



## Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.mountainline.az.gov

### Transit Advisory Committee Minutes for Thursday, March 1, 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, March 1, 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;  
Paul Wagner, Citizen Representative, City of Flagstaff, alternate;  
Erin Stam, Director of Parking and Shuttle Services, NAU, designee, (WebEx);  
Ron Hurlle, Chief Innovation Officer/Vice President, CCC;  
T. Paul Thomas, Business Representative, Northern Arizona Leadership Alliance, approximately 10:09 arrival;

*\*Five of our eight TAC member seats must be present to constitute a quorum.*

#### *TAC MEMBERS EXCUSED:*

James Jayne, Interim County Manager, Coconino County;  
Lucinda Andreani, Interim Deputy County Manager, Coconino County, designee;  
Barbara Goodrich, Interim City Manager, City of Flagstaff, designee;  
Shari Miller, Citizen Representative, City of Flagstaff;  
Martin Ince, Multi-Modal Planner, FMPO, alternate;  
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;  
Jim Wagner, Operations Director, left at approximately 10:45am;  
Jacki Lenners, Marketing Manager;  
Wade Forrest, Facilities Manager;  
Lauree Battice, Business Manager;  
Anne Dunno, Capital Project Manager;



*Getting you where you want to go*





## Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.mountainline.az.gov

Alicia Becker, Transit Planner;  
Kate Morley, Mobility 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 2/1/2018

Vice Chair Gillian Thomas moved to approve the minutes from February 1, 2018.  
Advisor Paul Wagner 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. 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 provided a brief overview of the audit results and there were no questions. Mr. Meilbeck complimented Ms. Battice and Ms. Dalmolin. There were no findings.

- ii. BUDGET PROCESS DISCUSSION

-Heather Dalmolin, Administrative Director

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



*Getting you where you want to go*





## Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

Ms. Dalmolin outlined the budget process. Budget requests have been sent to partners. NAIPTA has a compensation study going on. She will provide a complete budget presentation to the Board and TAC in May. NAIPTA staff will seek Board approval of the budget in June. She asked for input and feedback. There was a question about capacity regarding the compensation study. Ms. Dalmolin explained that NAIPTA has both the time and staff capacity needed for the study, as well as the ceiling for numbers to come in for pay from the study. There were no further questions.

iii. 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 X in the amount not to exceed X.

Mr. Forrest reviewed a PowerPoint presentation with the TAC. He noted there was no recommendation yet due to the timing of the process. The contract award will be taken to the Board for approval on March 14<sup>th</sup>. He reviewed the scoring criteria. There were questions regarding the construction timing, was the selection process timing pretty typical and if any of the responding contractors are from Flagstaff. Mr. Forrest replied the construction should be done by the end of October. The timing of this RFP process was typical. One of the responding companies is from Kingman, the other two are from Flagstaff. There was no further discussion.

iv. 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 updated the TAC on the Citizens' Transportation Tax Commission progress. They have decided to do what NAIPTA was asking. There will probably be three separate questions: 1) Transit Operations and Capital, 2) Transportation Capital (renewal) and 3) Lone Tree Railroad Overpass. Chair Wessel suggested to "trust the process". There was a lot of anxiety going into this process and the commission has worked through these items. The presentation to Council will be on April 3<sup>rd</sup>. Then the Council will start its process on April 17<sup>th</sup>. There should be random sample survey results to take to Council by then. There were no questions.

v. 2017 5-YEAR TRANSIT IMPLEMENTATION

-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 TAC. The Board policy directive was to focus on ridership and productivity. The map on the screen showed the Transit Frequency Plan. Priorities were determined. They all require increased



*Getting you where you want to go*





## Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.mountainline.az.gov

funding, capital infrastructure and Transportation Demand Management (TDM). The service change process involves: determination of revenue hours, public input and capital. NAIPTA service changes are usually done in August or January. The Basic Planning Process includes: Identification of Revenue Hour Capacity, Service Change Implementation, Monitor Performance, Network Planning and Public Input. Supportive Plans include: 1) Maintain and enhance speeds of service by capital improvements and TDM and 2) Maintain revenue hours for current services and provide efficiencies in future services. The Permanent Transit Network map was shown on screen. Mountain Link service, starting in 2011, was one example of ridership success through capital improvements. There was a question about the Bus Rapid Transit (BRT) being the right fit for Flagstaff and if this issue had been resolved. Ms. Becker replied that the assumption of BRT implementation may create leverage for the necessary funding. Chair Wessel suggested staff not get ahead of the Board. If looking for revenue, how does this process relate to the tax election? Ms. Becker responded that the tax election is the nearest known opportunity to potentially increase revenue.

### c. PROGRESS REPORTS:

#### i. CEO AND GENERAL MANAGER SUCCESSION PLAN UPDATE

-Scott Overton, Board Chair

Mr. Meilbeck noted Chair Overton would provide the report to the Board. The process is ahead of schedule. Chair Wessel commented that the Succession Plan special meeting was well done and positive.

#### ii. EMPLOYEE SATISFACTION SURVEY

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck reviewed the results with the TAC. He stated he is pleased that some areas that had decreased are starting to come back up. Most areas are above 4 on a scale of 5. There were a couple questions as to what may have caused the increases and if it is related to Mr. Meilbeck leaving. Mr. Meilbeck thought the increases are due to awareness. Ms. Dalmolin reported that employees are aware of Mr. Meilbeck leaving and they want to participate in the process. Mr. Meilbeck stated he has been told by the search team, the new CEO should be someone who will continue NAIPTA's path and they are not looking for a change agent.

Mr. Jim Wagner left the meeting at approximately 10:45am.

#### iii. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck reported he spoke in support of the Mill Town project at the Planning and Zoning meeting last night. The vote was 7-0 in favor of the project. Some speakers were against it. He plans to continue reporting on this process. Ridership is up more than 30 percent. A question was asked if it was due to the articulated



*Getting you where you want to go*





## Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.mountainline.az.gov

buses. Mr. Meilbeck replied that it is because it doubles the capacity and not as many people are being turned away. This is really good performance. Automatic People Counters were installed in 2014 and the five new articulated buses started in August. Ms. Morley shared that Council heard from a private bike share company. The bikes have been tested and fit on Mountain Line bus racks. Chair Wessel commented that there has been an amazing response to bike share in Scottsdale.

### ITEMS FROM COMMITTEE AND STAFF:

#### 6. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

March/April Working Agenda

Strategic Workplan

The next TAC meeting will be April 5, 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. April agenda items will include, but not be limited to the Budget Message, Office Remodel Construction Update, Adopt Vanpool Business Plan, Transportation Decision 2018, the CEO and General Manager Evaluation Update and the 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 TAC.

#### 7. ADJOURNMENT -Chair Wessel adjourned the meeting at 10:51am.

---

Dave Wessel, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

---

Rhonda Cashman, Clerk of the Board



*Getting you where you want to go*

