



Transit Advisory Committee Minutes for Thursday, October 4, 2018

NAIPTA Conference Room
3773 N. Kaspar Dr.
Flagstaff, AZ 86004

NOTE: IN ACCORDANCE WITH PROVISIONS OF THE ARIZONA REVISED STATUTES THE SUMMARIZED MINUTES OF NAIPTA TAC MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITHIN QUOTATION MARKS ARE VERBATIM. AUDIO RECORDINGS OF NAIPTA TAC MEETINGS ARE ON FILE IN THE NAIPTA CLERK'S OFFICE.

The Transit Advisory Committee met in Regular Session on Thursday, October 4, 2018 at 10am in a WEB BASED meeting. Members of the TAC attended in person, by telephone or internet conferencing. NAIPTA staff were present in the NAIPTA Conference Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004. The public was invited to observe and participate in the meeting at the address above.

TAC MEMBERS PRESENT:

Dave Wessel, (Vice Chair), Manager, FMPO, elected Vice Chair (WebEx);
Shane Dille, Deputy City Manager, City of Flagstaff, designee (WebEx);
Shari Miller, Citizen Representative, City of Flagstaff, (WebEx);
Erin Stam, Director of Parking and Shuttle Services, NAU, designee, (WebEx);
Dylan Graham, ASNAU President, NAU, (WebEx), joined at approximately 10:16am;
T. Paul Thomas, Business Representative, Northern Arizona Leadership Alliance, acting Chair of this meeting

**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Gillian Thomas, (Chair), Citizen Representative, Coconino County;
James Jayne, County Manager, Coconino County;
Lucinda Andreani, Deputy County Manager, Coconino County, designee;
Barbara Goodrich, Interim City Manager, City of Flagstaff, designee;
Jeff Bauman, City Engineer, City of Flagstaff, alternate;
Paul Wagner, Citizen Representative, City of Flagstaff, alternate;
Ron Hurlle, Chief Innovation Officer/Vice President, CCC;
Martin Ince, Multi-Modal Planner, FMPO, alternate;
Tim Kinney, Business Representative, Northern Arizona Leadership Alliance, alternate

NAIPTA STAFF IN ATTENDANCE:

Erika Mazza, CEO and General Manager;
Heather Dalmolin, Administrative Director;
Jim Wagner, Operations Director;
Jacki Lenners, Marketing Manager;
Anne Dunno, Capital Project Manager;





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Kate Morley, Interim Planning Manager;
Wade Forrest, Facilities Manager;
Robert Martinez, Technical Specialist;
Rhonda Cashman, Clerk of the Board

GUESTS PRESENT:

Veronica Hipolito, Dean of Student Services, CCC and NAIPTA Board member;
Jennifer O'Connor, Transit Planner, Northern Arizona Council of Governments (NACOG)

1. CALL TO ORDER -Advisor Paul Thomas called the meeting to order at 10:04am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVE TAC MINUTES 9/6/2018

Advisor Stam moved to approve the minutes from September 6, 2018. Advisor Miller seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Dave Wessel	X	
Shane Dille	X	
Shari Miller	X	
Erin Stam	X	
Paul Thomas	X	

4. CALL TO THE PUBLIC

There were no members of the public prepared to speak at this time.

5. SAFETY BRIEFING

Mr. Forrest informed the meeting participants of the evacuation plan and meeting point outside near the sign in front of the building.

6. COCONINO COMMUNITY COLLEGE PROPOSITION 417 PRESENTATION

Ms. Hipolito reviewed this presentation with the TAC. Proposition 417 is a continuation of the current property tax to be used for educational programs.

Advisor Graham joined the meeting during the CCC presentation at approximately 10:16am.

7. REVIEW OF THE DRAFT BOARD BUSINESS AGENDA

The TAC reviewed the draft Board Business Agenda and discussed staff reports, in order to provide recommendations to the Board. Specific comments and recommendations are noted in these minutes.

a. **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



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consent agenda and will be considered separately. All items on the Consent Agenda with financial impact have been budgeted.

i. FY2019 PURCHASE OF DIESEL FUEL FROM CARTER OIL COMPANY

-Jim Wagner, Operations Director

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.

Advisor Dille asked why this step is necessary, if the Board approved a five-year contract. Mr. Wagner deferred to Ms. Dalmolin. She responded that this step is needed for the Board to approve the annual dollar amount based on the approved budget, per our purchasing policy. There were no further questions.

ii. FY2019 PURCHASE OF STAFF UNIFORMS FROM ALL ABOARD EMBROIDERY

-Jim Wagner, Operations Director

Staff recommends the Board of Directors: 1) Award procurement of staff uniforms from All Aboard Embroidery; 2) Approve a 5-year contract with All Aboard Embroidery for goods and services not to exceed of \$150,000 during the contract period; and 3) Authorize CEO and General Manager to approve annual Task Orders to assign annual scope of work and value as long as cost doesn't exceed the budget as approved by the Board.

Advisor Dille asked if All Aboard Embroidery was the lowest cost proposal. Ms. Dalmolin replied that All Aboard Embroidery was found to be the best value for NAIPTA, per the scoring. The decision was not solely based on price, but included quality of material, purchase versus lease and customer service as well. Advisor Dille would like to know where that vendor came in on price. Staff said they could respond to him regarding that specific criteria following the meeting and include it in the report for the Board. There were no further questions.

There was a bit of confusion as to whether TAC members vote on these items. Ms. Mazza explained the role of the TAC is in an advisory capacity to staff in preparation to take items to the Board for action.

b. **DISCUSSION / ACTION ITEMS:**

i. APPROVE THE NAIPTA FY2018 ANNUAL REPORT

-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.

Ms. Dalmolin reviewed a PowerPoint presentation with the TAC which included performance data by program. A one-page overview of the NAIPTA Annual Report was handed out. There was no discussion.



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ii. ADOPT RESOLUTION 2019-100 AND APPROVE SUPPLEMENTAL AGREEMENT

-Heather Dalmolin, Administrative Director

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.

Ms. Dalmolin explained this formality is related to the change in the CEO and General Manager. Advisor Dille asked if this was required. He thought it was related to the position, not the person. Ms. Dalmolin replied that it is being done to avoid a problem due to staffing changes at the Arizona Department of Transportation (ADOT) and the Federal Transit Administration (FTA). There were no further questions.

iii. NORTHERN ARIZONA COUNCIL OF GOVERNMENTS (NACOG) REGIONAL PASSENGER TRANSPORTATION STUDY OVERVIEW

-Kate Morley, Mobility Planner

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

Ms. Morley reviewed a PowerPoint presentation with the TAC on behalf of NACOG. She was involved in their process. Ms. O'Connor from NACOG attended the meeting via WebEx to answer any questions. Advisor Paul Thomas asked about the areas of Peach Springs and the Hualapai Tribe. Ms. O'Connor responded, the NACOG region is vast, but that area is not in their region. She complimented Ms. Morley on the presentation. There were no further questions.

iv. AECOM GENERAL CONSULTING SERVICES CONTRACT TASK ORDER UPDATE

-Erika Mazza, CEO and General Manager

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

Ms. Mazza reported she is not asking for any direction from the Board this month. She plans to bring forth some new task orders in November. She provided an update on each AECOM task order. The Kaspar intersection task order will be removed, as NAIPTA received grant funding for design and build. AECOM does not do construction. NAIPTA will soon go out to bid for this project. So far this year the projects are underbudget and on task. There were no questions.

v. TRANSPORTATION DECISION 2018

-Erika Mazza, CEO and General Manager

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

Ms. Mazza stated that Mr. Meilbeck continues to do public outreach. More than 50 presentations have been done. Cityscape came out yesterday. The County Report



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to Citizens will be out soon. There is an Open House downtown on the square for First Friday tomorrow evening. The website is www.flagstaffelections.org. Advisor Dille thanked all involved in this effort.

vi. EMPLOYEE SATISFACTION SURVEY

-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.

Ms. Mazza reviewed the PowerPoint presentation with TAC members. There were 80 respondents. All areas are trending well. Advisor Paul Thomas asked her what two things she plans to work on as the new CEO. She replied that she wants to work on the communication loop. On Monday, October 1st, she delivered an address to all employees and riders via live feed. She is trying new ways to communicate. The other is performance evaluations and management. Advisor Paul Thomas commented on the administration scores being higher than the operators and that may be something to work on. Advisor Dille noted the great numbers, but there is always room for improvement. He suggested changing one of the shades of blue to a different color for ease of differentiation. There was no further discussion.

c. **PROGRESS REPORTS:**

i. OFFICE BUILDING RENOVATION PROJECT – FINAL UPDATE

-Wade Forrest, Facilities Manager

Mr. Forrest reviewed a PowerPoint presentation with the TAC. The renovation finished early and under budget. Post-construction photographs of the different areas affected by the renovation were shown. There were no complaints from the public during the construction process. Staff and contractor, Kinney Construction Services (KCS), worked together to make the process go smoothly.

ii. SUMMARY OF CURRENT EVENTS

-Erika Mazza, CEO and General Manager

Mr. Meilbeck's last day in the office as CEO and General Manager was September 28th. He will serve in an advisory capacity for the Transportation Tax initiatives. There will be an Employee Breakfast in his honor on Tuesday, October 16th at 7:30am in Shop 3. His Retirement Party will be on Thursday, November 1st, 4-6pm. Invitations have been sent. Please RSVP. An additional item will go to the Board this month to revise Jeff's contract to an end date of November 7th. Ms. Morley is currently the Interim Planning Manager until a Development Director is hired. Staff attended a Friends of Transit event in Phoenix recently. Ms. Mazza presented on Mountain Line's future and the current tax initiative. Staff attended the American Public Transportation Association (APTA) Annual Meeting in Nashville. Ms. Mazza was nominated the Vice Chair of the Small Operations Committee and she accepted a leadership position on the Legislative Committee, as well as the APTA Board of Directors. There will be an Open House at First Friday on the square tomorrow



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evening, October 5th. There will be another Open House on Monday evening, October 8th at the FUSD district office on Sparrow. NAIPTA has a new vanpool from Flagstaff to Williams for the Forest Service that started on Monday, October 1st.

ITEMS FROM COMMITTEE AND STAFF:

Advisor Stam congratulated Ms. Morley.

Advisor Miller spoke up on the phone and said this was her last meeting. She has plans to retire. She was thanked by all and wished the best of luck in the future.

8. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

November/December/January Working Agenda

Strategic Workplan

The next TAC meeting will be November 1, 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 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 TAC.

9. ADJOURNMENT -Advisor Paul Thomas adjourned the meeting at 11:36am.

Gillian Thomas, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

Rhonda Cashman, Clerk of the Board



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