



Northern Arizona Intergovernmental Public Transportation Authority

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Board of Directors Minutes for Wednesday, April 18, 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, April 18, 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;
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;
Eva Putzova, City Council, City of Flagstaff;
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;
Jim Wagner, Operations Director;
Jacki Lenner, Marketing Manager;
Lauree Battice, Business Manager, left at approximately 11:50am;
Jon Matthies, IT Manager;
Kate Morley, Mobility Planner;
Rhonda Cashman, Clerk of the Board



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GUESTS PRESENT:

Fred Solop, Ph.D., Globalocal Vision, left at approximately 11am;

Lucinda Andreani, Interim Deputy County Manager, Coconino County and NAIPTA TAC member, arrived at approximately 10:24am and left at approximately 11:30am.

1. CALL TO ORDER -Chair Overton called the meeting to order at 10:03am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES 3/14/2018

Vice Chair Babbott moved to approve the March 14, 2018 minutes. Director Keene seconded. All approved, none opposed. Motion carried.

4. CALL TO THE PUBLIC

There were no members of the public present requesting to speak.

CONSENT ITEMS:

There were no items for the consent agenda.

DISCUSSION / ACTION ITEMS:

5. BUDGET MESSAGE FY2019

-Jeff Meilbeck, CEO and General Manager

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

Mr. Meilbeck recapped the information on operating and people in the staff report. There are no service changes planned until FY2020, but the budget is increasing by 6.4 percent. There are many factors: Health Insurance cost increase, fuel cost increase, Mountain Express service will be folded in, but Arizona Snowbowl still pays for the cost, and some version of a pay plan. The market study will be done in June and he will have a final recommendation then. There was a brief discussion about pay-for-performance increases. Vice Chair Babbott asked for all partner agencies to share information regarding their criteria for pay-for-performance increases. Under capital, Mr. Meilbeck reported there are funds set aside for the transit tax, General Manager recruitment, shelter improvements and carryover of grant funds for the relocation of the Downtown Connection Center (DCC), as well as the engineering and environmental studies for the Bus Rapid Transit (BRT) route. Chair Overton asked for an explanation on how the bus only lanes, to be done in conjunction with Mill Town, fit into the budget. Ms. Mazza explained the Council approved 3 out of the 4 segments of the proposed bus only lanes. One of the areas was too complicated related to the Burger King



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property. The cost of the 2 bus pullouts the City was going to build will help offset the cost of the bus only lanes and bring our share of the cost down. Chair Overton commended the lining up of opportunities. It will be built better. This is good work. There was no further discussion.

6. TRANSPORTATION DECISION 2018/GLOBALLOCAL VISION PRESENTATION

-Jeff Meilbeck, CEO and General Manager and Fred Solop, Ph.D.

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

Dr. Fred Solop shared a PowerPoint presentation with the Board. He noted the methodology of the survey for registered likely voters. He reviewed the results.

Ms. Andreani entered the meeting at approximately 10:24am.

In summary, likely voters enjoy living in Flagstaff, Mountain Line received positive ratings, improving public transit ranked fourth in a list of five priorities that may be placed on the November 2018 ballot and Mountain Line service improvements are defined as medium to high priorities. Likely voters would support a one-tenth of a cent local sales tax to achieve those improvements, they are most persuaded to support a tax increase by appeals to relieve traffic congestion, leverage support from NAU and improve the quality of life of the community and the one negative message that resonated most is other priorities, such as education, should be funded first. The concept of Bus Rapid Transit (BRT) is familiar to about half of the respondents and just under half, based on what they know, thought the BRT would be an excellent or good program for Flagstaff. Surveys are an important tool for understanding voter attitudes, beliefs and preferences. Dr. Solop will be conducting a survey for the City regarding the transportation tax and one of the questions asked will be about support for a one-fifteenth of a cent sales tax for public transit. There was some discussion regarding the importance of the educational campaign messaging. Mr. Meilbeck stated the transit ballot question is intended to be a sales tax for 10 years, which needs to be clear going forward. Chair Overton noted City Council will review the potential ballot initiatives again on May 15th. On May 22nd, after reviewing the survey results, the City Council should take action. After a brief discussion about NAIPTA's role, it was determined to continue the discussion on this item at the joint meeting with the TAC on May 16th.

Dr. Solop left the meeting at approximately 11am.

7. ADOPTION OF THE VANPOOL BUSINESS PLAN

-Kate Morley, Mobility Planner

Staff recommends the Board of Directors adopt the NAIPTA Vanpool Business Plan.

Ms. Morley reviewed a PowerPoint presentation with the Board addressing vanpool background, peer city review, comparison of business models and recommendations.





Ultimately, the AECOM consultants suggested continuing the program on a Turn-Key contract basis. Vice Chair Babbott asked at what point is the program discontinued if underperforming. Ms. Morley explained there are five vanpools in operation right now, two to Winslow, one to Tuba City, one to Tusayan and one to Camp Verde. All clients are very satisfied. At the public outreach meetings, lots of people are expressing need and interest. Vice Chair Babbott suggested looking at non-conventional methods if we continue to miss our mark. Ms. Morley shared information that the Community Transportation Association of America (CTAA) has an Enterprise contract for ride matching and it is free to members. Director Keene moved to adopt the Vanpool Business Plan as presented. Secretary Hipolito seconded. All approved, none opposed. Motion carried.

8. OVERVIEW OF DOWNTOWN CONNECTION CENTER CONCEPTS

-Erika Mazza, Deputy General Manager

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

Ms. Mazza reviewed a PowerPoint presentation with the Board. This item is in our workplan and it coincides with the 20-year capital plan. The 5-Year Plan was boiled down to the Transit Frequency Plan map. She noted that our consultant on the 5-Year Plan, Jarrett Walker and Associates, figured out NAIPTA is losing service hours by being in a mid-block location. AECOM, our current consultant, determined the best location to be along Beaver, south of the railroad tracks. A rendering was shown on screen. There is a potential bike and pedestrian overpass. NAIPTA has vetted with Rio de Flag. There is room for re-purposing some area as civic space. Phoenix Avenue would become more of a pedestrian, bike and transit way. There is a proposed link to the Flagstaff Urban Trail System. Another innovative idea proposed is a bidirectional contraflow lane for buses over the railroad tracks along Beaver Street for about a block and a half. NAIPTA has been presenting this concept to groups for feedback and support. Chair Overton stated this is bold and expensive. All local government agencies will need to be involved.

Ms. Andreani left the meeting at approximately 11:30am.

Director Keene suggested phasing the project. Ms. Mazza replied that the City owns most of the multiblock land and would probably determine what needs to be done first. Soon there will be increased congestion in the area when the HUB opens to residents. Vice Chair Babbott asked staff to be thinking about the fatal flaws. Ms. Mazza stated that the corridor would be open to more transportation options. Mr. Meilbeck offered to bring this item back for further discussion at the joint meeting with the TAC on May 16th.

9. U-PASS

-Jeff Meilbeck, CEO and General Manager





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Staff recommends the Board of Directors consider a partnership with Northern Arizona University (NAU) to provide a Universal Access Pass (U-PASS) for students, faculty and staff of NAU and Coconino Community College (CCC).

Mr. Meilbeck distributed a revised staff report with an updated recommendation: Staff recommends the Board of Directors approve drafting of a contract with Northern Arizona University (NAU) to provide a Universal Access Pass (U-PASS) for students, faculty and staff of NAU and Coconino Community College (CCC).

Mr. Meilbeck stated this item has been developing quickly over the last 2 days. This project exemplifies our guiding principle - collaborate to enhance service delivery. It is on our workplan to implement this program by December 2018. Staff has been great to work with. The UPass is a solution. It's a more convenient option. It will increase ridership. NAIPTA ridership could increase to 3-4 million riders in the next few years, especially if we can expand the system and have the UPass in place. If NAIPTA can leverage the funds, we could build out the 5-Year Plan. This partnership between NAU and the City could be really big for NAIPTA. He noted a few specifics that would be part of a contract. He specifically asked for direction from the Board to develop a contract. He stated in the staff report that the contract be contingent on voter approval of the Transit Tax initiative. He reported this was not discussed with the TAC. The Board may or may not want to tie it to the ballot initiative. Chair Overton commented on this being fantastic work. He thinks the Council will be receptive. With NAU and the developers' commitment to using transit, this will change the dynamic of how to message the initiative to the voters. He recognized this is a heavy lift for the President's Office. It will also benefit Coconino Community College (CCC). Both Mr. Meilbeck and Director Keene concurred, if the new contract is contingent and a piece fails, NAU and NAIPTA can continue under their current contract. Director Keene stated NAU and NAIPTA staff have been meeting regularly and the President is invested. Chair Overton supported moving forward to draft a contract. Secretary Hipolito commented that access to the Mountain Line system has been important to CCC students. Lots of CCC students transfer to NAU and they will know the system. She believes it will help with congestion. Vice Chair Babbott stated there is great vision behind it. Mr. Meilbeck noted more can be done as partners, than alone.

Ms. Battice left the meeting at approximately 11:50am.

Vice Chair Babbott noted the equity of impact matters and it is worth asking the questions. Think about how the message will be interpreted regarding students benefit. Secretary Hipolito recommended to make clear the public is not paying for the UPass program. Mr. Meilbeck reiterated the survey results show value in partnering with NAU. The consensus was to proceed with drafting a contract.



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PROGRESS REPORTS:

11. CEO AND GENERAL MANAGER EVALUATION UPDATE

-Scott Overton, Board Chair

Chair Overton reported staff has prepared the CEO/General Manager evaluation survey results. There will be an Executive Session in May for discussion purposes.

12. CEO AND GENERAL MANAGER SUCCESSION PLAN UPDATE

-Scott Overton, Board Chair

Chair Overton reported he and Secretary Hipolito have been talking with Ms. Lancaster. He has also talked to Mr. Boylan regarding the timing of the recruitment interviews. He mentioned the concerns about interviews falling over Council, Board of Supervisors and NAIPTA recess periods in July and August. He was told the consultants will work around it.

16. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

Chair Overton stated he went to the AzTA Awards Luncheon in Tucson where Mr. Meilbeck was honored as the Transit Individual of the Year. He was glad to support staff in this way.

Mr. Meilbeck thanked staff, the Board and TAC, and the community for the recognition.

Mr. Meilbeck reported the Council approved bus only lanes on Beulah last night. A PowerPoint slide of Flagstaff's new Bike Share Program was shown on screen. The bikes fit on the buses.

ITEMS FROM COMMITTEE AND STAFF:

Chair Overton reminded everyone about the joint meeting on May 16th and asked for approximately 20 minutes to be set aside for the executive session.

17. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

May/June Working Agenda

Strategic Workplan

The next meeting will be the Board and TAC Joint meeting on Wednesday, May 16, 2018 and will be a WebEx meeting based in Flagstaff in the NAIPTA Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. Parking will be at the main office, 3773 N. Kaspar Dr., Flagstaff, AZ 86004. The public is invited to attend. Lunch will be provided for members and staff attending in person. May agenda items will include but not be limited to the Budget Presentation, CEO and General Manager Succession Plan Update, Bus Purchase, 5339 Grant Application, Review of the





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Strategic Workplan, Equal Employment Opportunity (EEO) Program, Workforce Utilization Report, Transportation Decision 2018, Quarterly Performance Report and an Executive Session for the CEO and General Manager Evaluation/Pay Adjustment. The May 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 11:59am.

Scott Overton, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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