



## Northern Arizona Intergovernmental Public Transportation Authority

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### Board of Directors Minutes for Wednesday, June 20, 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, June 20, 2018 at 10:00 am in the NAIPTA Training Room, 3825 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, arrived at 10:05am;  
Jamie Whelan, Vice Mayor, City of Flagstaff, alternate;  
*\*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 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;  
Heather Dalmolin, Administrative Director;  
Jacki Lenner, Marketing Manager;  
Wade Forrest, Facilities Manager;  
Jan Knapp, Operations Manager, arrived at 10:09am;  
Lauree Battice, Business Manager;  
George Gillette, Fleet Manager;  
Jon Matthies, IT Manager;



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Kate Morley, Mobility Planner;  
Estella Hollander, Associate Planner;  
Heather Thornton, Purchasing Specialist;  
Danny Barbee, Mountain Line Operator;  
Rhonda Cashman, Clerk of the Board;  
Mitesh Patel, NAIPTA Attorney

### *GUESTS PRESENT:*

Chris Bridges, Administrator, Central Yavapai Metropolitan Planning Organization (CYMPO);  
Norm Reynolds, Regional Sales Manager, Gillig;  
Chris Boylan, NAIPTA Consultant, Harris, Rand and Lusk, called in at 11:59am.

1. CALL TO ORDER -Chair Overton called the meeting to order at 10:02am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES 5/16/2018

Vice Chair Babbott moved to approve the May 16, 2018 Joint Board and TAC meeting minutes. Secretary Hipolito seconded. All approved, none opposed. Motion carried.

4. CALL TO THE PUBLIC

Norm Reynolds from Gillig thanked the Board in advance, for potential approval of the 5-year contract later in the agenda. He extended the invitation to visit their new facility in the San Francisco area if ever nearby.

### **DISCUSSION / ACTION ITEMS:**

5. FY2019 BOARD ELECTION OF OFFICERS

-Rhonda Cashman, Clerk of the Board  
Staff recommends the Board of Directors elect officers for FY2019.

Ms. Cashman noted Director Scott Overton and Director Art Babbott are each eligible to serve one more year in their respective positions as Chair and Vice Chair. Director Hipolito has completed her two-year term as Secretary. Director Overton stated he is willing to continue until his term on the City Council ends in December. Director Whelan nominated Director Overton to continue as Chair and Director Babbott to continue as Vice Chair. Director Babbott stated he is happy to serve, but he would like someone else on the Board to cycle in. Director Whelan amended her nomination for Vice Chair from Director Babbott to Director Hipolito. Director Hipolito accepted the nomination. Director Whelan's nominations of Director Overton for Chair and Director Hipolito for Vice Chair were seconded by Director Keene. All approved, none opposed. Motion carried. Director Hipolito nominated Director Whelan for Secretary. Director



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Whelan accepted, and Director Overton seconded. All approved, none opposed. Motion carried. New officer positions will be effective July 1<sup>st</sup>.

Chair Overton mentioned that City Council appointed Jamie Whelan to replace Eva Putzova permanently at the meeting last night. Jim McCarthy was appointed the new alternate.

### 6. UPDATE ON THE NAIPTA COMPENSATION STUDY

-Heather Dalmolin, Administrative Director

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

Ms. Dalmolin reviewed a PowerPoint presentation with the Board. Segal-Waters Group was the contracted consultant. Eight peer agencies were used for comparison, including the City of Flagstaff, Coconino County and Northern Arizona University. Several positions were more than 30 percent below the average market midpoint. Staff is looking at implementing the full adjustment within the FY2019 proposed budget. Vice Chair Babbott asked about relational pay grade impact but he understands that is not part of this conversation. He also expressed concern over a potential recession in the next 12-24 months. He is comfortable with the budget. Ms. Dalmolin noted the compensation study was very front-line focused. Turnover is at about 14 percent and our hope is to recruit better candidates and the ability to move up the pay scale quicker should encourage employees to stay. Wage has been a factor in the turnover.

### 7. APPROVE AND ADOPT THE FY2019 BUDGET

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors: Adopt the FY2019 budget of \$17,045,127 as reviewed at May Joint Meeting. The budget supports operation of Mountain Line, Mountain Express, and Mountain Lift on behalf of the City of Flagstaff, the Mountain Lift Taxi Voucher Program on behalf of City and County, and the Vanpool Program on behalf of Coconino County.

Ms. Dalmolin noted the FY2019 budget has been presented and reviewed with partner agencies and the Board on previous occasions. There were no questions and no discussion. Secretary Hipolito moved to approve the FY2019 budget as presented. Director Keene seconded. All approved, none opposed. Motion carried.

### 8. SECTION 5307/5339 AUTHORIZATION OF APPLICATION AND EXECUTION OF AWARD

-Erika Mazza, Deputy General Manager

Staff recommends the Board of Directors: 1) Authorize staff to submit application to the Arizona Department of Transportation (ADOT) for Section 5307/5339 funds from the Federal Transit Administration (FTA) through ADOT for operations, planning and capital; and 2) Execute the Grant award through the Federal Transit Administration award management system (TrAMS).



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Ms. Mazza reported \$4.4 million is available. NAIPTA is seeking the full grant amount for three projects: the Kaspar/Route 66 Intersection, US Highway 180/Snowbowl Route and System Expansion through Capital Partnerships. Vice Chair Babbott asked about requirements for use of the funds and the ability to move forward cash shy projects. Ms. Mazza noted the funds have to be obligated within three years, ADOT usually takes the first year, so NAIPTA would have two years. Mr. Meilbeck stated it usually takes 2-3 years to use grants and NAIPTA plans to continue to do so. Ms. Mazza said projects need to have a transit component. There was no further discussion. Vice Chair Babbott moved to approve Section 5307/5339 grant application and execution of award as presented. Director Whelan seconded. All approved, none opposed. Motion carried.

**9. TRANSIT ORIENTED DEVELOPMENT PLANNING APPLICATION AND EXECUTION OF AWARD**

-Kate Morley, Mobility Specialist

Staff recommends the Board of Directors: 1) Authorize staff to submit application to the Federal Transit Administration (FTA) for Transit Oriented Development Planning funds and 2) Execute the Grant award through the Federal Transit Administration award management system (TrAMS).

This item was pulled by staff.

**10. MEETING CALENDAR REVIEW**

-Rhonda Cashman, Clerk of the Board

Staff recommends the Board of Directors review and approve the FY2019 meeting dates.

Ms. Cashman asked the Board to approve the FY2019 Meeting Calendar dates. There is still capability to adjust them, if needed. Director Whelan moved to approve the dates as presented. Director Keene seconded. All approve, none opposed. Motion carried.

**11. 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 City Council took action the night before to send three transportation questions to the voters in November. A letter from City Manager, Barbara Goodrich was handed out. The letter asked the Board of Directors to support her request to have Mr. Meilbeck lead the efforts in coordinating the educational campaign. He stated he is honored by the request. The Project Scope Statement, signed by stakeholders, was also handed out. He emphasized the need for education, not advocacy. Chair Overton asked if this task would pull him away from NAIPTA. Mr.





Meilbeck felt this is a great opportunity. Since the 2016 Renewal, NAIPTA staff are skilled and ready to go. The umbrella coordination with the City will be the most efficient.

**12. 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 reported the UPASS is in the works. NAU has the draft IGA. This is a partnership for more transit if Proposition 421 passes. Director Keene stated the draft IGA is with the NAU attorney and purchasing department for review. She requested the Word version of the document. The review should be wrapped up in the next couple weeks. Chair Overton noted this is an important policy piece for the City to understand. This agreement shows good intent of NAU; contribution for improvement. Communication will be essential. Mr. Meilbeck noted staff will get messaging down and not overpromise. Ridership typically increases with the introduction of a UPASS. What voters will get will be clear for a “yes” or a “no” vote. Secretary Hipolito communicated CCC would like to set up a Memorandum of Understanding (MOU) with NAIPTA. They are not expecting NAU to pay. They appreciate the opportunity. They feel the need to delineate with their own agreement. She thought this might open up possibilities for other organizations. Director Keene thought NAIPTA could potentially be brought into the NAU and CCC MOU as well. Mr. Meilbeck noted he cannot state the IGA has been signed until it has been done. Lots of things have to happen. The IGA should go to City Council in August. Chair Overton will ask for it to get in as a placeholder for the first Council meeting agenda, which he realized is not until August 21<sup>st</sup>. They may need to hold a special meeting.

**13. AUTHORIZE FY2019 TASK ORDERS TO AECOM TECHNICAL SERVICES, INC. UNDER THEIR GENERAL SERVICES MASTER CONTRACT**

-Erika Mazza, Deputy General Manager

Staff recommends the Board of Directors: Authorize NAIPTA CEO-GM to redistribute prior approved Task Order valuation carry over of \$2,219,931 and assign FY2019 valuation of \$995,963 and related Task Orders to AECOM Technical Services, Inc.

Ms. Mazza reviewed a PowerPoint presentation with the Board. Continued projects and new task orders and were reviewed. Alternatives were reviewed. Chair Overton asked if NAIPTA staff is still comfortable with AECOM and if she could speak to their good value, etc. Ms. Mazza replied she is still comfortable with AECOM. Our organizations have a good stride working together to develop scope of work for projects. She continues to evaluate in-house capabilities versus outside help needs. AECOM understands relationships in Flagstaff. Chair Overton cautioned against





becoming too comfortable; work hard for best value. There was discussion about where AECOM is from, concern over the substantial increase in funds requested, concern over taking business from locals and who is doing the oversight. Ms. Mazza will come back with learning curve information regarding Bus Rapid Transit (BRT), Mill Town, Highway 180, the Milton Masterplan and the Downtown Connection Center (DCC). AECOM does local source some contractors. Vice Chair Babbott thought the Kaspar Intersection would be a good exercise in showing delivery systems matter. This may be more work for staff, but he recommended using this as a case study. Ms. Mazza explained we would need to wait for the notice of award from ADOT and then do procurement. Mr. Meilbeck thought this was reasonable. Ms. Dalmolin noted that internal procurement set up could be done so that when the ADOT award is announced, we can go out to bid. Director Keene moved to approve the list of AECOM task orders as presented with a look at task order #10 for a separate procurement. Secretary Hipolito seconded. All approved, none opposed. Motion carried.

**14. CENTRAL YAVAPAI METROPOLITAN PLANNING ORGANIZATION (MPO)  
REGIONAL SERVICE REQUEST**

-Erika Mazza, Deputy General Manager

Staff recommends the Board of Directors: Approve a Regional Service Request from Central Yavapai Metropolitan Planning Organization (CYMPO) for administrative and project management services.

Ms. Mazza stated the CYMPO has requested assistance with a Transit Implementation Plan. She reviewed the requirements in the staff report. There is no long-term agreement proposed. Chair Overton asked if they will start from scratch or build on existing services. Mr. Bridges explained they do receive 5311 funds and they need to determine if they can expand or start a new system under 5307. There has been a shift in support for transit in the last few years. On a recent survey, they received 14 comments, as compared with previous surveys with no comments, and officials support updating the transit plan. The current system has 14 passenger buses. For years they have been giving back over \$1 million in 5307 funds to the statewide pool. There was some discussion regarding following our rules and sustained political support being essential, as well as finding a community funding stream. Mr. Bridges commented that their communities are growing. Vice Chair Babbott moved to approve the regional service request as presented. Secretary Hipolito seconded. All approved, none opposed. Motion carried.

**CONSENT ITEMS:**

All matters under Consent Agenda are considered by the Board of Directors to be routine and will be enacted by a single motion APPROVING THE CONSENT AGENDA. If discussion is desired on any particular consent item, that item will be removed from the consent agenda and will be considered separately. All items on the Consent Agenda with financial impact have been budgeted.





**15. ADOPTION OF STANDARD PROCUREMENT AND CONTRACT DOCUMENTS**

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve and adopt new standard procurement and contract documents that are appropriate for capturing various regulations and policies while serving NAIPTA's best interest for contractor relations.

**16. APPROVE APPLICATION AND EXECUTION OF FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT APPLICATION 6743-2018-007 (PREVIOUSLY 6743-2018-001)**

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors: Approve and authorize staff to add \$351,400 to the execution of FTA application 6743-2018-007 for an updated total application of \$4,333,599 for projects transferred from Flagstaff Metropolitan Planning Organization (FMPO) for capital preventative maintenance and projects in support of ongoing work evaluating US Highway 180 corridor.

**17. APPROVE AWARD OF REQUEST FOR PROPOSAL (RFP) 2018-118 FOR MANUFACTURE AND DELIVERY OF TRANSIT BUSES**

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors award RFP 2018-118 for Manufacture and Delivery of Transit Buses to and approve contracts with New Flyer, Inc for 60-foot articulated buses and Gillig Corporation for 35 and 40-foot buses.

**18. APPROVE RENEWAL OF LINE OF CREDIT FROM WELLS FARGO FOR \$500,000**

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors: Direct and authorize staff to renew the Wells Fargo credit line in the amount of \$500,000 to provide cash flow assistance as needed.

**19. APPROVE RENEWAL OF NAIPTA LIABILITY INSURANCE FOR FY2019**

-Heather Dalmolin, Administrative Director

Staff requests the Board of Directors approve the purchase of general liability, auto liability, and excess coverage insurance from Aon Risk Services, Inc. at a cost not to exceed the budgeted funds of \$336,405.

Vice Chair Babbott requested to pull #18 from the consent agenda. He moved to approve consent agenda items 15-17 and item 19. Director Keene seconded. All approved, none opposed. Motion carried.

Vice Chair Babbott stated that due to recent issues with Wells Fargo Bank that they admitted to, he is uncomfortable continuing with the relationship. He stated our ethics play out with our money. Chair Overton stated the City had a similar discussion, but it is a little bit different here. The funds are available, only if needed. Ms. Dalmolin reported line of credit funds have not been used in years. NAIPTA does not invest.





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The County Treasurer's Office invests for us. She noted NAIPTA recently went out to bid and only two responses were received from Wells Fargo and Alliance. It was determined that Wells Fargo was still the best value for our needs. Director Whelan commented that it is a double-edged sword when local employees are steadfast, but it is not okay at the corporate level. Chair Overton moved to approve the Wells Fargo line of credit as presented. Director Keene seconded. Approved by Directors Overton, Keene and Hipolito, opposed by Directors Babbott and Whelan. Motion carried.

### PROGRESS REPORTS:

#### 20. OFFICE REMODEL CONSTRUCTION UPDATE

-Wade Forrest, Facilities Manager

Mr. Forrest gave a very brief update on the progress of the office renovation. The project is currently on schedule and within budget.

#### 21. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck had stepped out of the room.

Ms. Lenner reported NAIPTA is participating in Dump the Pump activities on Thursday, June 21<sup>st</sup>. This is a national campaign organized by the American Public Transportation Association (APTA). Ride Mountain Line for free and other giveaways will be offered.

Ms. Morley gave a brief update on the Highway 180 Implementation Plan. A PowerPoint slide was shown on screen with a pie chart showing travel times between Snowbowl Road and City Hall during the winter season. No decisions have been made. A stakeholder meeting is scheduled for Monday. There will be further public outreach done. A full report will be brought back in August. Vice Chair Babbott said he is responding to responses from residents. Please continue to send them to him or Kate. This is an effort to narrow the realm of the possible. It's a great process. You don't corrupt the process. We need to let it play out. Secretary Hipolito recommended having good talking points for Board members at upcoming outreach events.

### DISCUSSION / ACTION ITEMS:

#### 22. APPROVE THE 8<sup>TH</sup> AMENDMENT TO THE EMPLOYMENT AGREEMENT FOR THE CEO AND GENERAL MANAGER

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve the Eighth Amendment to the Employment Contract for the CEO-General Manager to extend the term of the agreement through November 30, 2018.



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Ms. Dalmolin stated the 8th Amendment is per discussion regarding Mr. Meilbeck's contract. He has approved the language. There is also an End of Employment Agreement which outlines how to handle his departure. Director Keene moved to approve the 8th Amendment as presented. Secretary Hipolito seconded. All approved, none opposed. Motion carried.

Chair Overton reminded the Board the next meeting is August 15<sup>th</sup>.

There was approximately a 15-minute break, 11:45am-12pm.

At approximately 12pm, Director Keene made a motion to move into and Executive Session. Director Whelan seconded. All approved, none opposed. Motion carried.

### EXECUTIVE SESSION

Executive sessions are closed to the public.

The Board convened an Executive Session at approximately 12pm, pursuant to A.R.S. § 38-431.03 (A)(1) and A.R.S. § 38-431.03(A)(4) for the following purpose:

1. CEO and General Manager Candidate Review Process

Following the conclusion of the Executive Session, the Board reconvened the public meeting at approximately 1:41pm.

### ITEMS FROM BOARD MEMBERS AND STAFF:

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

July/August/September Working Agenda  
Strategic Workplan

The Board has called for a Special Meeting on Thursday, June 28<sup>th</sup>, 8-10am at NAU to hold phone interviews with prospective CEO and General Manager candidates in Executive Session. Specific location to be determined.

The next regular Board meeting will be on Wednesday, August 15, 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 Board members. August agenda items will include but not be limited to the Personnel Policy Manual Update, Transportation Decision 2018, Title VI, Rider Satisfaction Survey, Changes to Open Meeting Law, Office Remodel Construction Update and possibly an Executive Session for CEO/GM Recruitment Interviews. The August agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed



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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 1:42pm.

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Scott Overton, Chair NAIPTA Board of Directors

ATTEST:

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Rhonda Cashman, Clerk of the Board



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