



Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.mountainline.az.gov

Board of Directors Minutes for Wednesday, August 15, 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, August 15, 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;
Veronica Hipolito (Vice Chair), Dean of Students, CCC, designee, 10:04am arrival;
Jamie Whelan (Secretary), Vice Mayor, City of Flagstaff, alternate;
Art Babbott, Board of Supervisors, Coconino County;
Joanne Keene, Executive Vice President and Chief of Staff, NAU;
Jim McCarthy, City Council, 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;
Charlie Odegaard, City Council, City of Flagstaff, alternate;
Emily Allen, Assistant Vice President of Community Relations, 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;
Jon Matthies, IT Manager;
Anne Dunno, Capital Project Manager;
Alicia Becker, Transit Planner;
Kate Morley, Mobility Planner;
Estella Hollander, Associate Planner;



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Rhonda Cashman, Clerk of the Board

GUESTS PRESENT:

None.

1. CALL TO ORDER -Chair Overton called the meeting to order at 10:01am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES
 - a. Regular Meeting Minutes 6/20/2018
 - b. Special Meeting Minutes 6/28/2018

Director Babbott moved to approve both sets of minutes: June 20, 2018 and June 28, 2018. Secretary Whelan seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Scott Overton	X	
Veronica Hipolito	X	
Jamie Whelan	X	
Art Babbott	X	
Joanne Keene	X	

4. CALL TO THE PUBLIC

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

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.

5. APPROVE UPDATED PERSONNEL POLICY MANUALS

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve and adopt updates to various NAIPTA Policy manuals to incorporate updates to policies that most accurately reflect regulatory requirements and NAIPTA's actual practices.

Chair Overton let Board members know there was a section inadvertently left out of the staff report that has changes: 4.8 No Solicitation. A printed copy was handed out at the meeting. Director Babbott moved to approve the updated personnel policy manuals. Director Keene seconded. All approved, none opposed. Motion carried.



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NAME	YES VOTE	NO VOTE
Scott Overton	X	
Veronica Hipolito	X	
Jamie Whelan	X	
Art Babbott	X	
Joanne Keene	X	

DISCUSSION / ACTION ITEMS:

6. APPROVE THE NAIPTA-NORTHERN ARIZONA UNIVERSITY (NAU) UPASS INTERGOVERNMENTAL AGREEMENT (IGA)

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve an IGA between Northern Arizona University (NAU) and NAIPTA to provide a Universal Access Pass (U-PASS) for students in exchange for \$1,000,000 in lieu of fares.

Ms. Dalmolin asked the Board to approve the agreement contingent upon legal approval. NAU is working on a mobile app and NAIPTA will offer service throughout the Flagstaff area. NAU has made the agreement contingent on the passage of Proposition 421. There was a brief discussion regarding community benefits of this partnership. Chair Overton moved to approve the agreement as presented. Director Babbott seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Scott Overton	X	
Veronica Hipolito	X	
Jamie Whelan	X	
Art Babbott	X	
Joanne Keene	X	

7. COCONINO COMMUNITY COLLEGE (CCC) PILOT PASS PROGRAM, INTERGOVERNMENTAL AGREEMENT AMENDMENT

-Jacki Lenner, Marketing Manager

Staff recommends the Board of Directors approve the Coconino Community College Pilot Pass Program amendment, Addendum 2, to continue the program for a third year, through July 31, 2019 at no cost to CCC.

Ms. Lenner provided the Board with some history of this program for CCC students, faculty and staff. There was a brief discussion about the CCC budget cycle and how continuing this program will keep the momentum moving forward and potentially working into a UPASS partnership without loss of ridership in the coming year. Director Babbott moved to approve the continuation of this program as presented. Director Keene seconded. All approved, none opposed. Motion carried.



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NAME	YES VOTE	NO VOTE
Scott Overton	X	
Veronica Hipolito	X	
Jamie Whelan	X	
Art Babbott	X	
Joanne Keene	X	

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 reviewed the PowerPoint presentation with the Board. He stressed it is an education campaign, not advocacy. Board members provided feedback. There will be five Open Houses.

9. HIGHGROUND PUBLIC AFFAIRS CONSULTANTS CONTRACT AMENDMENT

-Jacki Lenner, Marketing Manager

Staff recommends the Board of Directors approve amendment to the HighGround Public Affairs Consultants contract to include work for the City of Flagstaff on the Transportation Tax renewal (Proposition 419) and Lone Tree Road Overpass (Proposition 420).

Ms. Lenner reported there needed to be a cohesive approach to the transportation propositions. NAIPTA is working with the City and the scope was revised for economy of scale. This contract is only for transportation. The revised contract reached the \$100,000 threshold. Vice Chair Hipolito moved to approve the Highground contract amendment as presented. Secretary Whelan seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Scott Overton	X	
Veronica Hipolito	X	
Jamie Whelan	X	
Art Babbott	X	
Joanne Keene	X	

10. US 180 IMPLEMENTATION PLAN UPDATE

-Kate Morley, Mobility Planner

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

Ms. Morley shared a PowerPoint presentation with the Board. There was a brief discussion about Snowbowl service and some concern noted regarding the potential of conflicting results from different agency studies. There was a request to email the presentation to Board members.





11. SECTION 5339B AUTHORIZATION OF APPLICATION AND EXECUTION OF AWARD

-Kate Morley, Mobility Planner

Staff recommends the Board of Directors: 1) Authorize staff to submit application to the Federal Transit Administration for Section 5339(b) funds for six all electric replacement vehicles, a Northern Arizona University bus facility, and five replacement paratransit vans; and 2) Execute the Grant award through the Federal Transit Administration award management system (TrAMS).

Ms. Morley reported that this is a scaled funding request. Director Keene thanked NAIPTA for the opportunity to apply for these grant funds on behalf of NAU. Chair Overton commented on this forward-thinking partnership and process. Chair Overton moved to authorize NAIPTA staff to submit the application. Secretary Whelan seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Scott Overton	X	
Veronica Hipolito	X	
Jamie Whelan	X	
Art Babbott	X	
Joanne Keene	X	

Ms. Morley also asked for the Board to approve execution of the grant. Chair Overton moved to approve the execution of the grant. Vice Chair Hipolito seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Scott Overton	X	
Veronica Hipolito	X	
Jamie Whelan	X	
Art Babbott	X	
Joanne Keene	X	

PROGRESS REPORTS:

12. MOUNTAIN LINE AND MOUNTAIN LIFT RIDER SATISFACTION SURVEYS

-Jacki Lenner, Marketing Manager

Ms. Lenner briefly reviewed the PowerPoint presentations. The Mountain Line Mountain Lift presentations will be emailed to members for closer review.

DISCUSSION / ACTION ITEMS:

13. KASPAR INTERSECTION UPDATE

-Erika Mazza, Deputy General Manager





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

Ms. Mazza reported NAIPTA has received a grant for this project in the amount of \$2.7 million. NAIPTA will partner with the City, since Kaspar is a City street. NAIPTA now has the capacity to procure full design/build. The City will provide project management oversight.

14. ADOPT RESOLUTION TO AUTHORIZE WESTERN ALLIANCE BANK TO BE A DEPOSITORY FOR NAIPTA FUNDS

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve and adopt the resolution requested by Western Alliance Bank authorizing the Bank to be a depository for NAIPTA funds. The depository authorization is related to our taxi voucher program and a cash deposit of \$50,000 is required as security for the commercial card that will serve as NAIPTA's paperless taxi voucher.

Ms. Dalmolin reported Wells Fargo discontinued this program because it was not approved by Visa. Western Alliance Bank was the only respondent to our Request for Proposals that was willing and able to offer a solution that met our parameters. The deposit is a requirement of their program. Secretary Whelan moved to approve the resolution and depository requirements as presented. Director Keene seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Scott Overton	X	
Veronica Hipolito	X	
Jamie Whelan	X	
Art Babbott	X	
Joanne Keene	X	

PROGRESS REPORTS:

15. OFFICE RENOVATION PROJECT UPDATE

-Wade Forrest, Facilities Manager

Ms. Mazza noted the renovation is nearly done. She commended Mr. Forrest, Kinney Construction Services and Ms. Dunno for their efforts. Staff was able to work through the entire construction project.

16. OPEN MEETING LAW CHANGES

-Rhonda Cashman, Clerk of the Board

Ms. Cashman recapped the changes to the Open Meeting Law.





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17. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck reported that the Community Transportation Association of America – Small Urban Network Conference was held here in Flagstaff last week. Director Keene and Mayor Evans welcomed the attendees. It was an honor to host this group of transit professionals.

Chair Overton made a motion to move into Executive Session at approximately 11:28am. Secretary Whelan seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Scott Overton	X	
Veronica Hipolito	X	
Jamie Whelan	X	
Art Babbott	X	
Joanne Keene	X	

EXECUTIVE SESSION:

Executive sessions are closed to the public.

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 Finalist Interviews

Following the conclusion of the Executive Session, the Board reconvened the public meeting at approximately 2:28pm.

ITEMS FROM COMMITTEE AND STAFF:

18. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

September/October Working Agenda
Strategic Workplan

The next meeting will be the Board and TAC Joint meeting on Wednesday, September 19, 2018 and will be a WebEx meeting based in Flagstaff in the NAIPTA VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend.

September agenda items will include but not be limited to the Coconino Community College (CCC) Proposition Presentation, Transportation Decision 2018, Title VI and Office Remodel Construction Final Update. The September 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.

19. ADJOURNMENT

-Chair Overton adjourned the meeting at 2:28pm.



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Scott Overton, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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