



Northern Arizona Intergovernmental Public Transportation Authority

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Board of Directors Minutes for Wednesday, January 17, 2018

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, January 17, 2018 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;
Art Babbott (Vice Chair), Board of Supervisors, Coconino County;
Veronica Hipolito (Secretary), Dean of Students, CCC, designee;
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:

Matt Ryan, Board of Supervisors, Coconino County, alternate;
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;
Jim Wagner, Operations Director;
Jacki Lenner, Marketing Manager;
Lauree Battice, Business Manager;
Wade Forrest, Facilities Manager, arrival at approximately 10:15am;
Jon Matthies, IT Manager;
Anne Dunno, Capital Project Manager;



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Alicia Becker, Transit Planner;
Heather Thornton, Purchasing Specialist;
Rhonda Cashman, Clerk of the Board

GUESTS PRESENT:

None.

1. CALL TO ORDER -Chair Overton called the meeting to order at 10:02am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES
 - a. Board Meeting 11/15/2017
 - b. Board and TAC Advance 12/7/2017

Vice Chair Babbott moved to approve both the November 15, 2017 meeting minutes and the December 7, 2017 Advance minutes as presented. Director Keene seconded. Vice Chair Babbott commented that he appreciated the follow up on Job Order Contracting in November. All approved, none opposed. Motion carried.

4. CALL TO THE PUBLIC

There were no members of the public present at this meeting.

CONSENT ITEMS:

There were no items for the consent agenda.

DISCUSSION / ACTION ITEMS:

5. TRANSPORTATION DECISION 2018
-Jeff Meilbeck, CEO and General Manager
Staff recommends the Board of Directors consider 2 alternatives and provide direction to staff on how to engage in the Transportation Decision 2018 process.

Mr. Meilbeck stated this will be a very important decision for the Board. At the Advance in early December, the NAIPTA Board directed him to ask for 1/10 of a cent within the transportation tax for approximately \$2 million for operating funds. All other proposed needs under consideration for this tax are related to the Regional Transportation Plan (RTP), which are capital projects. NAIPTA still has capital funding needs as well. The 1/10 of a cent is not enough. He reviewed the alternatives and considerations with the Board. NAIPTA is in a good position to build out the 5-Year Plan, if funding can be secured. NAIPTA has a good public approval rating per the recent survey of likely voters. Should there be two questions for the voters? NAIPTA capital funds within the transportation tax renewal and then a separate question for



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increased operating funds? The TAC raised several points which he reviewed, but they did not take a position. Chair Overton said it is a more complicated decision than it seems. After a lengthy discussion, the consensus of the Board was to support two questions: transit capital funding within the transportation tax renewal, primarily for capital projects, and a separate question for additional transit operating funds. The Board also asked NAIPTA staff to stay flexible while the Citizens' Transportation Tax Commission determines their recommendation to the City Council and then Council will make their decision.

6. STRATEGIC WORKPLAN

-Jeff Meilbeck, CEO and General Manager

Staff recommends the Board of Directors consider, revise as needed and adopt an annual Strategic Workplan.

Mr. Meilbeck reported the 18-month workplan is typically updated each year with 8-10 items to focus on for on for the coming year. He reviewed several of the items individually. Director Keene let the Board know she has met with Jeff and they will be meeting again soon, including other staff, to consider a Memorandum of Understanding (MOU). Vice Chair Babbott asked what the Board's strategy will be regarding the location of the Downtown Connection Center (DCC) and timeline for use of grant funds. Mr. Meilbeck replied that NAIPTA staff are doing their homework so we don't get ahead of the City/County process, working with AECOM on engineering so we will be ready for the DCC discussion. Ms. Mazza thought NAIPTA would need about 6 weeks to prepare with AECOM for the discussion. Per Ms. Dalmolin's explanation of the grant funding timeline, there is enough time. Mr. Meilbeck thought this summer should be fine. Vice Chair Babbott asked for NAIPTA to send along design specifics and possibly costs to make sure it is not an afterthought. Mr. Meilbeck committed to sending the scope with deliverables to the City and County at the same time next week. Ms. Mazza stated the downtown transit corridor is being evaluated for options. Secretary Hipolito moved to adopt the Strategic Workplan as presented. Director Putzova seconded. There was no further discussion. All approved, none opposed. Motion carried.

7. WINSLOW GRANT APPLICATION – REGIONAL REQUEST

-Kate Morley, Mobility Planner

Staff recommends the Board of Directors approve the Service Provision Outside the NAIPTA Boundary request from the City of Winslow for assistance with the FY2018 ADOT Section 5311 grant application.

Ms. Mazza presented this item on behalf of Ms. Morley. The Winslow City Council approved the Transit Plan in November and approved pursuit of grant funds through Section 5311 application in December. Winslow has set aside funds for local match. Winslow has requested grant-writing assistance from NAIPTA, per our Regional Request Policy. All costs will be paid by Winslow. NAIPTA staff will still be able to meet local obligations. Enhanced mobility in the region is line with our mission. Chair





Overton commented on Winslow being “all in”. Ms. Mazza said the City Council has become a little less supportive over time, but the Winslow community really wants transit. Vice Chair Babbott voiced his appreciation for Ms. Morley’s statements under considerations in the staff report. Mr. Meilbeck thanks the Board for approving the policy as a guideline to analyze regional requests. Vice Chair Babbott moved to approve the Service Provision request as presented. Director Keene seconded. There was no further discussion. All approved, none opposed. Motion carried.

8. MEETING CALENDAR REVIEW

-Rhonda Cashman, Clerk of the Board

Staff recommends the Board of Directors review and provide direction regarding the FY2018 meeting dates and approve the FY2019 meeting dates.

Ms. Cashman pointed out the FY2018 and FY2019 meeting dates were included in the agenda packet for their review. The potential conflict always seems to be with the meeting that falls over Spring Break. The Flagstaff City Council and Coconino County Board of Supervisors summer recesses are in line with the NAIPTA Board and TAC taking a July recess. Chair Overton asked which members would be available for the March 21st Board meeting. There is a potential quorum, but Secretary Hipolito would prefer to move the meeting to when all members plan to be available, if possible. The Board consensus was to move the March 2018 meeting to March 14th, same time and same location. The FY2019 dates will be reviewed again in June. There were a few questions about officer terms which were answered. Election of officers is typically in June for the next fiscal year starting July 1st.

PROGRESS REPORTS:

9. MOUNTAIN LINE STUDENT BUS PASS SALES UPDATE

-Jacki Lenners, Marketing Manager

Ms. Lenners reviewed a PowerPoint presentation with the Board. Various types of marketing were done to get the message out to parents. Passes were sold at school orientations and community events at the beginning of the school year. Most schools have been receptive to sharing our information. Staff has met with Flagstaff Arts and Leadership Academy (FALA) to discuss their addition of 6th grade in the next school year. Staff completed Travel Training with groups that requested it. K-12 pass sales numbers were reviewed. There was an increase in FY2016, probably due to the deviations put in place near BASIS and Northland Preparatory Academy (NPA). Pass sales have flattened out now. Increased frequency may help. The marketing focus will be on safety this next school year. College pass sales were reviewed. The numbers are a little skewed due to the Coconino Community College (CCC) Pilot Pass Program. There was some discussion about barriers for students riding the bus in the morning versus the afternoon and how we might encourage increased ridership from all the middle schools and high schools. We have the opportunity to set the tone for these





students to become future transit riders. Vice Chair Babbott recommended having a work session on this topic to determine target ridership and to invite staff from Flagstaff Unified School District (FUSD) to join the discussion. It is important to understand FUSD requirements. Ms. Lenner commented that a U-Pass program may allow post-secondary students to spread out across town versus needing to stay in the most congested areas of town.

10. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck stated the Chief Executive Officer (CEO) and General Manager (GM) Succession Plan is underway and an update will be provided in February. It is going fine. He is happy with the chosen firm. The Highway 180 Implementation Plan is coming along. There is a meeting today at 12pm to discuss alternate access, etc. He said he will provide an update next month.

ITEMS FROM COMMITTEE AND STAFF:

Vice Chair Babbott stated Sedona and Oak Creek Canyon will be putting a Request for Proposal (RFP) out soon for a transit feasibility study. The congestion is similar to our situation with Highway 180. It will be interesting to see what happens for the Verde Valley communities. He felt it would be good for the Board to understand what is happening there. He will forward the email for the Clerk to distribute to Board members.

11. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

December/January Working Agenda
Strategic Workplan

The next Board meeting will be on Wednesday, February 21, 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. February agenda items will include but not be limited to the 5310 Grant Application, 5311 Grant Application, Turnover Rates/Costs Based on Turnover-Impact to Budget, Highway 180 Implementation Plan Update, CEO/GM Recruitment Update, Quarterly Performance Report, Review Performance Measures, General Consulting Services Update and Office Remodel Update. The February 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.

12. ADJOURNMENT

-Chair Overton adjourned the meeting at 11:30am.

Scott Overton, Chair NAIPTA Board of Directors





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ATTEST:

Rhonda Cashman, Clerk of the Board



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