



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 and Transit Advisory Committee Strategic Policy Advance Minutes for Thursday, December 7, 2017

NAIPTA, Shop 3, Training Room
3825 N. Kaspar Drive
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 and Transit Advisory Committee met in Joint Session on Thursday, December 7, 2017 at 9:00am in the Training Room in Shop 3 at NAIPTA, 3825 N. Kaspar Drive, Flagstaff, AZ 86004.

Members of the Board and TAC attended in person. The public was invited to observe and participate in the meeting at the address above.

PRESENT:

BOARD MEMBERS PRESENT:

Scott Overton (Chair), City Council, City of Flagstaff;
Art Babbott (Vice Chair), Board of Supervisors, Coconino County;
Veronica Hipolito (Secretary), Dean of Students, CCC, designee, arrival at approximately 9:19am;
Joanne Keene, Executive Vice President and Chief of Staff, NAU;
Jamie Whelan, Vice Mayor, City of Flagstaff, alternate;
Charlie Odegaard, City Council, City of Flagstaff, 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:

Matt Ryan, Board of Supervisors, Coconino County, alternate;
Eva Putzova, City Council, City of Flagstaff;
Rich Bowen, Associate Vice President for Economic Development, NAU, alternate;
Colleen Smith, President, CCC

TAC MEMBERS PRESENT:

Dave Wessel (Chair), Manager, FMPO, left at approximately 1pm;
Gillian Thomas (Vice Chair), Citizen Representative, Coconino County, arrival at approximately 9:15am;
Lucinda Andreani, Deputy Public Works Director, Coconino County;
James Jayne, Director of Special Initiatives, Coconino County, alternate;



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Josh Copley, City Manager, City of Flagstaff, left at approximately 12:56pm;
Barbara Goodrich, Deputy City Manager, City of Flagstaff, designee, left at approximately 12:56pm;
Shari Miller, Citizen Representative, City of Flagstaff;
Erin Stam, Director of Parking and Shuttle Services, NAU, designee;
T. Paul Thomas, Business Representative, Northern Arizona Leadership Alliance;
Martin Ince, Multi-Modal Planner, FMPO, alternate
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Cynthia Seelhammer, County Manager, Coconino County;
Paul Wagner, Citizen Representative, City of Flagstaff, alternate;
Ron Hurlle, Chief Innovation Officer/Vice President, CCC, designee
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;
James Wagner, Operations Director;
Jacki Lenner, Marketing Manager;
Randy Biles, Operations Manager;
Lauree Battice, Business Manager, arrival at approximately 12pm;
Anne Dunno, Capital Project Manager, left at approximately 1pm;
Alicia Becker, Transit Planner;
Kate Morley, Mobility Planner;
Rhonda Cashman, Clerk of the Board;

GUESTS PRESENT:

Jim Charlier, Charlier and Associates, Facilitator;
Sara Dechter, Comprehensive Planning Manager, City of Flagstaff

Chair Overton called the meeting to order at approximately 9:10am.

- Welcome; quick round of introductions; Mr. Meilbeck introduced Jim Charlier, our facilitator. Chair Overton presented Mr. Meilbeck with his 20-Year Award and thanked him for his years of service.
- Mr. Charlier reviewed the agenda and meeting objectives.
- Review status of current 18-Month Workplan implementation
Mr. Meilbeck reviewed a PowerPoint presentation reflecting progress to date on the current 18-Month Workplan.



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- **Consideration for Approval of 5-Year Transit Plan**
Chair Overton stated the plan is focused on ridership goals and he is happy with it. No further feedback was shared at this time. Vice Chair Babbitt moved to approve the 5-Year Transit Plan as previously presented. Secretary Hipolito seconded. There was no discussion. All approved, none opposed. Motion carried.
- Other discussion items
Mr. Meilbeck prefaced the next topic of discussion with a PowerPoint slide noting the history of transportation and transit funding initiatives.
- Transportation Decision 2018 – facilitated/full group
- History and what to expect
- Discussion: strategic questions
- Identification and discussion of potential roles NAIPTA could play (options)
- Summary/synthesis – NAIPTA direction and approach
There was a lengthy discussion regarding proper messaging, NAIPTA's involvement and whether NAIPTA should receive any piece of the funding pie, risks and benefits and the importance of promoting a transportation system, which includes transit. Board members agreed Mr. Meilbeck should present to the Citizen's Transportation Tax Commission asking for a tenth of a cent, as a piece of the transportation funding pie for transit.

12:00

- Lunchtime presentation: pass and fare policy/strategy
Mr. Charlier reviewed a PowerPoint presentation on this topic of interest. Ms. Mazza announced NAIPTA has been awarded a grant to study our fares and fare strategy.
 - New 18-Month Workplan – strategic direction, priorities (incl. U-Pass)
 - Breakout groups: priorities for NAIPTA Workplan
 - Report out, discuss
 - Summary/synthesis – NAIPTA priorities and 18-Month Workplan
- Group 1:
1. Prioritize a highly specific plan regarding increased frequency on which routes and report to the Citizen's Transportation Tax Commission.
 2. Work with City to update development standards including long range planning for J.W. Powell and Milton Road.
 3. Work with regional agencies on cost effectiveness for fuel, health insurance and internet, etc.
 4. Work with NAU on action items, i.e. training, etc. Items on current workplan.
 5. Sell bus passes to students remotely when parents are on campus and at housing developments, etc.
- Group 2:
1. Full financial management evaluation, including fare strategies study.
 2. Develop and define key performance indicators for safety, ridership and employee satisfaction.
 3. Partner with the City on development and review process, the Traffic Impact Analysis (TIA) process and Transportation Decision 2018.
 4. Clarify NAIPTA's role in Transportation Demand Management (TDM) and where funding is coming from.





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Group 3:

1. Finalize a new Downtown Connection Center location in the next 12 months.
2. Formalize and Education Pass: K-12 for Flagstaff Unified School District (FUSD) and Charter Schools, in addition to Coconino Community College (CCC) and Northern Arizona University (NAU).
3. Participate in the success of the Transportation Decision 2018 effort whether NAIPTA is included in the funding or not.

Mr. Meilbeck stated he will take these group lists and incorporate them into a workplan and bring it to the next Board and TAC meetings for adoption.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next TAC meeting is scheduled for Thursday, January 4th 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, Turnover Rates and Costs Based on Turnover-Impact on Budget, Meeting Calendar Review and Student Pass Sales Update. 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 TAC.

The next Board meeting is scheduled for Wednesday, January 17th 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, Turnover Rates and Costs Based on Turnover-Impact on Budget, Meeting Calendar Review and Student Pass Sales Update. 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.

Chair Overton adjourned the meeting at approximately 1:41pm.

Scott Overton, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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