



Northern Arizona Intergovernmental Public Transportation Authority

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Transit Advisory Committee Minutes for Thursday, January 4, 2018

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, January 4, 2018 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;
Barbara Goodrich, Deputy City Manager, City of Flagstaff, designee, (WebEx);
Shari Miller, Citizen Representative, City of Flagstaff, (WebEx);
Erin Stam, Director of Parking and Shuttle Services, NAU, designee, (WebEx);
Ron Hurlle, Chief Innovation Officer/Vice President, CCC;
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Cynthia Seelhammer, County Manager, Coconino County;
Lucinda Andreani, Public Works Director, Coconino County, designee;
James Jayne, Director of Special Initiatives, Coconino County, alternate;
Josh Copley, City Manager, City of Flagstaff;
Paul Wagner, Citizen Representative, City of Flagstaff, alternate;
Martin Ince, Multi-Modal Planner, FMPO, alternate;
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 Lenners, Marketing Manager;
Anne Dunno, Capital Project Manager;
Kate Morley, Mobility Planner;
Estella Hollander, Associate Planner;



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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 10:02am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVE TAC MINUTES FROM 11/2/2017

Vice Chair Gillian Thomas moved to approve the minutes from November 2, 2017. Advisor Hurlle 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. 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 the importance of the upcoming election. Clarification on NAIPTA's role regarding the Transportation Tax is needed. He reviewed the guiding principles and provided some background for TAC members. There was a lengthy discussion at the Board and TAC Advance in December. His concern is that \$2 million is not enough for operations or capital to build out the 5-Year Plan. He reviewed the alternatives being presented. He noted all transportation funding sunsets in 2020. Fiscal impacts were discussed. Several members shared their thoughts. Advisor Miller appreciated the strategic approach: build stuff/move people. She stated her take away from the Advance was that a transit initiative won't



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eliminate congestion. She wanted to know what need NAIPTA would be meeting with a funding increase. She is hesitant to count on NAU for any funding in the immediate future. She felt there is a lot of merit, if the issues can be addressed. Advisor Stam stated transit has a strong, positive perception in Flagstaff. Usually she would support playing it safe, but she feels there is leverage to be more aggressive. Advisor Goodrich is concerned about too many questions on the ballot. The Citizens' Transportation Tax Commission (CTTC) has to make the recommendation and then the Council will make the final decision in March or April. Advisor Hurle thought the voters may consider what is the greatest need. NAIPTA is doing well and the voters may see other needs as a priority. Chair Wessel asked what happens if the capital question passes and the operations question doesn't pass. Mr. Meilbeck replied that infrastructure could be built and we would all benefit, whether increased frequency is implemented or not. Chair Wessel is excited about the potential of NAU contributing more, but he is cautious, as Advisor Miller noted. If the NAIPTA Board meeting is on January 17th, we may have the NAIPTA Board answer before the January 22nd CTTC meeting. Per Mr. Meilbeck, if the NAIPTA Board asks him to pursue a separate operations tax, the commission could be pro or con and the Council will ultimately decide. It would be difficult to go ahead without the CTTC recommendation. Chair Wessel concluded the Board was not clear at the Advance. They seemed to be gaining traction on large projects. Not sure if they decided on a single question or multiple. Advisor Hurle liked what Advisor Miller said about answering what will be solved. Mr. Meilbeck told them the next agenda item can spell that out.

ii. 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 gave TAC members a moment to review the proposed 18-month Workplan. Chair Wessel made the comment that the Flagstaff Metropolitan Planning Organization (FMPO) received a grant for modeling and they will need NAIPTA's help with data, etc. and perhaps that could be noted under item 5. Ms. Mazza stated she coupled that under the Transportation Impact Analysis (TIA) methodology piece. Chair Wessel would like it noted as "improved modeling" to create awareness. Mr. Meilbeck stated under item 4 is what NAIPTA will deliver. Advisor Stam suggested item 3 be separated into two as they are very different endeavors. Chair Wessel asked TAC members if these items are aligned with partner agencies on this committee, i.e. anyone looking for support from NAIPTA. There were no specific responses. Vice Chair Gillian Thomas referenced item 8 and asked if charter schools should be noted in the latter part of the of this item as well. Mr. Meilbeck replied that it should apply to charter schools as well and he would make it clearer.

iii. 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.



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Ms. Morley stated the Winslow City Council approved the Winslow Transit Plan in November and in December they authorized pursuing 5311 competitive grant funds by approving \$100,000 in local match to implement both local and commuter transit. The City of Winslow has made a request for grant-writing assistance from NAIPTA for the 5311 grant submission. Planning funds are still available from the grant award and it should not be more than 50 hours of work. This request is in line with NAIPTA goals by promoting greater mobility. There was no discussion; however, Chair Wessel commented that this is a great use of the new policy.

iv. 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 called the TAC members attention to the FY2018 approved meeting dates and the FY2019 proposed meeting dates. She mentioned the January 3, 2019 TAC meeting may need to be adjusted or the agenda packet sent out early. This can be determined closer to the time. The Board will decide their availability over Spring Break in March each year. The TAC was supportive of the meeting dates.

c. **PROGRESS REPORTS:**

i. MOUNTAIN LINE STUDENT BUS PASS SALES UPDATE

-Jacki Lenners, Marketing Manager

Ms. Lenners reviewed a PowerPoint presentation with the TAC. Some highlights are the fact that passes were sold on-site at K-12 orientation events for the first time. Travel training was done by staff on a requested basis. Flagstaff Arts and Leadership Academy (FALA) has already contacted us about service to the school with their addition of 6th grade in the 2018/2019 school year. K-12 pass sales have probably leveled out now. The service hasn't really changed. The next focus will be to address safety. We will promote what we are doing proactively. She does not expect more K-12 annual pass sales at this point. College pass sales numbers are not apples to apples due to the Coconino Community College (CCC) Pilot Pass Program now in its second year.

ii. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck reported ridership is up. The CEO/GM Succession Plan is being implemented and there will be an update in February. Ms. Mazza has an upcoming interview for the General Manager position with the transit system in Austin, Texas and we wish her well. Ms. Mazza reported Mountain Express service is underway and New Year's Eve service went well. Ms. Lenners added that Mountain Express consistency of service has built up, so when it gets busy, people are used to it. Mr. Meilbeck stated there will be a Highway 180 Implementation Plan update in February.



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Advisor Hurle asked when the CCC Pilot Pass Program will end. Ms. Lenners replied that the Board had a lengthy discussion in November and it is scheduled to end in August 2018, in its current form. CCC and NAU staff are to meet to have a discussion. She plans to follow up with our CCC and NAU Board members. Advisor Hurle stated he would like to be involved in the discussions of the new plan. CCC currently has decreased enrollment, so there are no current parking issues.

ITEMS FROM COMMITTEE AND STAFF:

6. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

February/March Working Agenda
Strategic Workplan

The next TAC meeting will be February 1, 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. February agenda items will include, but not be limited to the Turnover Rates/Costs Based on Turnover-Impact to Budget, 5311 Grant Application, 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 TAC.

7. ADJOURNMENT -Chair Wessel adjourned the meeting at 11:02am.

Dave Wessel, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

Rhonda Cashman, Clerk of the Board



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