



Transit Advisory Committee Minutes for Thursday, April 5, 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, April 5, 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, (WebEx);
Gillian Thomas, (Vice Chair), Citizen Representative, Coconino County, acting Chair of this meeting;
Shari Miller, Citizen Representative, City of Flagstaff, (WebEx);
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
**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;
Paul Wagner, Citizen Representative, City of Flagstaff, alternate;
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, (WebEx);
Jim Wagner, Operations Director;
Jacki Lenners, Marketing Manager;
Lauree Battice, Business Manager;
Anne Dunno, Capital Project Manager;
Alicia Becker, Transit Planner;





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Estella Hollander; Associate Planner;
Robert Martinez, Technical Specialist;
Rhonda Cashman, Clerk of the Board

GUESTS PRESENT:

None.

1. CALL TO ORDER -Vice Chair Gillian Thomas called the meeting to order at 10:02am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVE TAC MINUTES FROM 3/1/2018

Advisor Paul Thomas moved to approve the minutes from March 1, 2018. Advisor Hurle seconded. There was no discussion. All approved, none opposed. Advisor Miller abstained, stating she was not in attendance at the meeting. 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. 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 stated he still has work to do on this staff report before it goes to the Board. He briefly reviewed the highlights: ridership has increased, mainly due to articulated buses on campus, NAIPTA received a \$6 million grant for projects and there is a plan to go back to voters in November for additional service. If approved, the increased service would go into effect in FY2020. This is still in process. He left a placeholder for a market adjustment, primarily for our Transit Bus Operators. Health Insurance is increasing. He will fine tune the report before it goes to the Board for approval. Advisor Hurle asked if market adjustments are done on a



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schedule. Mr. Meilbeck replied that market studies are done every 3 years. He anticipates there being a recommendation for a low single digit increase. Mr. Meilbeck noted under capital, NAIPTA has the office remodel coming up and plans for relocating the Downtown Connection Center. Ms. Mazza will provide more information on that in her report. The budget presentation will be in May and budget adoption is slated for June. There were no further questions or comments.

ii. 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 the Citizens' Transportation Tax Commission (CTTC) sent a recommendation to the City Council. The first option recommends two questions: 15 cents on a \$100 purchase for transit and 60 cents on a \$100 purchase for transportation capital. The second option recommends three questions: 15 cents on a \$100 purchase for transit, a flat renewal for transportation capital and an increase for transportation capital. The Council will consider these options again on Tuesday. The Sustainability Council has spoke out in opposition to these options and has offered a proposal. The public process will play out. Staff to present on Tuesday. Chair Wessel added that the Sustainability Council has engaged, and the Bike and Pedestrian Council has raised concerns. Council needs to call for the question(s) by June 19th to allow time to prepare election materials. Mr. Meilbeck shared that NAIPTA had a survey done of registered likely voters by Fred Solop and the results will be presented to the Board on April 18th. The question was asked if they would support a 10-cent increase, a 15-cent increase and a 20-cent increase for transit. Per the preliminary report, the 10-cent increase received 71 percent approval and the 15-cent increase received a 47 percent approval. The Board will have to determine the amount and make the recommendation to Council. There was no further discussion.

iii. ADOPTION OF THE VANPOOL BUSINESS PLAN

-Kate Morley, Mobility Planner

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

Ms. Mazza presented this item on behalf of Ms. Morley. NAIPTA staff have been working with AECOM to develop the Vanpool Business Plan. Currently NAIPTA is under contract with Enterprise Rideshare, since they took over vRide. This is an example of a Turn-Key operation. The AECOM task order was kicked off in July 2017 for \$31,703 and the topics included are: program potential through peer program analysis, comparison of a variety of business models and analysis of fare structure. The peer cities graph was reviewed. The program types analyzed were Turn-Key, In-House and Hybrid. Advisor Paul Thomas asked who the customer is. Ms. Mazza responded, employers that are interested on behalf of their workforce and employees that are interested in sharing travel expenses. Two examples are: Pink Jeep Tours at the Grand Canyon South Rim and the Indian Health Center in Tuba City. Our vanpool program is unique in that it is representative of a reverse



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commute. Most clients are leaving Flagstaff to work in more remote areas of the county. Ms. Mazza stated the study is looking at the most effective business model. Chair Wessel asked if there are more comparisons that can be done for graphing purposes. These seem static. Comparisons were made based on: federal and local share, impacts on fare, staffing impacts, risk impacts, flexibility for vehicle sharing, fleet, maintenance and vehicle storage requirements and customer service needs. Ideally, rider fares should be up to \$160 per month to optimize growth of the program. Our rider fares are currently between \$85 to \$300. The current structure achieves average fare in the ideal range. It is recommended to continue with the Turn-Key contract since it is the most cost effective, offers reduced risk and the benefits of moving to an In-House program are extremely limited. It is also recommended to continue with the \$400 subsidy on fare. This amount is enough to make the vanpool financially attractive and it is in line with peer programs. This study has provided information that is helpful in going out to bid for a new service provider contract this year. The reverse commute is thought to be more difficult. NAIPTA probably does more marketing than is typical in the Turn-Key model and this may be addressed with a new service provider. Chair Wessel recommended looking at the amount of subsidy between slides in the presentation. There is a disconnect that should be clarified. Ms. Mazza will provide feedback to Ms. Morley. She will have a better understanding of the complexities. There are two sources of the fare subsidy, Coconino County and the Federal Transit Administration (FTA) and the rider also pays a fare. Vice Chair Gillian Thomas asked if there is any way to use the vans both ways. Ms. Mazza replied that the timing and matching of locations make it difficult. Plus, approved drivers are allowed access during the day, if needed. There were no further questions.

iv. 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 noted the 5-Year Plan was approved in December. NAIPTA has been looking at moving the Downtown Connection Center (DCC) closer to Beaver Street. This process initially started with a response to the City/County Partnership RFI to develop the Municipal Courthouse property when it is vacated. The Transit Frequency Plan outlines good connection points downtown. The DCC concept rendering was reviewed in detail. This information has been shared with the Board and TAC, the Chamber of Commerce, the downtown parking team and the Interim City Manager, Barbara Goodrich. Some open spaces in the rendering are proposed to be repurposed as civic areas. Vice Chair Gillian Thomas asked if any parking will be lost and if Amtrak might want more parking. Ms. Mazza responded that Flagstaff does not have the parking problem it was once thought to have, now that the parking program is in place. NAIPTA has grant funds for this project. NAIPTA staff have not talked to Amtrak or Burlington Northern Santa Fe (BNSF) Railroad about this development concept yet. Our local BNSF Railroad representative has moved. Chair Wessel stated 26-foot clearance is needed for an overpass. The Lone Tree Overpass has gotten some pushback regarding a possible structure in the downtown



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area. Ms. Mazza reported NAIPTA is just starting to share this information. There was no further discussion.

c. PROGRESS REPORTS:

i. CEO AND GENERAL MANAGER EVALUATION UPDATE

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck said there is very little to share. His annual evaluation process is underway.

ii. CEO AND GENERAL MANAGER SUCCESSION PLAN UPDATE

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck noted there is very little to share. Board Chair, Scott Overton and Board Secretary, Veronica Hipolito are working with the consultants. We are ahead of schedule. The position should open next month. This should give us plenty of time for recruitment.

iii. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck deferred to Ms. Mazza to report on the Bike Share Pilot Program Launch. The dockless bike share company, SPIN, is coming to town in the next couple days. The orange bikes will fit on the bus bike racks. Ms. Morley did the initial research for this program. The City of Flagstaff worked with NAU on permitting. This is a good transportation option for the first mile/last mile. Advisor Stam stated the contract is pending. The bikes and vendor representative are coming on Friday. They are looking for a local bike shop to do support. Students enrolled in the program will get reminders about where the bikes are supposed to go. She said it is very exciting and she hopes it will be a good program for the City.

ITEMS FROM COMMITTEE AND STAFF:

Vice Chair Gillian Thomas stated she was in San Antonio last week and she rode the buses there. She explained that upon her hotel check-in, the desk clerk handed out a bus service brochure for tourists that listed 3 routes going to popular sight-seeing spots. She thought this was very handy and thought NAIPTA might consider doing something similar. Ms. Lenners responded that our main tourist area is downtown, and all our routes go there.

Mr. Meilbeck reminded TAC members that the Joint meeting with the Board will be on Wednesday, May 16th. About half the time the May TAC meeting is cancelled. He said he knows their time is valuable and he will let them know when the status of the May 3rd meeting is confirmed. He asked them to please keep it on their calendars for now.



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6. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

May/June Working Agenda

Strategic Workplan

The next TAC meeting will be May 3, 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. 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 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 TAC.

The Board and TAC Joint Meeting will be held on Wednesday, May 16, 2018, 10am-2pm in the NAIPTA Training Room.

7. ADJOURNMENT -Vice Chair Gillian Thomas adjourned the meeting at 11:02am.

Dave Wessel, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

Rhonda Cashman, Clerk of the Board



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