



## 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, February 21, 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, February 21, 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, (WebEx), joined meeting at approximately 10:05am.

*\*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, (WebEx);  
Jim Wagner, Operations Director;  
Jacki Lenner, Marketing Manager, arrival at approximately 10:10am;  
Lauree Battice, Business Manager;  
Wade Forrest, Facilities Manager;  
Jon Matthies, IT Manager;



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Anne Dunno, Capital Project Manager;  
Alicia Becker, Transit Planner;  
Kate Morley, Mobility Planner;  
Estella Hollander, Associate Planner;  
Rhonda Cashman, Clerk of the Board

### **GUESTS PRESENT:**

Todd Morris, Mobility Planner, Northern Arizona Council of Governments (NACOG)

1. CALL TO ORDER -Chair Overton called the meeting to order at 10:00am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES 1/17/2018

Vice Chair Babbott moved to approve the January 17, 2018 minutes as presented. Secretary Hipolito seconded. All approved, none opposed. Motion carried.

4. CALL TO THE PUBLIC

We had one guest in the room, Todd Morris from NACOG, but he did not wish to address the Board.

### **CONSENT ITEMS:**

There were no items for the consent agenda.

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

5. SECTION 5310 APPROVAL OF APPLICATION AND EXECUTION OF CONTRACT  
-Kate Morley, Mobility Planner  
Staff recommends the Board of Directors: 1) Authorize staff to submit application to the Arizona Department of Transportation (ADOT); and 2) Execute the contract of award for Section 5310 funds from the Federal Transit Administration (FTA) through ADOT for the continuation of the Mobility Management, Taxi Voucher Programs, and ADA Plus Operations.  
  
Ms. Morley gave a brief explanation of the funding need for this grant. Vice Chair Babbott moved to approve as presented. Secretary Hipolito seconded. All approved, none opposed. Motion carried.
6. SECTION 5311 APPROVAL OF APPLICATION AND EXECUTION OF CONTRACT  
-Kate Morley, Mobility Planner  
Staff recommends the Board of Directors: 1) Authorize staff to submit application to the Arizona Department of Transportation (ADOT); and 2) Execute the contract of award



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for Section 5311 funds from the Federal Transit Administration (FTA) through ADOT for the continuation of the Vanpool Program and to expand transit service along US 180 related to winter congestion.

Ms. Morley gave a brief explanation of the funding need for this grant. Vice Chair Babbitt asked for further explanation of how Arizona Snowbowl funds might be co-mingled and how NAIPTA will work with them. Ms. Morley replied that Snowbowl funds can be used as local match for all services in that corridor. Under the US 180 Implementation Plan, NAIPTA can look at incentives to promote riding the bus to the Arizona Snowbowl and snow play areas. At Vice Chair Babbott's request, Ms. Morley provided a brief vanpool program update. Vice Chair Babbott moved to approve as presented. Secretary Hipolito seconded. All approved, none opposed. Motion carried.

7. MILL TOWN LETTER TO CITY MANAGER'S OFFICE

-Jeff Meilbeck, CEO and General Manager

Staff recommends the Board of Directors consider sending a letter to the Flagstaff City Manager's office regarding NAIPTA's perspective on the proposed Mill Town development.

Mr. Meilbeck noted he doesn't need Board approval to send a letter to the City Manager regarding a process that is in the best interest of NAIPTA and the partners involved. He stated this is a very intentional way of managing the issue and it is part of our workplan. We want to be engaged. A map of the area was reviewed on screen. He communicated that bus pullouts are bad for transit. NAIPTA has suggested the City build bus only lanes on Beulah, as well as on University Avenue. NAIPTA may be able to offer some funding assistance but does not want to federalize the project. Even if bus only lanes are not available now, NAIPTA is requesting the City allow NAIPTA right-of-way in the future to aid in getting the project done. A brief discussion continued regarding NAIPTA Transit Development Guidelines and NAIPTA being included early in the City's process. The Board was supportive of the letter stating NAIPTA's level of commitment to the project.

8. US 180 IMPLEMENTATION PLAN UPDATE

-Kate Morley, Mobility Planner

The Board may provide direction, but there is no recommendation from staff at this time.

Ms. Morley reviewed a PowerPoint presentation with the Board. She communicated the kickoff of this project was last summer, but the work really started in October. A Memorandum of Understanding (MOU) with ADOT is currently under legal review for high volume traffic data. So far this winter there has not been the typical congestion on US 180 due to lack of snow. NAIPTA staff are also working with the Flagstaff Metropolitan Planning Organization (FMPO) to receive cell phone data from StreetLight Data. Alternative routes were reviewed. An impact study will be done by AECOM.





During public outreach, the public will be able to see the full spectrum of options. Ms. Morley reported the plan document is due in October. Statistically valid surveys will be done by Moore and Associates. Visitors will likely be removed from the survey. Surveys may be moved to future years due to our unusually dry winter. Vice Chair Babbott suggested making sure there is a definition of what success looks like. It's emotional for many people. Ms. Morley was complimented on her efforts. Mr. Meilbeck noted that elected officials can help by being a champion for the project.

**9. TRANSPORTATION DECISION 2018**

-Jeff Meilbeck, CEO and General Manager

The Board may provide direction, but there is no recommendation from staff at this time.

Mr. Meilbeck reported he made the case to the Citizens' Transportation Tax Commission (CTTC) on January 22<sup>nd</sup>. Ms. Mazza presented more specifics to the CTTC on January 29<sup>th</sup>. On February 6<sup>th</sup>, the CTTC looked more closely at projects. Per Board direction, NAIPTA plans to ask for operating funds outside the capital package. This message will continue. Director Keene complimented Mr. Meilbeck and Ms. Mazza for their efforts. She feels like the CTTC is in a good place now. She anticipated the next week would be narrowing down of the projects. There are three to four more meetings for the CTTC. There has not been any interest from the media thus far. She is aware of the Chamber and Northern Arizona Leadership Alliance (NALA) having discussions.

**10. UPDATE – GENERAL CONSULTING SERVICES CONTRACT**

-Erika Mazza, Deputy General Manager

The Board may provide direction, but there is no recommendation from staff at this time.

Ms. Mazza noted AECOM was awarded this contract approximately 6 months ago and she wanted to report back. She reviewed the table in the staff report on page 26 regarding the task orders and status. There was a question about whether the \$2 million for the Bus Rapid Transit (BRT) was written into the Regional Transportation Plan (RTP). Ms. Mazza replied that it was not, but it can feed what we need from the Federal Transit Administration (FTA). She noted some separate Request for Proposals (RFPs) have been done. She gave examples of AECOM's responsiveness. Both Chair Overton and Vice Chair Babbott stated they appreciate this information. Mr. Meilbeck wanted to provide some context. He stated the BRT grant was received two years ago. Another grant was received to keep projects going; for example, Mill Town and McConnell.

**11. NAIPTA ADMINISTRATIVE REMODEL – UPDATE**

-Wade Forrest, Facilities Manager





The Board may provide direction, but there is no recommendation from staff at this time.

Mr. Forrest reviewed a PowerPoint presentation with the Board. The objective of the remodel is to create more office space in the current footprint. Staff positions have increased from 26 in 2009 to 36 at this time. The new floor plan was shown on screen. He reviewed the key outcomes. The City will award the permit once the contractor is on board.

**12. NAIPTA – FMPO EXCHANGE OF FUNDS**

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors authorize staff to exchange up to \$283,000 in Transit tax funding for equivalent amount of Surface Transportation Block Grant (STBG) funding from the Flagstaff Metropolitan Planning Organization (FMPO).

Mr. Meilbeck presented this item on behalf of Ms. Dalmolin. Mr. Meilbeck explained the FMPO is in danger of losing approximately \$283,000 in grant funding. NAIPTA has offered to exchange the FMPO funds for local transit tax funds to keep the money in the community for FMPO future projects with no strings attached. NAIPTA will use the grant funds immediately for qualifying projects. Vice Chair Babbott commented that this is so important. Thinking strategically like this is good business practice for all agencies. Vice Chair Babbott moved to approve the exchange of funds as presented, up to \$283,000. Director Putzova seconded. Chair Overton asked if NAIPTA staff anticipate this situation to continue. Mr. Meilbeck was able to respond that the FMPO financial policy should be managed better in the future. He reassured the Board that requirements to make this exchange have been triple-checked. All approved, none opposed. Motion carried.

**13. CEO SUCCESSION PLAN CONTRACT AND SCHEDULE**

-Heather Dalmolin, Administrative Director

The Board may provide direction, but there is no recommendation from staff at this time.

Chair Overton reported Secretary Hipolito chaired the Succession Plan meeting last week. The contractors are working on a CEO job description. The original timeline was aggressive. The contractors will move out the formal recruitment a few months. Secretary Hipolito reported there was a good discussion and all agreed Mr. Meilbeck is leaving big shoes to fill. Director Keene commented on it being a very good session. Chair Overton noted the Board and TAC will take the time needed for this process.

**PROGRESS REPORTS:**

**14. COST OF TURNOVER**

-Heather Dalmolin, Administrative Director





Mr. Meilbeck presented this item on behalf of Ms. Dalmolin. He communicated this item is in response to a Board member inquiry. A detailed cost breakdown was shown on screen. The bottom line is approximately \$23,000 per leave and with approximately 15 leaves in 2017, the cost was approximately \$345,000. He pointed out this is not direct savings. For example, these dollars could not be used for staff raises if there wasn't the same amount of turnover. The focus was on operator positions. NAIPTA did not have retirees. Mr. Meilbeck noted exit interviews are done and reviewed carefully. He explained NAIPTA probably has the need to ask more people to leave than other government agencies. Vice Chair Babbott asked how many have noted their reason for leaving as pay related. Mr. Meilbeck responded that pay has been an issue for a while. Vice Chair Babbott recommended diving a little deeper into the reasons for employees leaving.

**15. 2<sup>ND</sup> QUARTER PERFORMANCE REPORT AND FUND BALANCE REPORT**

-Heather Dalmolin, Administrative Director

Mr. Meilbeck presented this item on behalf of Ms. Dalmolin. He reviewed a PowerPoint presentation with the Board. Mountain Line is still managing costs well. Chair Overton asked what our capacity with crush loads or maximum rider potential would be. Mr. Meilbeck replied that a typical bus has 26 seats and our passengers per hour are an average. Staff will need to work on this. Mountain Lift is where we do not want ridership to increase. It is offered to those riders who most need it. Taxi vouchers are now a paperless system. A few vanpools have left the program due to underutilization. Peer comparisons were reviewed, as well as the fund balance graph. NAIPTA is in good shape.

**16. SUMMARY OF CURRENT EVENTS**

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck reported there was an end of construction season party for staff last week while he was out of the office.

**ITEMS FROM COMMITTEE AND STAFF:**

Vice Chair Babbott stated he was pleased to hear about the Tusayan vanpool discussions. This is his area. There is town to park bus service. He is wondering if there are different delivery vehicles. He said he understands it is out of the NAIPTA boundary, which means full cost recovery. He requested staff share follow up as it happens.

Vice Chair Babbott told the Board he talked to Mr. Michael Penca. He is the new Superintendent for Flagstaff Unified School District (FUSD) and he is open to getting folks together to discuss student/staff transportation options. Mr. Meilbeck noted this is item #9 on our workplan and he will look forward to discussions with the new leadership at FUSD.





**17. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS**

March/April Working Agenda  
Strategic Workplan

The next Board meeting will be on Wednesday, March 14, 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. March agenda items will include but not be limited to the Financial Audit, Budget Message, Office Remodel Construction Contract, CEO/GM Succession Plan Update and a possible Executive Session. The March 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.

**18. ADJOURNMENT -Chair Overton adjourned the meeting at 11:36am.**

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Scott Overton, Chair NAIPTA Board of Directors

ATTEST:

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Rhonda Cashman, Clerk of the Board

