



## 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, October 17, 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, October 17, 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:**

Jamie Whelan (Secretary), Vice Mayor, City of Flagstaff, acting Chair of this meeting;  
Jim McCarthy, City Council, City of Flagstaff, alternate;  
Emily Allen, Assistant Vice President of Community Relations, NAU, 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:**

Scott Overton (Chair), City Council, City of Flagstaff;  
Veronica Hipolito (Vice Chair), Dean of Students, CCC, designee;  
Art Babbott, Board of Supervisors, Coconino County;  
Joanne Keene, Executive Vice President and Chief of Staff, NAU, (WebEx), joined at 10:20am;  
Matt Ryan, Board of Supervisors, Coconino County, alternate;  
Charlie Odegaard, City Council, City of Flagstaff, alternate;  
Colleen Smith, President, CCC

#### **NAIPTA STAFF IN ATTENDANCE:**

Erika Mazza, CEO and General Manager;  
Heather Dalmolin, Administrative Director;  
Jim Wagner, Operations Director, left the meeting at approximately 10:40am;  
Jacki Lenner, Marketing Manager;  
Wade Forrest, Facilities Manager;  
Jon Matthies, IT Manager;  
Lauree Battice, Business Manager;  
Anne Dunno, Capital Project Manager;  
Kate Morley, Interim Planning Manager;



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Estella Hollander, Associate Planner;  
Rhonda Cashman, Clerk of the Board

### GUESTS PRESENT:

Tod Morris, Mobility Management Planner, NACOG

1. CALL TO ORDER -Secretary Whelan called the meeting to order at 10:00am.
2. ROLL CALL AND INTRODUCTIONS
3. SAFETY BRIEFING

Mr. Forrest reviewed the Evacuation Plan with the Board members and staff in the room. He reminded us the parking lot speed limit is 10mph and when exiting the parking lot to stop prior to the sidewalk to look for pedestrians and cyclists.

4. APPROVAL OF MINUTES 9/19/2018

Director McCarthy asked for a correction to remove the “alternate” designation from Secretary Whelan’s name in the Board Members Present section of the minutes to reflect her proper status as a regular member. He moved to approve the September 19, 2018 minutes with the noted correction. Director Allen seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Emily Allen	X	

5. CALL TO THE PUBLIC

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

### 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.

Ms. Dalmolin suggested the uniform purchase report be pulled from the consent agenda, so she can provide clarification to the recommendation. The Board agreed to proceed with item 6 under the consent agenda and then pull item 7.



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6. 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.

Director McCarthy moved to approve the consent agenda item, the purchase of diesel fuel, as presented. Secretary Whelan seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Emily Allen	X	

7. FY2019 PURCHASE OF STAFF UNIFORMS FROM ALL ABOARD EMBROIDERY

-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.

This item was pulled from the consent agenda for discussion and action. Ms. Dalmolin reported NAIPTA has a new contract form. There is a master contract with a total not to exceed amount for 5 years. Task orders will be done each year within the same scope of work. The recommendation needs to be changed to request 1) Award of the master contract to All Aboard Embroidery, 2) Authorize the purchase over the 5 years, and 3) Delegate authority to approve task orders to the CEO and General Manager on an annual basis, as long as it does not exceed the master contract value or set budget for that year. Director McCarthy so moved. Director Allen seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Emily Allen	X	

DISCUSSION / ACTION ITEMS:

8. APPROVE THE 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 Board members. Highlights of FY2018 were noted, ridership and performance measures by program, as well as a financial summary. Secretary Whelan asked about including her name on the annual report. Eva Putzova's name will be replaced with her name before it gets sent to the State. She also suggested looking at the Financial Management Policy in the near





future for the benefit of new Board members. A one-page handout of the Annual Report marketing piece was in front of them at each seat. Director McCarthy moved to approve the FY2018 Annual Report. Director Allen seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Emily Allen	X	

**9. ADOPT RESOLUTION 2019-100 AND APPROVE THE 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 is not a required action for the Board because the position of CEO and General Manager is noted, but the consensus of staff was to communicate this change for clarification, due to several personnel changes at both ADOT and the Federal Transit Administration (FTA) recently. Director McCarthy moved to approve the Supplemental agreement and adopt the resolution as presented. Director Allen seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Emily Allen	X	

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

-Kate Morley, Interim Planning Manager

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

Ms. Morley introduced Mr. Morris, the Mobility Management Planner from NACOG. Mr. Morris reviewed his PowerPoint presentation with Board members. This particular Passenger Transportation Study includes Coconino, Navajo and Apache Counties and has three phases to the plan. It does not include Yavapai County, due to a recent study done separately, in partnership with the Central Yavapai Metropolitan Planning Organization, specifically for Yavapai County. Mr. Morris noted the project overview, outreach efforts, study findings, priority corridors, local services, connecting services and service recommendations. Ms. Mazza reported this is a conversation going on at the national level as well. Ms. Morley stated there is no immediate implication for NAIPTA. She concluded with noting the requirements of the NAIPTA Board-approved Regional Service Request process. There were no questions.





**11. 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 stated this report is in response to a Board request to receive quarterly updates on the AECOM general consulting services contract. She will bring a couple task order revisions to the Board in November. She reviewed each task order. There were questions about how NAIPTA's Bus Rapid Transit (BRT) study is blending with ADOT's Milton Road study and NAIPTA's relationship with ADOT. Ms. Mazza responded that the BRT task order scope took a while due to working very closely with ADOT and the status of their study. There is another opportunity on the horizon to enhance our partnerships with ADOT and NAU, in reference to the fourth leg of the intersection at Milton and West Route 66. NAIPTA is a new voice in the conversation. ADOT is open to the conversation. ADOT doesn't have many state highways with transit and those communities look to NAIPTA for assistance. Information was provided about FTA funds and their requirements. Secretary Whelan asked about bus stop equity; stating it seems there are more shelters on the West side of town versus the East. Ms. Mazza stated some of the factors that go into the decision-making process for placing shelters at specific stops. She would like to bring this back as an agenda item for a Board discussion in the near future. Director McCarthy asked when the Kaspar Intersection work would be done. Ms. Mazza replied that we have the grant funds for the design and build process and plan to go out to bid. There was no further discussion.

**12. 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 explained the transportation tax education efforts are winding down. The final open house is tonight at the Murdoch Center. There were a few presentations last week and a couple more will be tomorrow. She will be at the Associated Students at NAU (ASNAU) Roundtable dinner tomorrow night. A Political Action Committee (PAC) has formed in support of the three transportation initiatives and they can advocate, we can only educate. Secretary Whelan stated she received an email comment from someone complimenting how well done this effort has been handled. Ms. Mazza thanked Ms. Lenners, Ms. Cashman and Ms. Morley for their work on this educational campaign. There was no further discussion.

**13. 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 a PowerPoint presentation with the Board. This survey took place in July 2018. There were 80 respondents. Leadership does dig in on the survey results when and where needed. There is a newly formed Safety Committee and safety briefings will be done at the beginning of regular and special meetings held at NAIPTA. Secretary Whelan stated these are very good numbers and she thanked staff. Director Allen concurred and asked if the survey is internal or if there was comparison with other agencies nationally. Ms. Mazza noted this survey is only internally done with employees. NAIPTA does send in required data to the National Transit Database for comparison with other agencies in several categories. There were no other questions.

**14. MEETING CALENDAR REVIEW – NOVEMBER 2018**

-Rhonda Cashman, Clerk of the Board

Staff recommends the Board of Directors consider member attendance for the November Board meeting scheduled for November 21<sup>st</sup>, 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 14<sup>th</sup>.

Ms. Cashman reported November 21<sup>st</sup> is the day before Thanksgiving and the school district is closed. Per Chair Overton’s request, the meeting will be moved to Wednesday, November 14<sup>th</sup> and she will be sending an email to that effect. Director Allen stated Director Keene requested to move the meeting to November 14<sup>th</sup> as well. Other members agreed. A revised meeting invitation will also be sent.

**15. TERMINATION OF PRIOR CEO AND GENERAL MANAGER EMPLOYMENT CONTRACT**

-Heather Dalmolin, Administrative Director

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

Ms. Dalmolin stated the Eighth Amendment to Mr. Meilbeck’s contract was approved in June. It revised the severance date from 6 months to November 30<sup>th</sup> and if the Board decided to take action sooner, he would be placed on administrative leave through November 30<sup>th</sup>. With the conclusion of the election on November 6<sup>th</sup>, Mr. Meilbeck is requesting to terminate his contract as of that date. There will be no further expectation of work from him following the election. Director McCarthy moved to approve the prior CEO contract termination as presented. Director Allen seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Emily Allen	X	





## PROGRESS REPORTS:

### 16. OFFICE BUILDING RENOVATION PROJECT – FINAL UPDATE

-Wade Forrest, Facilities Manager

Mr. Forrest reviewed a PowerPoint presentation with the Board. The office renovation was completed by Kinney Construction Services (KCS) a few weeks ahead of schedule and under budget. The original scope of work was maintained. In the same footprint, NAIPTA gained approximately 25 percent office capacity, allowing some room for growth. The front desk was temporarily relocated to the meeting room. There were no complaints from the public. Staff worked well together to minimize impacts throughout each phase of construction.

### 17. SUMMARY OF CURRENT EVENTS

-Erika Mazza, CEO and General Manager

Ms. Mazza reported Mr. Meilbeck's Retirement Party will be on November 1<sup>st</sup>, 4-6pm. Invitations were sent. Please RSVP. Ms. Morley was appointed the Interim Planning Manager until a Development Director is hired. Interviews are happening this week. Ms. Mazza and Ms. Dalmolin attended a Friends of Transit meeting in Phoenix. Ms. Mazza did a presentation on the future of Mountain Line and the tax initiative. The presentation was well-received, and it was an overall fun event. Ms. Mazza, Ms. Dalmolin and Mr. Wagner attended the American Public Transportation Association (APTA) Annual Meeting in Nashville. Ms. Mazza accepted the Vice Chair position for the Small Operations Committee. With that, she assumed a leadership position on the Legislative Steering Committee and will be working on the Transportation Reauthorization going forward, after the mid-term elections. There were several meaningful and timely conference sessions. The last Transportation Tax Open House is tonight at the Murdoch Center. A new vanpool has started for the US Forest Service between Flagstaff and Williams. Last night at the Council meeting Kevin Parkes and Paul Wagner were appointed as the City Citizen Representatives to the NAIPTA TAC. Ms. Mazza stated she needed to leave momentarily to be on the VIP Bus Tour for the Army Core of Engineers hosted by the City immediately following this meeting. Several public officials would be in attendance and she wanted to make sure we are offering the best customer service. ADOT is on-site today working with Hopi Senom Transit on federal program requirements.

## ITEMS FROM COMMITTEE AND STAFF:

Director McCarthy stated our transit system is really growing and he asked if Ms. Mazza knew how transit was doing in other areas around the State. Ms. Mazza reported our 5-Year Plan was approved and it reconfirmed our structure. She replied that the light rail in Phoenix is doing well, but the bus service is struggling. They have not restructured many routes for nearly 30 years. Tucson has a struggle with management. They have received full funding for their





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street car service. Phoenix approved another light rail route. She commented that any transit investment in Arizona, would be helpful to us here.

### SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

November/December/January Working Agenda

Strategic Workplan

The next Board meeting will be the meeting on Wednesday, November 14, 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**         -Secretary Whelan adjourned the meeting at 11:38am.

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Scott Overton, Chair NAIPTA Board of Directors

ATTEST:

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Rhonda Cashman, Clerk of the Board



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