



## Northern Arizona Intergovernmental Public Transportation Authority

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### Board of Directors Minutes for Wednesday, March 14, 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, March 14, 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, arrival at 10:05am;  
Jamie Whelan, Vice Mayor, City of Flagstaff, alternate;  
Joanne Keene, Executive Vice President and Chief of Staff, NAU, (WebEx)  
*\*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;  
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;  
Jacki Lenner, Marketing Manager;  
Lauree Battice, Business Manager;  
Wade Forrest, Facilities Manager;  
Jon Matthies, IT Manager;  
Anne Dunno, Capital Project Manager;  
Alicia Becker, Transit Planner;



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Kate Morley, Mobility Planner;  
Heather Thornton, Purchasing Specialist;  
Rhonda Cashman, Clerk of the Board;  
Scott Holcomb, NAIPTA Attorney

### **GUESTS PRESENT:**

Casandra Markoff, Associate, Dickinson Wright, PLLC

1. CALL TO ORDER -Chair Overton called the meeting to order at 10:03am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES:
  - a. Special Meeting 2/15/2018
  - b. Regular Meeting 2/21/2018

Vice Chair Babbott moved to approve both the February 15, 2018 Special Meeting minutes and February 21, 2018 Regular Meeting minutes with a note to correct the spelling of his last name. Secretary Hipolito seconded. All approved, none opposed. Motion carried.

4. CALL TO THE PUBLIC

There were no members of the public present.

### **CONSENT ITEMS:**

There were no items for the consent agenda.

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

5. APPROVE THE FY2017 FINANCIAL AUDIT REPORT  
-Lauree Battice, Business Manager  
Staff recommends the Board of Directors approve the FY2017 Financial Audit Report as completed by Fester and Chapman P.C.

Ms. Battice stated there were no findings or deficiencies. All prior deficiencies have been cleared. There was one client advisory comment noted in the audit report. Staff is working to determine a process to improve in this area. Vice Chair Babbott moved to approve the 2017 Financial Audit Report as presented. Secretary Hipolito seconded. All approved, none opposed. Motion carried.

6. BUDGET PROCESS DISCUSSION  
-Heather Dalmolin, Administrative Director



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

Ms. Dalmolin provided background on the budget cycle. She has done some of the partner presentations already. She will present the proposed FY2019 budget to the NAIPTA Board and TAC at the May joint meeting and ask for adoption in June. She asked for feedback; if there is any further information needed. There were no comments.

**7. AWARD OF REQUEST FOR PROPOSAL (RFP) 2018-114 NAIPTA OFFICE BUILDING RENOVATION**

-Wade Forrest, Facilities Manager

Staff recommends the Board of Directors award RFP 2018-114 and contract for the NAIPTA Office Building Renovation to Kinney Construction Services in the amount not to exceed \$377,625.

Mr. Forrest reviewed a PowerPoint presentation with the Board. NAIPTA completed a fair and open procurement process. He noted the criteria. Kinney Construction Services scored the highest. Chair Overton asked for an explanation of the project. Mr. Forrest replied the construction will occur within the current footprint. The objective is to increase office space and better utilize the space we have. There will be four spaces for future growth. Vice Chair Babbott moved to approve the award and contract as presented. Secretary Hipolito seconded. All approved, none opposed. Motion carried.

**8. 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 stated a lot has happened. He presented to the Citizens' Transportation Tax Commission (CTTC) and asked for transit operating and capital funds as the NAIPTA Board requested. He is also abiding by the Board's request to be flexible while the process unfolds. He reported the CTTC really performed this month. The CTTC is preparing a resolution for City Council as a proposal to voters. The CTTC recommends a transit operations and capital question at 15 cents per \$100 purchase. They also support the renewal of the transportation capital tax at the current rate of .426 cents as another ballot question, along with a separate question for an amount to be determined for a Lone Tree Railroad Overpass as Option A or a combined question for the transportation capital tax and a Lone Tree Railroad Overpass at an amount to be determined as Option B. They will leave it up to the City Council to decide on Option A or B. As a CTTC member, Director Keene said it was a tough decision. The group was unanimous on transit. Chair Overton thanked her for serving on the commission. Director Whelan asked about an I-40 interchange at Lone Tree. Mr.





Meilbeck replied that for now only Lone Tree improvements and a railroad overpass are being considered. Director Keene mentioned Pine Knoll Drive and J.W. Powell Boulevard improvements to be included as well. Mr. Meilbeck shared the preliminary results from NAIPTA's survey of registered likely voters regarding a tax increase of 10 cents, 15 cents or 20 cents for transit. About 77 percent are in favor of 10 cents, 47 percent are in favor of 15 cents and 37 percent are in favor of a 20-cent tax increase on a \$100 purchase. A final report will be forthcoming. He would prefer to go to Council with data. He asked Board members if they might be willing to have a special meeting to review final survey results, if needed. Chair Overton thought Council may decide by mid-April. He will find out if the City plans to survey registered likely voters on the other transportation tax options. There was no further discussion.

**9. 2017 5-YEAR TRANSIT IMPLEMENTATION PLAN**

-Alicia Becker, Transit Planner

The Board may take action to provide direction to staff on the 5-Year Transit Implementation Plan.

Ms. Becker reviewed a PowerPoint presentation with the Board. She reiterated the Board directed staff to focus on ridership goals. She explained the Transit Frequency Plan. She reviewed the priorities and noted the level of improvements are scalable and the chart shows the natural breaking points. All levels require additional operating funds. She explained the basic planning process. NAIPTA is currently in the identifying revenue hour capacity phase. She defined a revenue hour. There was some discussion regarding efficiencies. She reviewed the service change process. If we get to 15-minute frequencies or better, NAIPTA could probably do away with or have a scaled back version of our Ride Guide that would not have to be reprinted every time there is a service change. This would save a lot in printing costs. Supportive plans maintain and enhance speeds of service through capital improvements and Transportation Demand Management (TDM) and maintain revenue hours and costs for current services as they are today and provide efficiencies in future services delivered. The service change process takes approximately 6-12 months and usually happens in January or August. The Permanent Transit Network is where improvements would be focused first. She reviewed some pictures of possible improvements. Mountain Link (Route 10) is a good example. Per the graph, as ridership increases, the cost per passenger decreases. Director Whelan asked about Beulah improvements. Mr. Meilbeck responded that NAIPTA recommends Bus Only Lanes versus Bus Pullouts. The Mill Town project will be on the City Council agenda next week. Chair Overton explained NAIPTA and the developer are on the same page, but City staff and engineers have not caught up. Secretary Hipolito was glad for the explanation at the last meeting. She now has a better understanding from a transit perspective. Chair Overton stated Beulah is essential in our transit network. The first read will be on Tuesday and City staff is not yet aligned. There was no further discussion.

**10. APPROVE PURCHASE OF TWO-WAY RADIO EQUIPMENT**

-Heather Dalmolin, Administrative Director





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Staff recommends the Board of Directors approve the purchase of new two-way radio equipment from Niles Radio Communications for a total not to exceed \$134,182.00.

Ms. Dalmolin reported this will be a complete overhaul of our current system which has been in use for seven years, exceeding the five-year expectation. This new system is expected to last 10 years. Chair Overton expressed concern over communications technology costs continuing to rise in the future. Vice Chair Babbott asked if staff considered leasing; tech changes so quickly. Ms. Dalmolin replied that leasing was not considered. Chair Overton commented that two-way radio is probably still the best way to communicate. He suggested checking into a co-op in the future. Most partner agencies probably have a similar need. Ms. Dalmolin noted the Request for Proposal (RFP) was written to anticipate Federal Communications Commission (FCC) changes. The RFP also asked for a cellular solution, but there was no response. Chair Overton stated there should be a way to stay on the cutting edge. He is comfortable with the local vendor who understands our needs. Secretary Hipolito moved to approve the equipment purchase as presented. Vice Chair Babbott seconded. All approved, none opposed. Motion carried.

### PROGRESS REPORTS:

11. CEO AND GENERAL MANAGER SUCCESSION PLAN UPDATE  
-Scott Overton, Board Chair

Chair Overton passed around a handout regarding the three-phase approach to the CEO and General Manager succession planning. He reported he and Secretary Hipolito have been in contact with Chris Boylan on the contractor team. We are on track. The timing of the recruitment process has been re-written. Phase one has been done. Phase 2 has been pushed back until May. It is too soon to go to market right now. All agreed it is an attractive position and there should be lots of applicants. Phase 3 will be the transition training for staff. Vice Chair Babbott voiced some concern over holding in-person interviews during June and July. There may be conflicts with elected officials' recesses. Chair Overton will recommend pushing that piece to mid-August. Mr. Meilbeck confirmed he is planning to have his last day be November 3<sup>rd</sup>. Vice Chair Babbott thanked them for their collective work on this.

12. EMPLOYEE SATISFACTION SURVEY  
-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck reviewed a PowerPoint presentation with the Board. He stated the employee survey is done every six months. There was a significant drop six months ago, but the scores have mostly come back up. Leadership staff go deep in areas over time. He is satisfied with the level of the employees' satisfaction.

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



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Mr. Meilbeck showed a rendering on screen of a potential new Downtown Connection Center (DCC) in conjunction with some developed retail space where the Municipal Courthouse is currently located. The biggest issue we have is crossing the railroad tracks. We are asking for bus only lanes to cross and contraflow bus only lanes that go in the opposite direction of one-way traffic flow. This would save us approximately 5000 bus hours and make us more efficient. There is also a pedestrian railroad overpass in the rendering. The Rio de Flag corridor is good for transportation. Staff has met with the Chamber of Commerce and the City's parking manager to discuss impacts. Chair Overton asked for this to be on a future agenda. Mr. Meilbeck stated he also planning to review the rendering with the Interim City Manager and City Engineers.

Mr. Meilbeck also reported ridership is projected to increase to about 2.3 million. Chair Overton commented on the 9 million potential passengers. Director Whelan asked if ridership on community routes are increasing as compared to student ridership and the status of the UPass. Ms. Becker replied that from what she can tell from surveys and types of passes, there is growth in both areas and it is directly correlated to the level of service. Mr. Meilbeck reported the UPass discussion is still underway. Director Keene stated NAU staff has had several meetings with NAIPTA staff and the challenge is finding the funding.

Mr. Meilbeck congratulated Ms. Morley. She is a 2018 Flinn Fellow.

Mr. Meilbeck noted Ms. Morley is working on the Highway 180 Implementation Plan and has some people upset about potential alternate access in their neighborhood. Vice Chair Babbott noted there is high intensity chatter, but there really isn't anything new here. There is a process. Reasonable and feasible options will be identified.

Vice Chair Babbott moved to convene and executive session at approximately 11:20am. Secretary Hipolito seconded. All approved, none opposed. Motion carried.

### EXECUTIVE SESSION

Executive sessions are closed to the public.

The Board convened an executive session pursuant to A.R.S. § 38-431.03 (A)(1) for the following purpose:

1. CEO and General Manager's Evaluation

The Board reconvened the public meeting at approximately 11:33am.

### ITEMS FROM COMMITTEE AND STAFF:

17. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS  
April/May Working Agenda



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### Strategic Workplan

The next Board meeting will be on Wednesday, April 18, 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. April agenda items will include but not be limited to the Budget Message, Office Remodel Construction Update, Bus Purchase, Adopt Vanpool Business Plan, Transportation Decision 2018, CEO and General Manager Evaluation Update and CEO and General Manager Succession Plan Update. The April 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 11:33am.

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Scott Overton, Chair NAIPTA Board of Directors

ATTEST:

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Rhonda Cashman, Clerk of the Board



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