NOTICE AND AGENDA OF PUBLIC MEETING AND POSSIBLE EXECUTIVE SESSION OF THE BOARD OF DIRECTORS (BOD) OF THE NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Board of Directors of the Northern Arizona Intergovernmental Public Transportation Authority (“NAIPTA”) and to the general public that the Board will hold a meeting on:

Wednesday, April 18, 2018
10:00am
NAIPTA VERA Room
3773 N. Kaspar Dr.
Flagstaff, AZ  86004

Unless otherwise noted, meetings held in the Conference Room are open to the public. This is a WEB BASED meeting. Members of the Board of Directors may attend in person, by telephone or internet conferencing. Public may observe and participate in the meeting at the address above.

The Board of Directors may vote to hold an executive session for the purpose of obtaining legal advice from NAIPTA’s attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3). The executive session may be held at any time during the meeting. Executive sessions are not open to the public, pursuant to Arizona Open Meeting Law.

Pursuant to the Americans with Disabilities Act, persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Clerk of the Board of Directors at 928-679-8922 (TTY Service 800.367.8939). Requests should be made as early as possible to allow time to arrange the accommodation.

The agenda for the meeting is as follows:

1. CALL TO ORDER
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES 3/14/18
4. **CALL TO THE PUBLIC**

The public is invited to speak on any item or any area of concern that is within the jurisdiction of the NAIPTA Board. Comments relating to items on the agenda will be taken at the time the item is discussed. The Board is prohibited by the Open Meeting law from discussing, considering or acting on items raised during the call to the public, but may direct the staff to place an item on a future agenda. Individuals are limited to a five-minute presentation.

**CONSENT ITEMS:**

There are 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.

6. **TRANSPORTATION DECISION 2018/GLOBALOCAL 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.

7. **ADOPTION OF THE VANPOOL BUSINESS PLAN**
   -Kate Morley, Mobility Planner
   Staff recommends the Board of Directors adopt the NAIPTA Vanpool Business Plan.

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.

9. **U-PASS**
   -Jeff Meilbeck, CEO and General Manager
   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).
PROGRESS REPORTS:

10. **CEO AND GENERAL MANAGER EVALUATION UPDATE**
    - Scott Overton, Board Chair

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

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

ITEMS FROM COMMITTEE AND STAFF:

13. **SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS**
    May/June Working Agenda - page 27
    Strategic Workplan - pages 28-29
    The next meeting will be the Board and TAC Joint meeting on May 16, 2018. It 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 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.

14. **ADJOURNMENT**
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 Odegard, 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 Lenners, Marketing Manager;
Lauree Battice, Business Manager;
Wade Forrest, Facilities Manager;
Jon Matthies, IT Manager;
Anne Dunno, Capital Project Manager;
Alicia Becker, Transit Planner;
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
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
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 3rd. 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
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
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.

________________________________________  
Scott Overton, Chair NAIPTA Board of Directors

ATTEST:

________________________________________  
Rhonda Cashman, Clerk of the Board
DATE PREPARED:  April 11, 2018

DATE:        April 18, 2018

TO:          Honorable Chairman and Members of the Board

FROM:        Jeff Meilbeck, CEO and General Manager

SUBJECT:     Budget Message FY 2019

RECOMMENDATION:

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

RELATED STRATEGIC WORKPLAN OBJECTIVE
The FY2019 Budget is related to all NAIPTA’s Strategic Work Plan Objectives, is consistent with our Guiding Principles, and moves us closer to our 10-year Horizon, Mission and Vision. The Strategic Work Plan is attached as reference.

BACKGROUND:
The Annual Budget Message is a key part NAIPTA’s annual budget process. The budget message as represented by this staff report lays out major themes, issues and projects for the Board and TAC to consider as part of budget development. We will also have a budget presentation in May 2018 and will request budget adoption in June 2018.

NAIPTA adopts a budget each year as a way to align financial resources with organizational objectives. The FY 2019 budget builds on the successes of FY 2018. For example, in FY 2018 NAIPTA is projecting double digit increases in ridership, strong support from the electorate to continue and expand service, and over $6,000,000 of additional grant funding. Each of these successes positions NAIPTA for more success in FY 2019.

The FY 2019 Budget allocates resources to deliver NAIPTA’s current work plan. The work plan is focused on maintaining excellent service, while preparing for a more robust transit future. For example, service hours are not increased in 2019, but NAIPTA is preparing to take a service expansion ballot initiative back to voters and continue to pursue partnerships and grant funding for capital and operations expansion.

Operating Budget
Although NAIPTA is not increasing service levels in FY 2019, our overall operating budget will increase by approximately 6.4%. Much of this increase is due to rising health care costs and the FY 2019 Pay Plan. Specifically, the budget is projected to increase from $8.1 million to
approximately $8.6 million. This number will be finalized as each member agency adopts their budget.

- Health insurance costs are increasing by 9.5% or approximately $64,000.
- Wage costs related to changes in employees and policies in FY2018 are an approximate increase of $27,000.
- This budget contains a placeholder of $303,000 for variety of pay program options which are still being evaluated. Those options are further detailed within the people section of this memo.
- Fuel, oil, and related taxes are budgeted to increase by 9% or approximately $47,000.
- Mountain Express is being added to the overall operating budget, an increase of $88,000 for the 2018-2019 season that is 100% offset with federal and private revenues.
- Other changes in program costs, like liability and vehicle insurances, IT professional services, and auto parts, etc. are absorbed in program savings. A net savings of approximately $10,000 was identified to offset the above increases.

**Capital Budget**

The FY 2019 Capital Budget provides the fleet and facilities we need to provide the service citizens demand. NAIPTA has purchased 32 buses in the past 10 years including six 60-foot articulated buses. We also purchased 7 new paratransit vans during this time and we maintain a small fleet of support vehicles. Storing and maintaining both revenue and non-revenue vehicles requires adequate work space to maintain these vehicles, as well as providing work-space for the employees who bring the service to life. Highlights of the Capital Budget include:

- $1.7 million for route planning and environmental studies (pending grant award)
- $200,000 for outreach related to Transit Tax Initiatives and GM Recruitment (locally funded)
- $625,000 for ongoing Passenger Shelter improvements and refurbishment (pending grant award)
- $3 million for feasibility and preliminary engineering of Downtown Connection Center (federal grant awarded)
- $100,000 for ongoing IT, facilities, and vehicle maintenance programs (locally funded)
- $2.8 million in carryforward of FY2018 projects: federal grant and local funding previously approved
  - $2.1 million for BRT environmental and engineering
  - $284,000 for Administrative Building Remodel
  - $159,000 for planning and outreach (US180, 1st Mile/Last Mile, Transit Tax, Winslow plan)
  - $100,000 for Passenger Shelter refurbishment
People
NAIPTA is a service organization. The finest buildings, bus stops and buses in the world are useless without customer oriented, well-trained team members. The FY2019 budget recognizes that team members need a good work environment, quality supervision, and reasonable pay for NAIPTA to stay competitive and continue to attract and retain the best employees. As such, NAIPTA is studying the market at this time and has included a placeholder in the FY 2019 budget. More details on the pay plan and market adjustment will be presented before we request budget adoption. Some of the potential programs and cost are detailed below:

- 1% COLA for all staff not impacted by Market Adjustments.
- FY 2019 pay-for-performance plan of up to 3% for staff exceeding performance goals at annual evaluations.
- An increase to NAIPTA’s share of employee dependent care cost.
- Market adjustment for positions identified in the ongoing Compensation Study as being below market with peers.

The final budget amount and amount(s) per item is still being refined as of the writing of this staff report.

CONSIDERATIONS:

Further service and capital expansions may require additional staff to do the work. We are still evaluating how we might be able to add one mechanic in FY 2019. If additional funding is provided through a ballot initiative in November 2018, NAIPTA will need to hire additional staff to provide the service.

TAC DISCUSSION:

FISCAL IMPACT:

There is no fiscal impact associated with this budget message. The budget items discussed will impact the recommended FY2019 budget to be presented at upcoming meetings.

SUBMITTED BY:

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

Strategic Work Plan
January 2018 to June 2019

MISSION
Getting You Where You Want To Go

VISION
To create the finest public transportation experience making NAIPTA services an excellent choice for Northern Arizona Communities.

GUIDING PRINCIPLES
- Treat everyone with respect
- Show initiative, imagination and creativity
- Collaborate to enhance service delivery
- Strive for continuous improvement in all we do
- View risks as opportunities
- Put the customer first
- Be environmental stewards
- Be trustworthy and dependable
- Be fiscally responsible and responsive to changing demographics

5 YEAR HORIZON
- Plan with attention to “green” opportunities and long-term sustainability.
- Apply imagination, creativity and innovation to improve the service we deliver.
- Evaluate the effectiveness of our brand, name and image in creating stronger ties with the public.
- Build cooperative relationships regionally to expand and enhance NAIPTA’s positive impact.
- Establish financial policies and seek revenue sources to maintain fiscal strength.
- Follow through on promises we have made.

10 YEAR HORIZON
- NAIPTA will be a seamless, inclusive regional system that is fully supported by member communities.
- NAIPTA will be known for finishing what we start in a responsible, professional and timely manner.
- People will know NAIPTA… people will use NAIPTA. Marketing has succeeded.
- NAIPTA will be known for living the guiding principles.
18 Month Work Plan
Measurable Objectives

1. NAIPTA will engage actively in the Transportation Decision 2018 process and will begin by making a case to the Citizens Transportation Tax Commission (CTTC) and Flagstaff City Council for an approximate 1/10 cent transit increase. NAIPTA will fully support the effort regardless of whether the initiative ultimately includes transit funding.

2. NAIPTA will complete its analysis and recommend a location for a Downtown Connection Center and will work with the City and County to procure ownership or access to the chosen property by December 2018.

3. NAIPTA will develop and implement a higher education bulk rate discount pass program (U-Pass) with NAU and CCC that provides students with fare-free access to the entire Mountain Line network by December 2018.

4. NAIPTA will continue to work with NAU on partnership related to fleet maintenance, operator training and interlining routes through the 18-month period.

5. NAIPTA will answer the question, “how and when would Mountain Line service improve with increased funding” by developing a specific prioritization and timeframe for launching frequency and span of service increases in time for Transportation Decision 2018 voter education.

6. NAIPTA will work with the City to develop transit-oriented Street and Design Standards, Development Criteria and the Traffic Impact Analysis methodology so that transit access and circulation requirements are addressed throughout the City’s design and development review processes.

7. NAIPTA will work with other agencies to coordinate procurement of materials and services e.g., fuel, insurance and internet, to achieve economies of scale wherever possible.

8. NAIPTA will develop a fare strategy, revenue generation, and pass distribution plan that results in increased ridership and increased fare-box return.

9. NAIPTA will work with the Flagstaff Unified School District (FUSD) and Charter Schools to develop a white paper identifying potential strategies for NAIPTA to provide service to schools and identifying potential means by which schools could provide funding to support such service by June 2019.
DATE PREPARED: April 11, 2018

DATE: April 18, 2018

TO: Honorable Chairman and Members of the Board

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

SUBJECT: Transportation Decision 2018/Globalocal Vision Presentation

RECOMMENDATION:

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

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:
  - Collaborate to enhance service delivery
  - View risks as opportunities

BACKGROUND:

Staff are participating actively in the Transportation Decision 2018 process and will provide an update at the NAIPTA Board meeting. A random sample survey was completed and the results of that survey will be presented by Dr. Fred Solop. Additionally, NAIPTA’s joint meeting of the Board and TAC is May 16th. The joint meeting will provide an opportunity for NAIPTA to consider a recommendation or request of City Council regarding the ballot initiatives. The City Council will be considering this item again on May 22nd.

TAC DISCUSSION:

The TAC was supportive of the process thus far.

FISCAL IMPACT:

SUBMITTED BY:

______________________________
Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

None.
DATE PREPARED: April 10, 2018

DATE: April 18, 2018

TO: Honorable Chairman and Members of the Board

FROM: Kate Morley, Mobility Planner

SUBJECT: Adoption of the Vanpool Business Plan

RECOMMENDATION:

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

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:
- Strive for Continuous improvement in all we do
- Be fiscally responsible and responsive to changing demographics

BACKGROUND:

The NAIPTA Vanpool Business Plan was initiated in July 2017 with the overarching goal to evaluate various vanpool business models from turn-key contracts, to an owned and operated in-house program, to a variety of hybrid solutions. AECOM, as NAIPTA’s General Consulting Services contractor, was issued a task order to complete the Vanpool Business Plan. The Plan provides the NAIPTA Board and staff with a detailed understanding of the financial, capital and personnel implications of the various models and makes recommendations for getting the best value in the program, both in terms of budget and community benefits by asking the question: Do we have better capacity/capability to run portions or the entire vanpool program in-house?

Plan Components
The Plan specifically includes analysis of the following topics:
- Identification of peer cities for vanpool based on geography, demographics and regional economics including an analysis of their performance reporting to help set performance standards for NAIPTA’s program;
- Comparison of a variety of business models including full financial analysis under the Section 5311 program;
- Identification of potential ways vans can be better used in conjunction with other transportation gaps and programs such as volunteer drivers and taxi programs; and
- An analysis of fare structure.

The Plan provides direction on the best model for the current program size prior to initiating a new RFP for vanpool services later this summer.
Plan Recommendations

Ultimately, the Vanpool Business Plan recommends that NAIPTA continues the existing turn-key contract approach with the existing $400 per month subsidy. This is primarily because it is the option with the lowest total program cost. Additionally, to operate the program in-house and keep rider fares at an attractive level would require over $200,000 annually in Section 5311 funds. Historically, the federal funds that NAIPTA receives for the vanpool program are less than $70,000 per year and its unlikely NAIPTA would be successful being awarded grant funding at the increased level. There is also additional risk to NAIPTA with in-house operations in terms of liability and expenses associated with van turnover, maintenance and spare vehicle ratios. Benefits related to increased flexibility in the program through in-house operations are expected to be limited. AECOM identified no other programs that have been able to vehicle-share despite a desire to do so. The main barriers tend to be the logistics of picking up and accessing vehicles during the day rather than limits placed on the program by the private provider. Should ridership grow significantly, both in terms of the number of vans and the occupancy of existing vans, the report outlines a variety of other models to consider.

TAC DISCUSSION:

The TAC was supportive of the Plan and recommendations made within. They would like to see performance measures used moving forward in the program. They also acknowledged difficulties in marketing the program due to the unique nature of Coconino County.

ALTERNATIVES:

1) Adopt the NAIPTA Vanpool Business Plan (recommended): If adopted, NAIPTA staff will have clear direction to proceed with recommendations in the Plan including the issuance of a new RFP for a turn-key contract at the expiration of the current vanpool contract and recommendations for fare structure as staff work on the Fare Strategies Plan.

2) Do not adopt the NAIPTA Vanpool Business Plan (not recommended): If not adopted, NAIPTA staff will have several months to clarify or gather additional information needed to issue an RFP for a vanpool contractor.

FISCAL IMPACT:

The Vanpool Business Plan was completed through a $31,703 Task Order with AECOM.

SUBMITTED BY: APPROVED BY:

Kate Morley                       Jeff Meilbeck
Mobility Planner                CEO and General Manager

ATTACHMENTS:

1. Vanpool Business Plan -available upon request
DATE PREPARED: April 6, 2018

DATE: April 18, 2018

TO: Honorable Chairman and Members of the Board

FROM: Erika Mazza, Deputy General Manager

SUBJECT: Overview of Downtown Connection Center Concepts

RECOMMENDATION:

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

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:
- Show initiative, imagination and creativity
- Collaborate to enhance service delivery
- Strive for continuous improvements in all we do

Goals:

18 Month Work Plan:
NAIPTA will complete its analysis and recommend a location for a Downtown Connection Center and will work with the City and County to procure ownership or access to the chosen property by December 2018.

BACKGROUND:

Staff will present the renderings developed by AECOM as part of the competitive Section 5307/5339 grant award from the Arizona Department of Transportation (ADOT) to design, purchase, and construct a new Downtown Connection Center and associated Right of Way.

TAC DISCUSSION:

TAC was supportive of the process and interested in hearing feedback from community partners.

SUBMITTED BY: Erika Mazza
Deputy General Manager

APPROVED BY: Jeff Meilbeck
CEO and General Manager
ATTACHMENTS:

1. Downtown Connection Center Programming - page 21
2. Downtown Connection Center Site Plan - page 22
DATE PREPARED: April 11, 2018

DATE: April 18, 2018

TO: Honorable Chairman and Members of the Board

FROM: Jeff Meilbeck, CEO and General Manager

SUBJECT: U-PASS

RECOMMENDATION:

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).

RELATED STRATEGIC WORKPLAN OBJECTIVE:

NAITPA will develop and implement a higher education bulk rate discount pass program (U-Pass) with NAU and CCC that provides students with fare-free access to the entire Mountain Line network by December 2018.

BACKGROUND:

The UPASS program has an established track record at University communities throughout the nation, and NAIPTA has been working with NAU and CCC for many years to try and establish one. A UPASS provides "free" access to the entire Mountain Line bus system to anyone with an NAU or CCC ID. For example, by providing a UPASS to all students, faculty and staff, a Mountain Line bus can be taken anywhere in town without paying a cash fare. This is because the fare is paid in a deeply discounted lump sum for all students, faculty and staff rather than each person buying a ticket individually.

A UPASS program will make the Mountain Line system more convenient, will increase ridership, and will play a part in reducing automobile congestion. The more people we can move by bus, the less people we have to move by car. For example, communities have shown an increase in ridership ranging from 50% to 200% after the introduction of a UPASS. For Mountain Line, assuming a 50% increase, ridership would exceed 3,000,000 annual trips.

The Board will have the opportunity to review information and discuss options.
TAC DISCUSSION:

This item was not reviewed by the TAC.

FISCAL IMPACT:

SUBMITTED BY:

__________________________
Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

Strategic Work Plan
January 2018 to June 2019

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Getting You Where You Want To Go

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GUIDING PRINCIPLES
- Treat everyone with respect
- Put the customer first
- Show initiative, imagination and creativity
- Be environmental stewards
- Collaborate to enhance service delivery
- Be trustworthy and dependable
- Strive for continuous improvement in all we do
- Be fiscally responsible and responsive to changing demographics
- View risks as opportunities
- Be collaborative
- View risks as opportunities

5 YEAR HORIZON
- Plan with attention to “green” opportunities and long-term sustainability.
- Apply imagination, creativity and innovation to improve the service we deliver.
- Evaluate the effectiveness of our brand, name and image in creating stronger ties with the public.
- Build cooperative relationships regionally to expand and enhance NAIPTA’s positive impact.
- Establish financial policies and seek revenue sources to maintain fiscal strength.
- Follow through on promises we have made.

10 YEAR HORIZON
- NAIPTA will be a seamless, inclusive regional system that is fully supported by member communities.
- NAIPTA will be known for finishing what we start in a responsible, professional and timely manner.
- People will know NAIPTA… people will use NAIPTA. Marketing has succeeded.
- NAIPTA will be known for living the guiding principles.
18 Month Work Plan

Measurable Objectives

1. NAIPTA will engage actively in the Transportation Decision 2018 process and will begin by making a case to the Citizens Transportation Tax Commission (CTTC) and Flagstaff City Council for an approximate 1/10 cent transit increase. NAIPTA will fully support the effort regardless of whether the initiative ultimately includes transit funding.

2. NAIPTA will complete its analysis and recommend a location for a Downtown Connection Center and will work with the City and County to procure ownership or access to the chosen property by December 2018.

3. NAIPTA will develop and implement a higher education bulk rate discount pass program (U-Pass) with NAU and CCC that provides students with fare-free access to the entire Mountain Line network by December 2018.

4. NAIPTA will continue to work with NAU on partnership related to fleet maintenance, operator training and interlining routes through the 18-month period.

5. NAIPTA will answer the question, “how and when would Mountain Line service improve with increased funding” by developing a specific prioritization and timeframe for launching frequency and span of service increases in time for Transportation Decision 2018 voter education.

6. NAIPTA will work with the City to develop transit-oriented Street and Design Standards, Development Criteria and the Traffic Impact Analysis methodology so that transit access and circulation requirements are addressed throughout the City’s design and development review processes.

7. NAIPTA will work with other agencies to coordinate procurement of materials and services e.g., fuel, insurance and internet, to achieve economies of scale wherever possible.

8. NAIPTA will develop a fare strategy, revenue generation, and pass distribution plan that results in increased ridership and increased fare-box return.

9. NAIPTA will work with the Flagstaff Unified School District (FUSD) and Charter Schools to develop a white paper identifying potential strategies for NAIPTA to provide service to schools and identifying potential means by which schools could provide funding to support such service by June 2019.
### May: TAC Meeting is Thursday, 5/3    Joint Board/TAC Meeting is Wednesday, 5/16

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<thead>
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<th>ITEMS:</th>
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<td>Budget Presentation (includes Mountain Line Financial Projections)</td>
<td>Heather D - D</td>
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<td>CEO/GM Succession Plan Update</td>
<td>Heather/Scott - D</td>
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<td>Office Remodel Construction Update</td>
<td>Wade - D</td>
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<td>5339 Grant Application</td>
<td>Erika - D/A</td>
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<tr>
<td>Review Strategic Workplan</td>
<td>Jeff - D/A</td>
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<td>EEO Program</td>
<td>Heather D - D</td>
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<td>Workforce Utilization Report</td>
<td>Heather D - D</td>
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<td>Transportation Decision 2018</td>
<td>Jeff – D/A</td>
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<td>Quarterly Performance Report</td>
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<td>Current Events</td>
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<td>Executive Session: CEO/GM Evaluation/Pay Adjustment</td>
<td>Scott O</td>
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### June: TAC Meeting is Thursday, 6/7    Board Meeting is Wednesday, 6/20

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<td>Budget Adoption</td>
<td>Heather D - D/A</td>
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<td>FTA Grants</td>
<td>Heather D - D/A</td>
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<td>Election of Officers (Dave - TAC and Scott - Board)</td>
<td>Rhonda - D/A</td>
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<tr>
<td>FY2019 Meeting Calendar Review</td>
<td>Rhonda - D/A</td>
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<td>Title VI</td>
<td>Heather - D/A</td>
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<td>Line of Credit</td>
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<td>General Liability Insurance Renewals</td>
<td>Heather D - C</td>
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<td>Annual Contract Renewals: Fuel, etc.</td>
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<td>Personnel Policy Manual Update</td>
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### July/Aug/Sept Agenda Calendar – Add to Every Agenda Packet

| Strategic Workplan – Add to Every Agenda Packet                       |                                         |
Strategic Work Plan
January 2018 to June 2019

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