



## Northern Arizona Intergovernmental Public Transportation Authority

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### Board of Directors Minutes for Wednesday, November 14, 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, November 14, 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;  
Art Babbott, Board of Supervisors, Coconino County, (WebEx), joined at approximately 10:39am;

Joanne Keene, Executive Vice President and Chief of Staff, NAU, (WebEx);  
Jim McCarthy, City Council, City of Flagstaff, alternate;

*\*Three of our five Board member seats must be present to constitute a quorum.*

*\*\*The City of Flagstaff holds two seats.*

#### **BOARD MEMBERS EXCUSED:**

Matt Ryan, Board of Supervisors, Coconino County, alternate;  
Charlie Odegaard, City Council, City of Flagstaff, alternate;  
Emily Allen, Assistant Vice President of Community Relations, NAU, alternate;  
Colleen Smith, President, CCC

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

Erika Mazza, CEO and General Manager;  
Heather Dalmolin, Administrative Director;  
Jim Wagner, Operations Director;  
Jacki Lenner, Marketing Manager;  
Wade Forrest, Facilities Manager;  
Jon Matthies, IT Manager;  
Anne Dunno, Capital Project Manager;  
Estella Hollander, Associate Planner;



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Kyle Marshall, Associate Planner;  
Rhonda Cashman, Clerk of the Board

### GUESTS PRESENT

Lucinda Andreani, Deputy County Manager, Coconino County and NAIPTA TAC member;  
Andrew Iacona, Project Manager, Northern Arizona University, approximately 10:20am arrival

1. CALL TO ORDER -Chair Overton called the meeting to order at 10:04am.
2. ROLL CALL AND INTRODUCTIONS
3. SAFETY BRIEFING

Mr. Forrest stated safety is our first priority. He reviewed the evacuation plan. 9-1-1 can be dialed from the VERA Room phone. The closest fire extinguisher is outside the meeting room door. When asked, Secretary Whelan and Vice Chair Hipolito stated they are CPR and first aid certified.

4. APPROVAL OF MINUTES 9/19/2018

Secretary Whelan moved to approve the October 17, 2018 minutes. 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	

5. CALL TO THE PUBLIC

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

### CONSENT ITEMS:

There were no items for the consent agenda.

### DISCUSSION / ACTION ITEMS:

6. AUTHORIZE ADDITIONAL FY2019 TASK ORDER TO AECOM TECHNICAL SERVICES, INC. UNDER THEIR GENERALSERVICES MASTER CONTRACT  
-Erika Mazza, CEO and General Manager



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Staff recommends the Board of Directors: Authorize and assign NAIPTA CEO and General Manager to add Task Order #10 to AECOM's FY2019 Work Plan for a West Rt. 66 and Milton Intersection Feasibility Study with a valuation not to exceed \$150,000.

Ms. Mazza stated this is a feasibility study with a partnership opportunity. Section 5307/5339 grant funds will be used. There is no adjustment needed to the overall amount of the FY2019 AECOM contract. Savings were found in other areas. Chair Overton asked if the study will look the entire transportation system or just transit. Ms. Mazza replied that the study is a City of Flagstaff, Arizona Department of Transportation (ADOT), Northern Arizona University (NAU) and NAIPTA project and it will evaluate the whole mobility/transportation system. The estimated cost of \$150,000 is due to the complexity of the intersection. The Flagstaff Metropolitan Planning Organization (FMPO) supported the cost as being reasonable. This is part of the NAU Master Plan. Director Keene noted NAU's interest in relieving some congestion on Milton Road and they want NAIPTA's help to do it right. She is not sure where it will tie into Lone Tree, but the extra connection to campus should help. Chair Overton moved to approve AECOM Task Order #10. Director Keene seconded. All approved, none opposed. Motion carried.

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

Andrew Iacona from NAU arrived to join the meeting at approximately 10:20am.

## 7. FY2019 1<sup>ST</sup> QUARTER PERFORMANCE REPORT

-Heather Dalmolin, Administrative Director

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

Ms. Dalmolin shared a PowerPoint presentation with the Board. Specific data regarding Mountain Line fixed route service, Mountain Lift demand response service, City and County Taxi Voucher programs and the Vanpool program were reviewed. There was discussion about student and community ridership awareness potential, service change impacts and downtown parking impacts for Mountain Line. The fare study may have an impact. Mountain Lift consistently receives about 12 applications per month. Additional services that may be provided were described. The County Taxi Voucher program goals were recently adjusted due to the changes in the program. Ms. Mazza stated Ms. Hollander has taken over coordination of the Vanpool program. There have been some struggles with the provider since NAIPTA is a small account. Secretary Whelan asked if there is any overlap with Northern Arizona Council of Governments (NACOG). Ms. Mazza responded that the I-40 corridor study was done



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and then the Vanpool program started. The fund balance graph was shown. The FY2019 dip is reflective of many large projects in the works and it is based on estimated revenues from the City. There is currently a 20% capital set aside. We probably will not have 80% grants to contribute in the future; the grant structure is changing. NAIPTA may want to consider a 20% fund balance, versus 10%, to be in line with the City requirement. This could be a future discussion.

Director Babbott joined the meeting via WebEx at approximately 10:39am.

**8. 2018 – 2019 MOUNTAIN EXPRESS PROGRAM UPDATE**

-Kate Morley, Development Director

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

Ms. Lenners presented the PowerPoint to the Board in Ms. Morley's absence. This is a brief update of our 4<sup>th</sup> season Mountain Express service. It has changed over time with the intent to decrease cars on Highway 180. This year all trips will start and end in Flagstaff to encourage a travel pattern change. Service will start earlier and end later to try to get Arizona Snowbowl employees up and down the mountain. City parking is no longer free in the downtown area. A Flagstaff Unified School District (FUSD) partnership will allow for a Flagstaff High School Park and Ride location for Mountain Express. The service frequency is getting closer to the level of reliable service. The service schedule was reviewed. There will not be Friday service. Those service hours were reallocated to offer more frequency on the weekends. NAIPTA applied for grants for this service, but no award was received. Grant funds were received for all buses to be outfitted with Insta-Chains. NAIPTA has a five-year agreement with Arizona Snowbowl and the details for this years' service are being finalized. This program relies heavily on marketing to tourists via local hotels and NAU students. Ms. Mazza stated the amendment to the agreement will be brought to the Board in December and it will reflect the changes mentioned. Arizona Snowbowl pays approximately \$75,000 for the full burden cost of the service. Ms. Lenners noted the service is free to passengers. Director Babbott commented that he appreciates the work being done and he is glad to see the emphasis on employees, different pick up and drop off options and the NAIPTA Highway 180 transit piece. There is a Winter Recreation Task Force meeting on Monday afternoon.

**9. SECTION 5305 COMPREHENSIVE OPERATIONS ANALYSIS AND CAPITAL PLANNING GRANT**

-Kate Morley, Development Director

Staff recommends the Board of Directors: Authorize 1) Application for \$286,000 to the Arizona Department of Transportation (ADOT) through the Flagstaff Metropolitan Planning Organization for a Section 5305(e) Planning Grant to create a Comprehensive Operations Analysis and Capital Plan; and 2) Execution of Contract of Award.





Ms. Mazza presented this item on behalf of Ms. Morley. NAIPTA has the opportunity to apply for this grant through the FMPO. These funds are reserved for transit planning. The FMPO fully supports the grant application. This is a \$286,000 planning grant that would look at capital and operational efficiencies and evaluate what would give us the most bang for our buck. The Kaspar intersection and the Downtown Connection Center (DCC) are examples of some operational efficiencies identified in the past. One area to consider would be at Humphreys and Columbus for infrastructure development, as this is a very tight intersection for our buses. NAIPTA may be able to contribute some capital dollars to improvements. While our access to capital dollars is changing, we still have more access to capital funding than operational funding. Chair Overton moved to authorize the application and execute the contract as presented. Secretary Whelan seconded. There was no discussion. All approved, none opposed. Motion carried.

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

**10. NORTHERN ARIZONA UNIVERSITY (NAU) AND SOCIAL AND BEHAVIORAL SCIENCES (SBS) MCCONNELL DRIVE FEASIBILITY STUDY UPDATE**

-Anne Dunno, Capital Project Manager

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

Ms. Dunno reported this is a partnership with NAU. NAU is the lead agency. Mr. lacona attended the meeting to answer questions, if needed. NAIPTA plans to further sponsor design to improve multimodal access and identify moving all modes safely and efficiently. There is 3-minute transit frequency at this location. NAIPTA staff is currently working on an Intergovernmental Agreement (IGA) with NAU. Chair Overton expressed that this will be a huge improvement, but he still has concerns about the ADOT I-17 problem at the off ramp. Mr. lacona stated NAU is in discussions with ADOT regarding possible relocation of the off ramp a little west which would be helpful but may still be an issue during special events and heavy traffic times. NAU may adjust some class timing as well. There are plans for a six-foot sidewalk with safe access to campus and campus transit. NAU may have to add a traffic control officer during special events. Ms. Dunno added that ADOT plans to place a barrier on the south side and the sidewalk on the north side should promote safety for pedestrians. There was no further discussion.

**11. 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 reported Proposition 421 is currently more than 200 votes short of passage. She explained NAIPTA's future is not dependent on this ballot initiative. She met with TAC member Hurlle from Coconino Community College (CCC) recently and they agreed, CCC and NAIPTA have an opportunity to find new ways to do things and still have a bright future. The official results should be declared on November 16<sup>th</sup>. Some exit polling will be done through Dr. Fred Solop. Chair Overton commented that Propositions 419 and 420 will provide a lot of benefit to NAIPTA. He recommended NAIPTA have a seat at the table for their implementation. It's time to take the positive and move on. Ms. Mazza shared the fact that complete streets are important to transit. She thanked the Board for their support during the process.

**12. STRATEGIC ADVANCE OUTLINE**

-Erika Mazza, CEO and General Manager

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

Ms. Mazza recapped some milestones such as Mr. Meilbeck's retirement, the election and record ridership. There are other items proposed for discussion such as the UPASS with a structural change, the funding shift of grants and NAIPTA's financial strength for the next 12 years. There may be strategic opportunities and policy questions to discuss. It will be important to land on the focus for the next 18 months. The time will be scaled back to 8am-2pm. Board members did not suggest any additional topics for the agenda.

**PROGRESS REPORTS:**

**13. NAIPTA'S SNOW PREPAREDNESS**

-Wade Forrest, Facilities Manager

Mr. Forrest reviewed a PowerPoint presentation with the Board. There are Standard Operating Procedures (SOP) in place. There is a list of preparations that need to be completed between October 1<sup>st</sup> and November 1<sup>st</sup> each year. NAIPTA's success is interdependent on City and County coordination as well. Service delivery is critical, if we get people where they want to go, we must also get them home. Snow removal is based on performance data which identifies the priority stops and it is updated each year.

**14. MOUNTAIN LINE STUDENT BUS PASS SALES UPDATE**

-Jacki Lenner, Marketing Manager

Ms. Lenner reviewed a PowerPoint presentation with the Board. The marketing program is primarily focused on middle school age students and up. This year the campaign emphasized safety. NAIPTA had a presence at school orientation events. As part of Ms. Hollander's position, we offer travel training that helps familiarize





individuals or groups with the bus and specific routes. K-12 pass sales have flattened out. The pricing of the K-12 pass has been established to be working well. Some neighborhood locations continue to be challenging for trip planning. We continue to work on messaging. College pass sales have decreased, understandably with the CCC pilot pass program, but it's not really a pilot anymore. The CCC program is in its third year now. There is currently no UPASS program in place. She stated that we have to regroup since the tax didn't pass. Vice Chair Hipolito recommended showing the cost savings compared to Uber, etc. Ms. Mazza stated that many students buy monthly passes because it costs less up front compared to a semester or annual pass. Chair Overton commented on transit being a cost-effective option.

**15. FEDERAL FY2018 YEAR-END WORKFORCE ANALYSIS**

-Heather Dalmolin, Administrative Director

Ms. Dalmolin provided some history regarding this report. The goal is set every 3 years. The federal fiscal year concluded September 30, 2018. There are 3 categories where NAIPTA has a variance of greater than 10%. One person can make a difference. No action is recommended at this time. She noted that when we have 100+ employees, we will be required to report to the Federal Transit Administration (FTA). She asked for feedback on the communication of this information to Board members. Chair Overton thought the memo was enough, unless there is a major change. Vice Chair Hipolito thought it most important to know how we are attempting to meet our goals and Secretary Whelan agreed. It was determined that the background information would be brought to the Board annually to let Board members know the trends. Secretary Whelan would like to continue the reports at the Board meetings.

**16. SUMMARY OF CURRENT EVENTS**

-Erika Mazza, CEO and General Manager

Ms. Mazza requested to have this current events report serve as her Board update. NAIPTA is hosting Cardiopulmonary Resuscitation (CPR), First Aid and Article 9 trainings which are open to partner agencies this week. Several NAIPTA managers will be attending the Economic Outlook Conference at NAU. On Saturday, November 17<sup>th</sup>, Mountain Line will be hosting Stuff the Bus for a friendly turkey battle between the City of Flagstaff and Coconino County. Next week AECOM staff will be on-site to discuss the Downtown Connection Center (DCC) and Bus Rapid Transit (BRT). The NAIPTA Employee Holiday Party will be on December 15<sup>th</sup> and Board members should receive an invitation soon. Mountain Line had record ridership, over 300,000 riders, in October. That is that same number of riders in the whole year for 2003. Typically, we do see the highest ridership in October. Mr. Marshall attended the Intelligent Transportation Systems (ITS) Conference in Phoenix last week. Ms. Morley is participating in the Well Woman, Well Communities project with the Public Health Services District. Ms. Hollander is working on an on-demand transportation service option for NAIPTA. Our





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National Transit Database submittal was done. This affords us our competitive funding, such as the Small Transit Intensive Cities (STIC) measures. NAIPTA has a new Safety Committee. The Mountain Lift Taxi Program is changing its card provider. Secretary Whelan asked about our Information Technology (IT) Safety. Ms. Mazza responded that NAIPTA is conducting monthly IT trainings for cybersecurity purposes. NAIPTA is implementing Safety Management Systems (SMS) as required by FTA.

Chair Overton thanked everyone for their work on the propositions and reminded Board members about the upcoming Advance on December 6<sup>th</sup> and election of officers.

## ITEMS FROM COMMITTEE AND STAFF:

### SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

November/December/January Working Agenda  
Strategic Workplan

The Board and TAC Advance is scheduled for Thursday, December 6<sup>th</sup>, 8am-2pm in the NAIPTA Training Room, 3825 N. Kaspar Dr. More information will be forthcoming.

The next Board meeting will be the meeting on Wednesday, January 16, 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. January agenda items will include but not be limited to the City Lease Agreement Amendment, Bus Stop Infrastructure Update, FY2020 Meeting Calendar, Fare Study, Final US 180 Implementation Plan, Strategic Workplan Approval, Coordinated Plan Update, Mountain Express Marketing/Ridership Update and New Year's Eve Marketing/Ridership Update. The January 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.

17. ADJOURNMENT -Chair Overton adjourned the meeting at 11:43am.

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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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