



Northern Arizona Intergovernmental Public Transportation Authority

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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 Lenner, 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. COCONINO COMMUNITY COLLEGE PROPOSITION 417 PRESENTATION -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.





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.





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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