



Northern Arizona Intergovernmental Public Transportation Authority

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Board of Directors and Transit Advisory Committee Joint Meeting Minutes for Wednesday, May 16, 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 and the Transit Advisory Committee met in Regular Session on Wednesday, May 16, 2018 at 10:00am in the Training Room, Shop 3 at NAIPTA, 3825 N. Kaspar Dr., Flagstaff, AZ 86004.

This was a WEB BASED meeting. Members of the Board and the TAC 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, arrival at approximately 10:08am;
Veronica Hipolito (Secretary), Dean of Student Services, CCC, designee, arrival at approximately 10:19am;
Joanne Keene, Executive Vice President and Chief of Staff, NAU;
Jamie Whelan, Vice Mayor, City of Flagstaff, alternate;
Charlie Odegaard, City Council, City of Flagstaff, alternate, left at approximately 12:30pm
**Three of our five Board member seats must be present to constitute a quorum.*
***The City of Flagstaff holds two seats.*

TAC MEMBERS PRESENT:

Dave Wessel (Chair), Manager, FMPO, left at approximately 12:30pm;
Gillian Thomas (Vice Chair), Citizen Representative, Coconino County;
James Jayne, Interim County Manager, Coconino County, left at approximately 12:18pm;
Shari Miller, Citizen Representative, City of Flagstaff;
Erin Stam, Director of Parking and Shuttle Services, NAU, designee;
Ron Hurler, Chief Innovation Officer/Vice President, CCC, designee;
**Five of our eight TAC member seats must be present to constitute a quorum.*

BOARD MEMBERS EXCUSED:

Matt Ryan, Board of Supervisors, Coconino County, alternate;
Dr. Colleen Smith, President, CCC;



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Rich Bowen, Associate Vice President for Economic Development, NAU, alternate

TAC MEMBERS EXCUSED:

Lucinda Andreani, Public Works Director, Coconino County, alternate;
Barbara Goodrich, Interim City Manager, City of Flagstaff;
Shane Dille, Deputy City Manager; City of Flagstaff, designee;
Jeff Bauman, Traffic Engineer, City of Flagstaff, alternate;
Paul Wagner, Citizen Representative, City of Flagstaff, alternate;
Martin Ince, Multi-Modal Planner, FMPO, alternate;
T. Paul Thomas, Business Representative, Northern Arizona Leadership Alliance;
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;
Kate Morley, Mobility Planner, WebEx;
Estella Hollander, Associate Planner, WebEx;
Heather Thornton, Purchasing Specialist;
Martin Zeigler, Transit Bus Operator;
Jon Matthies, IT Manager, left at approximately 11:20am;
Robert Martinez, IT Specialist;
Rhonda Cashman, Clerk of the Board;
Scott Holcomb, NAIPTA Attorney, WebEx

GUESTS PRESENT:

None.

1. CALL TO ORDER -Chair Overton called the meeting to order at 10:05am.
2. WELCOME, ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES 4/18/2018

Director Keene moved to approve the April 18, 2018 minutes. Vice Chair Babbott seconded. There was no discussion. All approved, none opposed. Motion carried.

4. CALL TO THE PUBLIC

No one came forth to speak under the call to the public.



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DISCUSSION / ACTION ITEMS:

5. FY2019 PROPOSED BUDGET REVIEW

-Heather Dalmolin, Administrative Director

This item is for discussion only. Board of Directors may wish to provide staff direction on budget and budget items prior to presentation in June for adoption.

Mr. Meilbeck recapped the written staff report in detail. There was a brief discussion about the NAIPTA market study and pay plan alternatives. The fund balance graph was shown on screen. There were no other questions or concerns raised.

6. TRANSPORTATION DECISION 2018 AND TRANSIT FREQUENCY PLAN

-Jeff Meilbeck, CEO and General Manager

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

Mr. Meilbeck reviewed the process NAIPTA has followed thus far regarding Citizens' Transportation Tax Commission (CTTC) involvement as requested by the Board. Ms. Mazza reported what a 15-cent sale tax on a \$100 purchase would allow NAIPTA to fund in detail. The Transit Frequency Plan was shown on screen. She noted the priorities of the plan. Mr. Meilbeck briefly reviewed the survey findings and there was some discussion about the approach to take with City Council regarding a transit ballot initiative for November. NAIPTA has contracted with an education campaign firm. The Board was generally supportive of the CTTC recommendation to City Council.

7. U-PASS INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN NORTHERN ARIZONA UNIVERSITY (NAU), CITY AND NAIPTA

-Jeff Meilbeck, CEO and General Manager

Staff recommends the Board of Directors approve an IGA 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 he wanted to change the order of the agenda to address this item first. An IGA has been drafted. Director Keene reported NAU and NAIPTA staff have had several meetings and the draft IGA is under review. The new IGA and funding contribution of \$1 million from NAU will be contingent on the passage of the pending ballot measure. She spoke at the Chamber recently and she heard from the Chamber members they thought businesses would be supportive of this program providing city-wide access to bus service to students. The Coconino Community College pilot pass program is wrapping up and they should have results to share soon. There was mention of CCC contributing to continue the program in conjunction with NAU. The ecoPass program is available to other employers in the area. There was no further discussion. The IGA will be brought back at a future meeting for approval.

8. DOWNTOWN CONNECTION CENTER

-Erika Mazza, Deputy General Manager





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Staff Recommends the Board of Directors provide direction to Staff on how best to continue developing the Downtown Connection Center area concept.

Ms. Mazza provided an update on this project. The rendering and site plan handout was distributed. The rendering was shown on the screen. It was determined with the consultants that it would be beneficial for NAIPTA to have a downtown presence. She shared the risk assessment chart to date, but it was incomplete. She needed feedback from the group to complete the risk assessment. A lengthy discussion followed.

A brief lunch break was taken at approximately 12pm.

9. NAU PARTNERSHIP EXPLORATION

-Jeff Meilbeck, CEO and General Manager

Staff request direction from the Board to continue working with NAU, CCC and FUSD on an operator training program.

Mr. Meilbeck reported the current determination is that the maintenance piece is not a good idea due to different types of buses. Advisor Stam noted NAU has a new mechanic and they are able to keep up on maintenance now. Mr. Meilbeck stated the interlining routes piece is difficult to do and we are not quite ready to do this; perhaps there will be an opportunity at some point in the future. The operator training piece is currently being explored further. Members are talking with CCC to see if they will develop a Commercial Driver's License (CDL) training program. Then once the student completed the program, they could choose a career path with NAU, NAIPTA, etc. Advisor Hurle commented that he is excited about the possibilities.

10. TRANSIT GUIDELINES

-Erika Mazza, Deputy General Manager

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

Ms. Mazza stated her team has been working with the City and the Arizona Department of Transportation (ADOT) on the design criteria. The FMPO has a grant for Transit Modeling. The kick-off of the transit guidelines was this month. Stakeholder interviews are being done. We are trying to build a new Traffic Impact Analysis (TIA) taking into consideration transit, bike and pedestrian modes.

11. COORDINATION OF PROCUREMENT ACTIVITIES

-Heather Dalmolin, Administrative Director

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

Mr. Meilbeck reported we already participate in cooperatives. One example is NAIPTA has gone out to bid for an election education firm and the City will piggyback on the award of this contract. There were no questions.

12. FARE STRATEGY, REVENUE GENERATION AND PASS DISTRIBUTION PLAN



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-Heather Dalmolin, Administrative Director

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

Mr. Meilbeck stated we are currently working on the fare study. There were no questions.

13. FLAGSTAFF UNIFIED SCHOOL DISTRICT (FUSD) AND CHARTER SCHOOL SERVICE STRATEGIES EXPLORATION

-Anne Dunno, Capital Project Manager

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

Ms. Dunno reported the preliminary meeting was held in March to discuss improved coordination. She has an outline for a paper underway. NAIPTA staff plan to work with FUSD on ecoPasses, travel training and field trips. There was a brief discussion regarding understanding their “color of money” and how it impacts them. FUSD does get formula funding for operating and maintenance. Funding from bonds is used to replace buses. We still have more to learn about their system.

PROGRESS REPORTS:

14. WORKFORCE UTILIZATION REPORT

-Heather Dalmolin, Administrative Director

There were no questions regarding this memo in the agenda packet.

15. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck reported ridership has already exceeded last year. The articulated buses are allowing us to capture the demand without any added costs.

Ms. Mazza reported she was asked to be part of a peer review panel looking at Ann Arbor, Michigan’s transit system, primarily in the areas of planning and grants, as well as administration and operations. She additionally made a quick trip to Washington, DC. While there, she heard compliments regarding our system related to partnerships, etc. from elected officials. She thanked our Board and TAC members for contributing to the recognition NAIPTA received.

Vice Chair Babbott made a motion to move into an executive session at approximately 12:43pm. Secretary Hipolito seconded. All approved, none opposed. Motion carried.

EXECUTIVE SESSION

Executive sessions are closed to the public.



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

1. CEO and General Manager's Evaluation
2. CEO and General Manager's Contract
3. CEO and General Manager Succession Plan Update

The Board reconvened the public meeting at approximately 1:55pm.

DISCUSSION / ACTION ITEMS:

16. CEO AND GENERAL MANAGER'S CONTRACT

-Scott Overton, Board Chair

The Board of Directors may take action regarding the terms of the General Manager's Contract.

This item was tabled until June.

ITEMS FROM COMMITTEE AND STAFF:

17. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

June/July/August Working Agenda

Strategic Workplan

The next TAC meeting will be June 7, 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. June agenda items will include but not be limited to Budget Adoption, Federal Transit Administration (FTA) Grants, Section 5339 Grant Application, Election of Officers, Meeting Calendar Review, Title VI, Bus Purchase, AECOM FY2019 Contract Update, Transportation Decision 2018 Update, Line of Credit, Personnel Policy Update, General Liability Insurance Renewals, Fuel Contract Renewal, CEO Succession Plan Update and Office Remodel Construction Update. The June 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 next Board meeting will be June 20, 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. June agenda items will include but not be limited to Budget Adoption, Federal Transit Administration (FTA) Grants, Section 5339 Grant Application, Election of Officers, Meeting Calendar Review, Title VI, Bus Purchase, AECOM FY2019 Contract Update, Transportation Decision 2018 Update, Line of Credit, Personnel Policy Update, General Liability Insurance Renewals, Fuel Contract Renewal, CEO Succession Plan Update and Office Remodel Construction Update. The June agenda



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16. ADJOURNMENT -Chair Overton adjourned the meeting at 1:55pm.

Scott Overton, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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