Northern Arizona Intergovernmental Public Transportation Authority
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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 (BOD) of the Northern Arizona Intergovernmental Public Transportation Authority ("NAIPTA") and to the general public that the Board will hold a meeting on:

Wednesday, October 17, 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: -pages 1-4

1. CALL TO ORDER

2. WELCOME, ROLL CALL AND INTRODUCTIONS

3. SAFETY BRIEFING

4. APPROVAL OF MINUTES 9/19/2018 -pages 5-10

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5. 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:

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.

6. FY2019 PURCHASE OF DIESEL FUEL FROM CARTER OIL COMPANY

-Jim Wagner, Operations Director -pages 11-12

Staff recommends the Board of Directors: Approve bulk diesel fuel purchase from Carter Oil Company for Mountain Line fleet not to exceed $432,268.00 for FY2019.

7. FY2019 PURCHASE OF STAFF UNIFORMS FROM ALL ABOARD EMBROIDERY -pages 13-15

-Jim Wagner, Operations Director

Staff recommends the Board of Directors: Award procurement of staff uniforms from All Aboard Embroidery and approve a 5-year contract with All Aboard Embroidery for purchase of goods and services not to exceed of $150,000 during the contract period.

DISCUSSION / ACTION ITEMS:

8. APPROVE THE FY2018 ANNUAL REPORT -pages 16-17

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve the FY2018 Annual Report and authorize staff to submit the report to the State of Arizona and partner agencies as required in the Master IGA.

9. ADOPT RESOLUTION 2019-100 AND APPROVE THE SUPPLEMENTAL AGREEMENT -pages 18-21

-Heather Dalmolin, Administrative Director

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Staff recommends that the Board of Directors approve a Supplemental Agreement with Arizona Department of Transportation and adopt Authorizing Resolution #2019-100 to authorize Erika Mazza to act on federal funding matters on behalf of NAIPTA as CEO and General Manager.

10. NORTHERN ARIZONA COUNCIL OF GOVERNMENTS (NACOG) REGIONAL PASSENGER TRANSPORTATION STUDY OVERVIEW -pages 22-23
-Kate Morley, Interim Planning Manager
The Board may provide direction, but there is no recommendation from staff at this time.

11. AECOM GENERAL CONSULTING SERVICES CONTRACT TASK ORDER UPDATE -pages 24-26
-Erika Mazza, CEO and General Manager
The Board may provide direction, but there is no recommendation from staff at this time.

12. TRANSPORTATION DECISION 2018 -page 27
-Erika Mazza, CEO and General Manager
The Board may provide direction, but there is no recommendation from staff at this time.

13. EMPLOYEE SATISFACTION SURVEY -page 28
-Erika Mazza, CEO and General Manager
No action is being recommended, but the Board may direct staff on modifications to future Employee Satisfaction including survey instruments or methodology.

14. MEETING CALENDAR REVIEW – NOVEMBER 2018 -pages 31-32
-Rhonda Cashman, Clerk of the Board
Staff recommends the Board of Directors consider member attendance for the November Board meeting scheduled for November 21st, the day before Thanksgiving, and direct staff to keep the meeting as scheduled, if quorum can be confirmed or perhaps move up the meeting to the week prior on Wednesday, November 14th.

15. TERMINATION OF PRIOR CEO AND GENERAL MANAGER EMPLOYMENT CONTRACT -pages 31-32
-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors approve termination of Jeff Meilbeck's employment contract effective November 6, 2018.

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PROGRESS REPORTS:

16. OFFICE BUILDING RENOVATION PROJECT – FINAL UPDATE
-Wade Forrest, Facilities Manager -page 33

17. SUMMARY OF CURRENT EVENTS
-Erika Mazza, CEO and General Manager

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS
November/December/January Working Agenda -page 34
Strategic Workplan -pages 35-36
The next Board meeting will be November 21, 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. November agenda items will include but not be limited to the Transportation Decision 2018, Mountain Line Financial Projections, Quarterly Performance Report and the Workforce Utilization Report. The November 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

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Board of Directors Minutes for Wednesday, September 19, 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, September 19, 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;
Veronica Hipolito (Vice Chair), Dean of Students, CCC, designee;
Jamie Whelan (Secretary), Vice Mayor, City of Flagstaff, alternate;
Joanne Keene, Executive Vice President and Chief of Staff, NAU, (WebEx), joined at 10:20am;
Jim McCarthy, City Council, City of Flagstaff, alternate, arrival at approximately 10:11am
**Three of our five Board member seats must be present to constitute a quorum.*
***The City of Flagstaff holds two seats.*

BOARD MEMBERS EXCUSED:
Art Babbott, Board of Supervisors, Coconino County;
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;
Jim Wagner, Operations Director;
Jacki Lenners, Marketing Manager;
Jon Matthies, IT Manager;
Lauree Battice, Business Manager;
Anne Dunno, Capital Project Manager;
Alicia Becker, Transit Planner;

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Kate Morley, Mobility Planner;
Estella Hollander, Associate Planner;
Rhonda Cashman, Clerk of the Board
Scott Holcomb, NAIPTA Attorney

GUESTS PRESENT:
Chris Bridges, Administrator, Central Yavapai Metropolitan Planning Organization (CYMPO);
Dr. Gonzolo Perez, Associate Provost, Coconino Community College

1. CALL TO ORDER -Chair Overton called the meeting to order at 10:03am.

2. ROLL CALL AND INTRODUCTIONS

3. APPROVAL OF MINUTES
a. Regular Meeting Minutes 8/15/2018
b. Special Meeting Minutes 9/5/2018

Vice Chair Hipolito moved to approve both sets of minutes: August 15, 2018 and September 5, 2018. Secretary Whelan seconded. All approved, none opposed. Motion carried.

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

4. CALL TO THE PUBLIC

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

5. <u>COCONINO COMMUNITY COLLEGE PROPOSITION 417 PRESENTATION</u>
-Veronica Hipolito, Dean of Student Services

Dr. Perez, from CCC, presented on behalf of Vice Chair Hipolito. This is a tax renewal. If approved, the funds will go to programs beginning in 2019 when the current secondary tax ends and the college facility will be paid off.

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.

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6. UPDATED TITLE VI POLICY AND PROGRAM FOR FY2018-FY2021
-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors: Approve the updated Title VI Civil Rights Policy and Program and authorize CEO-General Manager to approve clerical corrections in future.

Secretary Whelan moved to approve the consent agenda item, the Title VI program as presented and authorize the CEO and General Manager to approve clerical corrections in the future. Vice Chair Hipolito seconded. All approved, none opposed. Motion carried.

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

DISCUSSION / ACTION ITEMS:

7. ENTERPRISE RIDESHARE CONTRACT FOR VANPOOLS
-Kate Morley, Mobility Planner
Staff recommends the Board of Directors award RFP 2018-130 to Enterprise Rideshare to provide necessary vanpool services: 1) Approve contract as drafted for a five-year term, authorizing NAIPTA legal to finalize any vendor changes; and 2) authorize NAIPTA CEO-GM to execute Task Orders with a not-to-exceed amount of $360,000.

Ms. Morley stated a Request for Proposal was done and the contract has been awarded to Enterprise Rideshare. The Vanpool Business Plan was done earlier this year and the recommendation was to continue with a turnkey service. Enterprise Rideshare is our current provider so there should be no disruption in service. Secretary Whelan moved to approve the vanpool contract as presented and authorize the CEO and General Manager to execute task orders not to exceed $360,000. Vice Chair Hipolito seconded. All approved, none opposed. Motion carried.

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

8. APPROVE THE CENTRAL YAVAPAI METROPOLITAN PLANNING ORGANIZATION (MPO) SERVICE AGREEMENT
-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors**:** Approve an Intergovernmental Agreement (IGA) between NAIPTA and Central Yavapai Metropolitan Planning Organization (CYMPO) for administrative and project management services.

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Ms. Dalmolin noted the Board approved a regional partnership between NAIPTA and the CYMPO in June. NAIPTA has been asked to help CYMPO update their Transportation Implementation Plan. This was unbudgeted, but the revenues and expenses will be offset. Mr. Bridges thanked the Board and staff for the assistance, even though the CYMPO is not in the NAIPTA region. Ms. Dalmolin said she noticed an error in the agreement, section 3.2.1. There are too many zeros and she will have this corrected. Mr. Meilbeck explained Mr. Bridges has done great work with this win/win partnership. Mr. Bridges also helped with the recent restructure of the Flagstaff Metropolitan Planning Organization (FMPO). Secretary Whelan moved to approve the CYMPO Agreement. Vice Chair Hipolito seconded. All approved, none opposed. Motion carried.

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

9. AMERICAN PUBLIC TRANSPORTATION ASSOCIATION (APTA) SUSTAINABILITY COMMITMENT PROGRAM

-Alicia Becker, Transit Planner

Staff recommends the Board of Directors approve NAIPTA's submittal to the American Public Transportation Association's Sustainability Commitment program.

Ms. Becker explained the APTA Sustainability program. Secretary Whelan moved to approve NAIPTA's participation in the APTA Sustainability Commitment Program. Vice Chair Hipolito seconded. All approved, none opposed. Motion carried.

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

10. 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 team efforts with presentations and open houses are going well. The first open house had approximately 50 people in attendance. Those in attendance were really engaged. Attendees made the rounds to all the tables. He wanted to recognize Ms. Lenners and the consultant team for the clear, concise messaging. Secretary Whelan commented that the timing of ads has been well-executed. Chair Overton asked the team to keep up the good work.

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PROGRESS REPORTS:

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

Mr. Meilbeck stated his last day as CEO will be September 30th.

Mr. Meilbeck reported NAIPTA's Automatic People Counters (APCs) have been certified by the Federal Transit Administration (FTA). This is very helpful. The data is solid. He recognized Alicia for this effort. Ms. Mazza added that Mr. Marshall, Ms. Gregg, Mr. Matthies and our vendor were a part of this certification process as well.

Ms. Lenners asked Board members to save the date for Mr. Meilbeck's retirement party on November 1st, 4-6pm at the High Country Conference Center or 1899. Vice Chair Hipolito thanked Mr. Meilbeck for his service and leadership.

Chair Overton made a motion to convene an Executive Session at approximately 10:50am. Vice Chair Hipolito seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Scott Overton	X	
Veronica Hipolito	X	
Jamie Whelan	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) and A.R.S. § 38-431.03(A)(4) for the following purpose:

1. New CEO and General Manager Contract

Following the conclusion of the Executive Session, the Board reconvened the public meeting at approximately 12:22pm.

Chair Overton commented on the outstanding job Ms. Mazza has done through this entire process. It has been a lot of work.

DISCUSSION / ACTION ITEMS:

12. APPOINT NEW CEO AND GENERAL MANAGER AND APPROVE CONTRACT
-Scott Overton, Board Chair
The Board of Directors may appoint the new CEO and General Manager and take action regarding the terms of the new CEO and General Manager's Contract.

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Chair Overton made a motion to appoint Ms. Mazza the new CEO and General Manager of NAIPTA and approve the preliminary contract. Secretary Whelan seconded. Vice Chair Hipolito and Director Keene both commented that they are excited to work with Ms. Mazza and that she will be a great leader for the community and NAIPTA. All approved, none opposed. Motion carried.

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

Per Chair Overton, Ms. Mazza will step into her new role on October 1st.

ITEMS FROM COMMITTEE AND STAFF:

18. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS
October/November/December Working Agenda
Strategic Workplan
The next meeting will be the Board and TAC Joint meeting on Wednesday, October 17, 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. October agenda items will include but not be limited to the FY2018 Annual Report, Transportation Decision 2018, Employee Satisfaction Survey, Office Remodel Construction Final Update and the Workforce Utilization Report. The October 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 12:26pm.

_____
Scott Overton, Chair NAIPTA Board of Directors

ATTEST:

_____
Rhonda Cashman, Clerk of the Board

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DATE PREPARED: October 9, 2018

MEETING DATE: October 17, 2018

TO: Honorable Chairman and Members of the Board

FROM: James Wagner, Operations Director

SUBJECT: FY2019 Purchase of Diesel Fuel from Carter Oil Company

RECOMMENDATION:

Staff recommends the Board of Directors: Approve bulk diesel fuel purchase from Carter Oil Company for Mountain Line fleet not to exceed $432,268.00 for FY2019.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- Strive for continuous improvement in all we do
- Be environmental stewards

Goals:

- Plan with attention to "green" opportunities and long-term sustainability

BACKGROUND:

On June 21, 2017, the NAIPTA Board awarded IFB 2017-200: Bulk Fuel to Carter Oil Company. As part of the award, the Board also approved a 5-year contract for bulk fuel purchases through Carter Oil Company for the Mountain Line fleet. FY2019 is the second year of the approved 5-year contract and staff are completely satisfied with contractor's performance and quality of service, as well as ongoing value to NAIPTA. Carter Oil Company is able to manage fuel tank levels through electronic means and deliver fuel, as needed, ensuring that our fleet is always able to fuel onsite, eliminating need to obtain fuel through a station in the community at market price.

TAC DISCUSSION:

During review with the Transit Advisory Committee, Advisor Dille asked why this purchase required additional action by the Board, if the Board had awarded a 5-year contract only a year ago. Heather Dalmolin, Administrative Director, confirmed that as the Master 5-year contract was silent on total price or value, staff were required to bring back an annual approval request, based on 1) approved Fiscal Year budget, and 2) current commodity price.

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ALTERNATIVES:

1) **Approve purchase of diesel fuel from Carter Oil Company for FY2019 (recommended):** NAIPTA's prior year procurement process ensured that Carter Oil Company offered the best value for diesel fuel. Approval of this expenditure is within the contract and allows services to continue without interruption in the coming year.

2) **Do not approve purchase of diesel fuel from Carter Oil (not recommended):** NAIPTA would see an increase in cost as we would be forced to revert to purchasing fuel at the retail level while considering other options.

FISCAL IMPACT:

This purchase is included in the Board approved FY2019 budget in the amount of $432,268.00.

SUBMITTED BY:	**APPROVED BY:**
James Wagner Operations Director	Erika Mazza CEO and General Manager

ATTACHMENTS:

1. Carter Oil Company, Bulk Fuel Contract -available upon request

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DATE PREPARED: September 28, 2018

MEETING DATE: October 17, 2018

TO: Honorable Chairman and Members of the Board

FROM: James Wagner, Operations Director

SUBJECT: FY2019 Purchase of Staff Uniforms from All Aboard Embroidery

RECOMMENDATION:

Staff recommends the Board of Directors: Award procurement of staff uniforms from All Aboard Embroidery and approve a 5-year contract with All Aboard Embroidery for purchase of goods and services not to exceed of $150,000 during the contract period.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:
- Strive for continuous improvement in all we do

BACKGROUND:

NAIPTA's current rental uniform contract with Unifirst Corporation is up for renewal in FY2019. During this last contract period with Unifirst Corporation, NAIPTA consistently experienced quality control issues; although staff brought issues to the vendor for resolution, issues were not resolved. Based on the ongoing challenges, staff determined that it was best to cancel the contract and issue a competitive procurement to identify a new vendor.

Due to contract performance issues, all uniformed staff, except Fleet personnel, regularly launder and maintain their uniforms, only returning garments to the vendor that need repair or replacement. This action by staff has nullified the need for a professional laundry service. As such purchasing uniforms through a company, like All Aboard Embroidery, would be consistent with current practice and purchases offers NAIPTA with cost savings by eliminating need for ongoing rental and laundry services.

Staff completed a request for written bids and compared the cost of three uniform vendors: All Aboard Embroidery, Flagstaff Uniform, and Unifirst Corporation. Of the three vendors, All Aboard Embroidery and Flagstaff Uniforms are local businesses. Per the table below, All Aboard Embroidery was highest ranking vendor based on review of submissions and request for quotes by at least two staff members.

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	Uniform Quality	*Cost*	*Customer Service*	*Uniform Fit*	*Score*
All Aboard Embroidery	10	5	10	15	40
Flagstaff Uniform	5	0	5	0	10
Unifirst Corporation	5	10	0	0	15

Staff is recommending award to All Aboard Embroidery, as they offered best value and good customer service during the procurement process. NAIPTA has purchased clothing items from All Aboard Embroidery on previous occasions and has been satisfied with quality of material and workmanship.

TAC DISCUSSION:

During the review of the item with the Transit Advisory Committee, Advisor Dille questioned whether All Aboard Embroidery was lowest cost, referencing lowest-responsible bidder purchasing rules. Heather Dalmolin, Administrative Director, was able to confirm that NAIPTA had issued the request for bids with scoring criteria and that staff had selected All Aboard Embroidery as best value for NAIPTA, as allowed by our procurement rules. Ms. Dalmolin explained that NAIPTA does not have to choose lowest cost, if staff uses other criteria to determine overall value. The cost of renting and laundering uniforms was deemed to be low value to the agency, in light of quality and service issues that Unifirst was unable to resolve during the original 3-year contract.

ALTERNATIVES:

1) **Award procurement and approve purchase contract for uniforms from All Aboard Embroidery (recommended):** Purchasing uniforms can offer better quality with new-not used garments and All Aboard Embroidery can deliver a wider selection of uniform solutions for NAIPTA. The completed procurement process determined this contract provides best value to NAIPTA.

2) **Do not approve this contract for uniforms from All Aboard Embroidery (not recommended):** NAIPTA would need to continue with current rental company until another uniform solution can be determined and would continue to pay for services that don't meet standards for quality and service needed.

FISCAL IMPACT:

The first-year purchase for uniformed staff is within the uniform budget of $20,770, as approved in the FY2019 Budget. The additional 4 years of the contract are expected to cost less than then 1st year and those costs are anticipated in projected future budgets as recorded in the Financial Plan.

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SUBMITTED BY:

James Wagner
Operations Director

APPROVED BY:

Erika Mazza
CEO and General Manager

ATTACHMENTS:

1. All Aboard Embroidery Uniform Contract, Draft -separate from packet

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DATE PREPARED: October 8, 2018

MEETING DATE: October 17, 2018

TO: Honorable Chairman and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Approve the FY2018 Annual Report

RECOMMENDATION:

Staff recommends the Board of Directors approve the FY2018 Annual Report and authorize staff to submit the report to the State of Arizona and partner agencies as required in the Master IGA.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:
- Strive for continuous improvement in all we do
- Be trustworthy and dependable

BACKGROUND:

In accordance with A.R.S. 28-9101 et seq. to establish an intergovernmental public transportation authority and the Master IGA signed by Coconino County on June 7, 2013, the Board will issue an annual report on or before December 1 containing a full account of the transactions, activities and finances for the preceding fiscal year and other facts and recommendations. The Board shall transmit copies of the report to each member municipality, university and county, to the Secretary of State, to the Arizona state library, archives and public records and, on request, to any member of the public.

The FY2018 Annual Report is a formal document designed to meet the state regulation. The report contains a summary of the activities, including performance data for all provided public transportation systems. The report provides an overview of FY2018 revenues and expenditures. The FY2018 performance information and financial data from the report is as presented to the Transit Advisory Committee and Board of Directors throughout the year. The financial data is reflective of the year end information as reviewed with and presented to each partner agency.

NAIPTA's annual financial audit is still pending and if anything changes as a result of the audit, an amended report will be filed no later than March 31, 2019 and presented to the TAC and Board in April 2019.

TAC DISCUSSION:

The Transit Advisory Committee was provided with a review of the annual report. There was no discussion.

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ALTERNATIVES:

1. Approve the FY2018 Annual Report and authorize submission of Annual Report as per the requirements of the Master IGA **(recommended)**: If the Board approves the Annual Report, staff can proceed with submission of the Annual Report on time and NAIPTA will remain compliant with the Master IGA as well as the State of Arizona regulations.

2. Don't approve report **(not recommended)**: If the Board does not approve the report, staff will be delayed in submitting the Annual Report. This delay could mean NAIPTA would not meet deadline for submission as required by the Arizona Revised Statutes.

FISCAL IMPACT:

There is no budgetary or financial impact with adoption of the FY2018 Annual Report.

SUBMITTED BY:

Heather Dalmolin
Administrative Director

APPROVED BY:

Erika Mazza
CEO and General Manager

ATTACHMENTS:

1. NAIPTA FY2018 Annual Report -separate from packet

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DATE PREPARED: October 8, 2018

MEETING DATE: October 17, 2018

TO: Honorable Chairman and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Adopt Resolution #2019-100 and Approve the Supplemental Agreement

RECOMMENDATION:

Staff recommends that the Board of Directors approve a Supplemental Agreement with Arizona Department of Transportation and adopt Authorizing Resolution #2019-100 to authorize Erika Mazza to act on federal funding matters on behalf of NAIPTA as CEO and General Manager.

RELATED STRATEGIC WORKPLAN OBJECTIVE
Guiding Principles:

- Strive for continuous improvement in all we do

BACKGROUND:

In 2013, the federal funding bill Moving Ahead with Progress (MAP-21), altered the requirement of transit agencies receiving federal funds, requiring agencies to 1) sign a supplemental agreement with their state Department of Transportation to create a federally defined Direct Recipient status, and 2) pass a resolution to authorize agency staff to act on behalf of the agency regarding federal funds. As a result, in June 2013 NAIPTA approved a Supplemental Agreement with the Arizona Department of Transportation and adopted Authorizing Resolution #2013-100 to authorize Jeff Meilbeck as NAIPTA's CEO and General Manager to act on behalf of the agency.

With the retirement of Mr. Meilbeck and the appointment of Erika Mazza to CEO and General Manager, an updated supplemental agreement and authorizing resolution needs to be approved to name the new CEO and General Manager with same authorizations as the prior CEO and General Manager. This resolution will allow the CEO and General Manager to submit application for federal funds directly to FTA and to authorize drawdown of funds after award.

Once these recommended actions are approved, staff can move forward with establishing additional required roles to support the many requirements of applying for, managing, and receiving federal funds. These authorities are in compliance with regulations and rules as set for in the Master Agreement and in the annual authorizing bill. This action will replace the prior Supplemental Agreement as well as Resolution #2013-100 which assigned these rights to Mr. Meilbeck.

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TAC DISCUSSION:

The Transit Advisory Committee was provided an overview of this process and background on reason staff are seeking approval. Advisor Dille asked if the prior resolution named the General Manager position or the name of employee in position, stating that if resolution named a position there is no need to process another resolution. Ms. Dalmolin confirmed that the resolution of 2013 did name the General Manager and not Jeff Meilbeck, but that staff had determined that since there were also staff changes in the Region IX office of the Federal Transit Administration the updated resolution was good practice and an important part of communicating this change at NAIPTA to FTA.

ALTERNATIVES:

1. Approve the Agreement and Adopt Resolution #2019-100 **(recommended):** The agreement and resolution are required by the Federal Transit Administration, and Arizona Department of Transportation, in order for NAIPTA to continue receiving funds directly from FTA. These funds are essential to programs and projects provided by NAIPTA.

2. Do not approve the agreement and adopt the authorizing resolution **(not recommended):** If these actions are not taken, NAIPTA will not be able to establish roles as needed for managing federal funds and federal funding will be delayed.

FISCAL IMPACT:

There is no budgetary or financial impact with adoption of the updated authorizing resolution.

SUBMITTED BY:	**APPROVED BY:**
Heather Dalmolin Administrative Director	Erika Mazza CEO and General Manager

ATTACHMENTS:

1. Supplemental Agreement with Arizona Department of Transportation -page 20
2. Resolution #2019-100 -page 21

United States of America
Department of Transportation
Federal Transit Administration
Supplemental Agreement

It is the practice of the Federal Transit Administration to enter into a formal agreement with the Designated Recipient for the projects that the Designated Recipient does not carry out directly. Under this Grant Agreement, the Grant Recipient is not the Designated Recipient. Therefore, the Designated Recipient hereby agrees to permit the Grant Recipient under this Grant Agreement to receive and dispense the Federal assistance funds described in the Grant Agreement. The Designated Recipient further agrees that the Grant Recipient shall assume all responsibilities set forth in this Grant Agreement.

The Federal Government and the Grant Recipient under this Grant Agreement hereby agree that the Designated Recipient is not in any manner subject to or responsible for the terms and conditions of this Grant Agreement and is a party to this Grant Agreement only to assign the right to receive and dispense Federal funds to the Grant Recipient as described above.

Signature: _____ Date: _____

Name (Print/Type): _____
Authorized Official

Designated Recipient/Arizona Department of Transportation

Signature: _____ Date: _____

Name (Print/Type): _Erika Mazza, NAIPTA CEO and General Manager_
Authorized Official

Grant (Direct) Recipient/Northern Arizona Intergovernmental Public Transportation Authority

AUTHORIZING RESOLUTION

Resolution No. 2019-100

Resolution authorizing the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for Federal transportation assistance authorized by 49 U.S.C. chapter 53, and any other Federal statutes administered by the Federal Transit Administration.

WHEREAS, the Federal Transit Administrator has been delegated authority to award Federal financial assistance for a transportation project;

WHEREAS, the Designated Recipient has authorized the agency to apply for and receive Federal financial assistance for transportation project as the Direct Recipient;

WHEREAS, the grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the Applicant, and may require the Applicant to provide the local share of the project cost;

WHEREAS, the Applicant has or will provide all annual certifications and assurances to the

Federal Transit Administration required for the project;

NOW, THEREFORE, BE IT RESOLVED BY **Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) BOARD OF DIRECTORS**

1. That **NAIPTA CEO and General Manager** is authorized to execute and file an application for Federal assistance on behalf of **NAIPTA** with the Federal Transit Administration for Federal assistance authorized by 49 U.S.C. chapter 53 or any other Federal statutes authorizing a project administered by the Federal Transit Administration.

2. That **NAIPTA CEO and General Manager** is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transit Administration requires before awarding a Federal assistance grant or cooperative agreement.

3. That **NAIPTA CEO and General Manager** is authorized to execute the grant and cooperative agreements with the Federal Transit Administration on behalf of **NAIPTA.**

4. That **NAIPTA CEO and General Manager** is authority to draw against available grant funding using the ECHO web system.

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DATE PREPARED: October 8, 2018

MEETING DATE: October 17, 2018

TO: Honorable Chairman and Members of the Board

FROM: Kate Morley, Interim Planning Manager

SUBJECT: NACOG Regional Passenger Transportation Study Overview

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

Goals:

- Build cooperative relationships regionally to expand and enhance NAIPTA's positive impact.

BACKGROUND:

NACOG, through a Section 5304 Planning Grant, procured KFH Group to conduct a Regional Passenger Transportation Study (PTS) for Apache, Coconino and Navajo Counties with the purpose of identifying priority corridors and communities that have high needs and little or no transit service at the current time. Over approximately one year, NACOG worked with a variety of stakeholders including transit providers, local jurisdictions, health care providers and non-profit organizations to develop the PTS. NACOG also conducted a series of Get on the Bus events to hear directly from residents about their public transportation needs. The PTS then developed a set of regional scenarios designed to create connectivity and coordinate transit systems to work together so that residents and visitors can travel across the region using transit.

The following priority corridors were identified:

- Tuba City to Window Rock (State Route 264)
- Williams to Grand Canyon Village (State Route 64)
- I-40 Holbrook, Winslow, Flagstaff, Williams
- Page to Tuba City to Flagstaff (State Routes 89 and 160)
- Flagstaff to Sedona (State Route 89A)

Additionally, the PTS identifies the need for local, in-town service in Chinle, Fredonia/Kanab, Holbrook, Kayenta, Tuba City, Williams and Winslow. The PTS also calls for regional coordination, a One Call/One

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Click information center and website, enhanced transit infrastructure and improved security on rural transit systems.

The NACOG Passenger Transportation Study is in final draft stage. NACOG is currently developing a scope for a Phase 2 of the PTS which may include deliverables such as performance measures, cost estimates, identification of revenue sources, outreach materials and/or a similar analysis as Phase 1 for Eastern Yavapai County.

The PTS has no immediate implications for NAIPTA though results of the PTS may bring about formal requests for service outside of the NAIPTA boundary by other agencies and jurisdictions. Such requests would be brought to the NAIPTA Board for consideration. NACOG staff will be present during TAC and Board of Director meetings this month to answer questions.

TAC DISCUSSION:

TAC was appreciative of the presentation and suggested there may be potential need for service from Peach Springs to Flagstaff as an item for future study.

FISCAL IMPACT:

None.

PREPARED BY:

Kate Morley
Interim Planning Manager

SUBMITTED BY:

Erika Mazza
CEO and General Manger

ATTACHMENTS:

1. Draft NACOG Regional Passenger Transportation Study -available upon request

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DATE PREPARED: October 8, 2018

MEETING DATE: October 17, 2018

TO: Honorable Chairman and Members of the Board

FROM: Erika Mazza, CEO and General Manager

SUBJECT: AECOM General Consulting Services Contract Task Order Update

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

RELATED STRATEGIC WORKPLAN OBJECTIVES:
Guiding Principles:

- Collaborate to enhance service delivery
- Be fiscally responsible and responsive to changing demographics

BACKGROUND:
NAIPTA, through the support and guidance of its Board of Directors, entered into a contract with AECOM, Inc. on June 21, 2017 and NAIPTA entered into a second contract year on June 20, 2018. By contracting with AECOM, NAIPTA maintains the capacity, experience, consistency, and continuity in the development of our plans and projects. As part of the contract approval, Staff was directed to provide the NAIPTA TAC and Board with a quarterly update on the Task Orders and overall review of the contract. This review is the first quarter review for the FY2019 contract year.

AECOM is currently providing professional services for NAIPTA and will support NAIPTA staff in the planning, programming, and implementation of awarded grants and the 18-Month Strategic Workplan.

FY2019

Task	Project Name	Anticipated Start Date	Source Funds	Task Order Valuation	
#3	HW 180 – Implementation Study	July 2017	5311	Original $60,998.65; $79,994.51	Change Order to accommodate additional modeling
#6	BRT	July 2018	5307/39	$1,945,000	Finalizing scope
#7	Construction Phase Admin	May 2018	5307/39	$14,229	Complete
#8	DCC Selection, Design & Preliminary Engineering	July 2018	5307/39	$740,000	Scope updated; finalizing
#9	Transit Guidelines	Nov. 2018	5311	$99,006	Scope re-draft
#10	NAU Partnership – Milton/Rt 66	January '19	5307/39	TBD	Begin work with NAU Oct
#11	Bus Stop Amenities (survey/design)	On-going	Local/TBD	$50,000	TBD
#12	HW 180 – Implementation	TBD	TBD	$40,000	TBD
#13	Initiation of Work / Program Mgmt	On-going	Varies	$50,350	On-going
	Kaspar/Route 66 Intersection				Removed

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Task Order #3

- Highway 180 – Implementation Study underway. Added two modeling runs to assist in the confidence of TDM Scenarios. Models will include consistent volume and delays typical for winter snowplay travels between Snowbowl Road and Downtown Flagstaff. Additional model run will be conducted for the Wing Mountain Road alternative for future (10-25 years) volume growth projections. A video of the model runs will be available at the end of the project – estimated December 2018.

Task Order #6

- BRT Scope of Work is in the final stage for tasks, scope, budget, and timeline. This project has moved slow due to the complexity and breadth of the project. New information from the Federal Transit Administration may complicate this project further. Staff is actively engaged in understanding the Administration's request for greater local match.

Task Order #7

- Construction Phase for Office Remodel is complete, and project came in within budget for Architectural support. Staff will present on the completion of the Office Remodel project under a separate Staff (Progress) Report.

Task Order #8

- DCC site selection, Design and Preliminary Engineering Scope of Work is currently being refined. Staff has requested AECOM to include two additional site assessments as NAIPTA is still searching for a permanent location within the greater downtown area.
- Scope of work should be finalized by November 2018.

Task Order #9

- Re-designing Task Order Scope of Work for Transit Guidelines to include BRT and general stop infrastructure development.

Task Order #10

- Placeholder for future Task Order. Partnership with NAU for feasibility study and initial alignment for 4th leg intersection and connection from Milton to NAU.

Task Order #13

- Program Management; BRT Scope development.

Kaspar/Route 66 Intersection

- Removed and will be taking this project out for competitive bid.

TAC DISCUSSION:

TAC was supportive of the progress made with the FY2019 AECOM Task Orders.

FISCAL IMPACT:

The carryover amount of $2,219,931 from FY2018 will be redistributed as some of these projects are on-going and $995,963 was approved for new FY2019 Task Order projects. The total valuation includes all sub-consultant and reimbursable costs. To date, NAIPTA has expended $$46,773 of the available not to exceed amount listed above. All projects are based on fund availability and identified within NAIPTA's FY2019 budget and Financial Plans.

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SUBMITTED BY:

Erika Mazza
CEO and General Manager

ATTACHMENTS:

None.

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DATE PREPARED: October 8, 2018

MEETING DATE: October 17, 2018

TO: Honorable Chairman and Members of the Board

FROM: Erika Mazza, CEO and General Manager

SUBJECT: Transportation Decision 2018

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. In the Sunday, September 30, 2018 Daily Sun paper, all three Transportation initiatives were highlighted in a front-page article. In the month of October, similar information has been included in CityScape and the County's Report to Citizens. Staff will provide an update on Outreach activities at the NAIPTA October Board meeting.

For more information, please see the website: www.flagstaffelections.org.

TAC DISCUSSION:
The TAC was generally supportive of the ongoing efforts and City of Flagstaff TAC member, Shane Dille, expressed appreciation for the work that has gone into this educational effort.

FISCAL IMPACT:
None.

SUBMITTED BY:

_____
Erika Mazza
CEO and General Manager

ATTACHMENTS:
None.

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DATE PREPARED: October 8, 2018

MEETING DATE: October 17, 2018

TO: Honorable Chairman and Members of the Board

FROM: Erika Mazza, CEO and General Manager

SUBJECT: Employee Satisfaction Survey

RECOMMENDATION:

No action is being recommended, but the Board may direct staff on modifications to future Employee Satisfaction including survey instruments or methodology.

RELATED STRATEGIC WORKPLAN OBJECTIVE
Guiding Principles:

- Strive for continuous improvement in all we do.

BACKGROUND:

NAIPTA conducts an employee satisfaction survey every 6 months and has done so for the past 19 years. The survey has proven to be an excellent tool for measuring trends, gaining feedback, and responding to changes in employee satisfaction over time. The survey is based on a policy that ensures anonymity and confidentiality. Specifically, employees do not sign their name, surveys are tabulated by a third party, and survey results are shared with the entire staff team. The NAIPTA Leadership team then reviews for trends and comments regarding opportunities to enhance the existing work environment.

Staff will make a presentation at the October TAC and Board meetings on the trends and findings for the July 2018 Employee Satisfaction Survey.

TAC DISCUSSION:

TAC had a few clarifying questions regarding formatting of the PowerPoint. An additional question was for the CEO and General Manger as to some items that stood out. Further enhancement of current communication practices was one of the top items NAIPTA Leadership can continue addressing.

SUBMITTED BY:

_____
Erika Mazza
CEO and General Manager

ATTACHMENTS: None.

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DATE PREPARED: October 9, 2018

MEETING DATE: October 17, 2018

TO: Honorable Chairman and Members of the Board

FROM: Rhonda Cashman, Clerk of the Board

SUBJECT: Meeting Calendar Review – November 2018

RECOMMENDATION:

Staff recommends the Board of Directors consider member attendance for the November Board meeting scheduled for November 21st, the day before Thanksgiving, and direct staff to keep the meeting as scheduled, if quorum can be confirmed or perhaps move up the meeting to the week prior on Wednesday, November 14th.

BACKGROUND:

Local K-12 schools are closed on November 21st, but NAU and CCC are open. Per respective websites, the City of Flagstaff and Coconino County are open. NAIPTA is operating bus service and the office is open, usually with limited staff.

TAC DISCUSSION:

This item was not discussed with the TAC.

FISCAL IMPACT:

The Board and TAC meeting schedule has no fiscal impact.

SUBMITTED BY:	**APPROVED BY:**
Rhonda Cashman Clerk of the Board	Erika Mazza CEO and General Manager

ATTACHMENTS:

1) FY2019 Meeting Calendar -page 30

NAIPTA FY2019 REGULAR MEETINGS

Transit Advisory Committee (TAC) - First Thursday of each Month
Board of Directors (BOD) – Third Wednesday of each Month

Date	Meeting	Location	Time
7/2018	Recess	----------	--------
8/2/2018	TAC	WEB EX NAIPTA Based	10am
8/15/2018	BOD	WEB EX NAIPTA Based	10am
9/6/2018	TAC	WEB EX NAIPTA Based	10am
9/19/2018	BOD	WEB EX NAIPTA Based	10am
10/4/2018	TAC	WEB EX NAIPTA Based	10am
10/17/2018	BOD	WEB EX NAIPTA Based	10am
11/1/2018	TAC	WEB EX NAIPTA Based	10am
11/21/2018	BOD	WEB EX NAIPTA Based	10am
12/6/2018	BOD/TAC Advance	Flagstaff	8am-5pm (TBD)
1/3/2019	TAC	WEB EX NAIPTA Based	10am
1/16/2019	BOD	WEB EX NAIPTA Based	10am
2/7/2019	TAC	WEB EX NAIPTA Based	10am
2/20/2019	BOD	WEB EX NAIPTA Based	10am
3/7/2019	TAC	WEB EX NAIPTA Based	10am
3/20/2019	BOD	WEB EX NAIPTA Based	10am
4/4/2019	TAC	WEB EX NAIPTA Based	10am
4/17/2019	BOD	WEB EX NAIPTA Based	10am
5/2/2019	TAC	WEB EX NAIPTA Based	10am
5/15/2019	TAC/BOD Joint Meeting	Flagstaff	10am-2pm (TBD)
6/6/2019	TAC	WEB EX NAIPTA Based	10am
6/19/2019	BOD	WEB EX NAIPTA Based	10am

Subject to change up until 24 hours before meeting

Approved 6/20/2018

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DATE PREPARED: October 5, 2018

MEETING DATE: October 17, 2018

TO: Honorable Chairman and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Termination of prior CEO and General Manager Employment Contract

RECOMMENDATION:

Staff recommends the Board of Directors approve termination of Jeff Meilbeck's employment contract effective November 6, 2018.

BACKGROUND:

In June 2018, the Board approved the 8th amendment to Jeff Meilbeck's employment contract. The 8th amendment ends on November 30, 2018, if not terminated earlier. At the September 19, 2018 Board meeting, the Board approved an employment contract with Erika Mazza, effective October 1, 2018, as CEO and General Manager. As previously agreed upon, Mr. Meilbeck has left his role as CEO and General Manager and is performing work for NAIPTA as an advisor for the Public Outreach and Education effort for Props 419 thru 421.

As the effort will conclude with the election on November 6, 2018, Mr. Meilbeck has expressed to Ms. Mazza that he would like to proceed with termination of his contract. Staff is therefore recommending the Board terminate Mr. Meilbeck's contract. Action to terminate the agreement will place Mr. Meilbeck in paid administrative leave through the end of his contract term. Mr. Meilbeck will be paid through the end of November and final payroll will be processed after contract end date.

TAC DISCUSSION:

This agenda item was not reviewed with the TAC.

ALTERNATIVES:

1) Approve the termination of Jeff Meilbeck's employment contract (**recommended**): Approving the termination was recognized as a possible solution in the 8th amendment and taking this action was part of the approved agreement. Placing Mr. Meilbeck in paid administrative leave for the final 24 days of the contract period is appropriate considering Mr. Meilbeck's work as advisor will conclude with the November 6th election.
2) Do not approve the termination of Jeff Meilbeck's employment contract (**not recommended**): If the agreement is not terminated, Mr. Meilbeck will remain an employee of NAIPTA. As an employee, the Board will need to define his role, his work, and expectations. Additionally, staff will need to continue tracking his time and attendance.

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FISCAL IMPACT:

There is no fiscal impact or cost to NAIPTA to either terminate contract or wait until it expires on November 30, 2018. Mr. Meilbeck will continue to be paid at contracted rate either way.

SUBMITTED BY:

Heather Dalmolin
Administrative Director

APPROVED BY:

Erika Mazza
CEO and General Manager

ATTACHMENTS:

1. Termination Notice -available at the meeting

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NAIPTA MEMORANDUM

DATE: October 17, 2018

TO: Honorable Chairman and Members of the Board

FROM: Wade Forrest, Facilities Manager

SUBJECT: Office Building Renovation Project- Final Update

Kinney Construction Services (KCS) completed construction of the Office Building Renovation project a few weeks ahead of schedule and Certificate of Occupancy was granted on August 9th. Along with being on schedule, we came in under budget and stayed within the original scope. A closeout letter was sent to AECOM to finalize Task Order #7.

With 80% federal funding, we were able to rework space within the existing office building footprint to streamline workflows and increase office capacity by approximately 25%. The changes are serving NAIPTA well so far and we now have a little room for growth. Project scope items were completed, as identified by NAIPTA Key Stakeholders, and we were able to save $7,364 out of the contractors GMP of $377,325. We are approximately $30,000 under budget for the total project and are looking forward to making further minor improvements in-house in the coming months.

The project management process, along with great teamwork by NAIPTA and KCS staff, made this project very successful. Impacts to the public during the final phase of construction were mitigated successfully through good planning and involvement with Administration Staff who relocated Customer Service operations to the VERA Conference Room while the front desk area was being renovated. There were no complaints registered by the public related to customer service during the project.

November: TAC Meeting is Thursday, 11/1 Board Meeting is Wednesday, 11/21

ITEMS:	WHO & WHAT:
Transportation Decision 2018	Erika - D/A
Mountain Line Financial Projections	Heather D. - D
Quarterly Performance Report	Heather D. - PR
Workforce Utilization Report	Heather D. - PR
Current Events	Erika - PR
Dec/Jan Agenda Calendar – Add to Every Agenda Packet	
Strategic Workplan – Add to Every Agenda Packet	

December: BOD and TAC Advance is Thursday, 12/6

ITEMS:	WHO & WHAT:
Possible Board Business Meeting	TBD
Transportation Decision 2018	Erika - D/A
Current Events	Erika - PR
Jan/Feb Agenda Calendar – Add to Every Agenda Packet	
Strategic Workplan – Add to Every Agenda Packet	

January: TAC Meeting is Thursday, 1/3 Board Meeting is Wednesday, 1/16

ITEMS:	WHO & WHAT:
Financial Audit	Heather D. - D/A
FY2020 Meeting Calendar	Rhonda - D/A
Current Events	Erika - PR
Feb/Mar Agenda Calendar – Add to Every Agenda Packet	
Strategic Workplan – Add to Every Agenda Packet	

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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.

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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.