares have been a topic of Board discussion recently. Some fare changes have been made over the years, but there has not been a close look at the entire fare structure. The Board has interest in doing this now. The TAC was supportive of NAIPTA submitting the grant application. It could be a great opportunity. There were no questions.



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ii. 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 TAC. This report was compiled following the first full year of service to evaluate the data. All routes were utilized, primarily Routes 4 and 14 that have stops near the college. There was a 42 percent increase in the Lone Tree bus stops. Some program factors are that CCC's cost per trip is not in line with the systemwide cost per trip and CCC's parking passes are very reasonable and don't promote individuals to purchase transit passes. She reviewed the three options noted in the staff report. This pilot pass program has not solved CCC's parking problems. A question was asked about when the fare study might be done. Ms. Morley replied it will most likely be in October 2018, if NAIPTA receives the grant. Ms. Lenners clarified the pass is available to all students, faculty and staff at CCC. The pass is only given to those who ask for it. It was recommended to look at more statistics and determine how deep reaching the program is into the student population. The consensus of the TAC was to continue the program as is for one more year.

iii. 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 PowerPoint presentation with the TAC. She took them through the planning process. Schools and social services will be incorporated. It was recommended to connect the Bus Rapid Transit (BRT) and the Permanent Transit Network more directly. Jarrett Walker and Associates' (JWA) suggestion of the Permanent Transit Network is the focus on true capital needs. The proposed service map shows only 30-minute service on Route 66. Per Ms. Mazza, it had to be Route 66 or Butler; it could be either. A suggestion was made to show current frequency levels on the same map. If funding is received, implementation would most likely be in 2020-2022. The almost \$3 million increase is operating cost. NAIPTA staff hope to receive capital grants for infrastructure improvements. Preliminary survey results were received yesterday, and responses were positive. Questions were asked about including costs, survey results and how the Board reached their decision in the final report, as well as the amount of funding needed. Ms. Mazza responded that the estimated \$30 million for the Woodlands Village to Flagstaff Medical Center corridor is not currently addressed in the plan. The next step is to have staff work with AECOM to identify costs. Evaluation will continue as new development is built along our routes. There was no further discussion.



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### c. PROGRESS REPORTS:

- i. NAIPTA JOB ORDER CONTRACTING – Board Only  
-Anne Dunno, Capital Project Manager

This item was presented to the TAC in October and then tabled at the Board meeting.

- ii. NATIONAL LEGISLATIVE AND REGULATORY TRANSIT AGENDA UPDATE  
-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck provided a handout: Community Transportation Association of America (CTAA) Regulatory Relief Recommendations. He described the differences between the two associations: American Public Transportation Association (APTA) – focus on large systems, capital funding and awards and CTAA – focus on rural and small urban systems and Small Transit Intensive Cities (STIC) funding. NAIPTA received a Small Starts grant for Mountain Link in 2011 and the APTA Transit System of the Year award in 2013. NAIPTA has received approximately \$1 million in STIC funding for achieving 5 out of 6 STIC measures each year for the last few years. The STIC funding is very important to our system. We have balance between the two organizations. Federal regulations are onerous. CTAA is trying to get regulations reduced for small systems.

- iii. SUMMARY OF CURRENT EVENTS  
-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck stated the Strategic Policy Advance will be on Thursday, December 7<sup>th</sup>, 9am-3pm. Jim Charlier will be the facilitator.

### ITEMS FROM COMMITTEE AND STAFF:

6. 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, 2017, 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 TAC meeting will be January 4, 2018 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



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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 11:13am.

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Dave Wessel, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

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Rhonda Cashman, Clerk of the Board



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