



## Transit Advisory Committee Minutes for Thursday, November 1, 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, November 1, 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:*

Gillian Thomas, (Chair), Citizen Representative, Coconino County;  
Dave Wessel, (Vice Chair), Manager, FMPO, 10:07am arrival;  
James Jayne, County Manager, Coconino County;  
Shane Dille, Deputy City Manager, City of Flagstaff, designee, 10:07am arrival;  
Shari Miller, outgoing Citizen Representative, City of Flagstaff;  
Paul Wagner, incoming Citizen Representative, City of Flagstaff;  
Kevin Parkes, incoming Citizen Representative, City of Flagstaff, alternate;  
Erin Stam, Director of Parking and Shuttle Services, NAU, designee, (WebEx);  
Dylan Graham, ASNAU President, NAU, (WebEx), joined at approximately 10:51am;  
Ron Hurlle, Chief Innovation Officer/Vice President, CCC;  
T. Paul Thomas, Business Representative, Northern Arizona Leadership Alliance  
*\*Five of our eight TAC member seats must be present to constitute a quorum.*

### *TAC MEMBERS EXCUSED:*

Lucinda Andreani, Deputy County Manager, Coconino County, designee;  
Barbara Goodrich, City Manager, City of Flagstaff, designee;  
Jeff Bauman, City Engineer, City of Flagstaff, alternate;  
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;  
Jim Wagner, Operations Director, 10:05am arrival;  
Kate Morley, Development Director;  
Jacki Lenners, Marketing Manager;  
Anne Dunno, Capital Project Manager;





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Wade Forrest, Facilities Manager;  
Jon Matthies, IT Manager;  
Danelle Knight, HR Generalist;  
Estella Hollander, Associate Planner;  
Robert Martinez, Technical Specialist;  
Rhonda Cashman, Clerk of the Board

### GUESTS PRESENT:

Katie Kelly, Assistant to the County Manager, Coconino County

1. CALL TO ORDER -Chair Gillian Thomas called the meeting to order at 10:01am.
2. ROLL CALL AND INTRODUCTIONS
3. SAFETY BRIEFING

Mr. Forrest informed the TAC that safety is our priority. He reviewed the evacuation plan. The phone on the table can be used to call 9-1-1. There is a fire extinguisher outside the meeting room door, if needed. Ms. Morley and Ms. Knight identified themselves as being cardiopulmonary resuscitation (CPR) and first aid certified when attendees were asked.

4. APPROVE TAC MINUTES 10/4/2018

Advisor Miller moved to approve the minutes from October 4, 2018. Advisor Hurler seconded. There was no discussion. The vote was skipped. This item should be brought back for a vote at the January meeting.

5. CALL TO THE PUBLIC

Ms. Mazza requested to speak. She wanted to honor Advisor Miller for her dedication and service to NAIPTA over the last six years. Thanks, and appreciation were expressed by all.

6. TAC AGENDA

#### a. DISCUSSION / ACTION ITEMS:

- i. MEETING CALENDAR REVIEW – JANUARY 2019

-Rhonda Cashman, Clerk of the Board

Staff recommends the Transit Advisory Committee members determine if there will be a quorum for the Thursday, January 3<sup>rd</sup> TAC meeting.

Ms. Cashman explained the first week of January may be considered a holiday week for some since all Flagstaff K-12 schools will still be on recess. NAIPTA and all partner agencies will be open, with NAU and CCC students still being on winter break. The proposed agenda items were shown on screen. Ms. Mazza stated it will be a pretty full agenda. Pushing the meeting to the second week of January would not allow the time needed to prepare the Board agenda packet. The



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consensus of the TAC was to hold the January 3<sup>rd</sup> meeting. All members agreed to be present or assured someone would be present from their agency.

### 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:**

There were no items for the consent agenda.

#### b. **DISCUSSION / ACTION ITEMS:**

##### i. AUTHORIZE ADDITIONALFY2019 TASK ORDER TO AECOM TECHNICAL SERVICES, INC. UNDER THEIR GENERAL SERVICES MASTER CONTRACT

-Erika Mazza, CEO and General Manager

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 noted this is a request of the Board to authorize this task order under the master contract. NAIPTA received an additional competitive grant through the Arizona Department of Transportation (ADOT) for this study to focus on the intersection at West Route 66 and Milton Road. Advisor Dille asked for more information to explain the cost. Ms. Mazza stated this intersection will be a part of the Northern Arizona University (NAU) Master Plan and it is adjacent to the ADOT Milton study; therefore, making this a complex intersection. This intersection will encompass complete streets and will be designed for all uses. Chair Gillian Thomas asked which agency has the lead. Ms. Mazza replied NAIPTA with our on-call consultant AECOM, they will provide a level of efficiencies; working collectively for the study and Milton Corridor Master Plan (CMP). This is a feasibility study, we do not have construction funds. Advisor Dille asked why NAIPTA is taking this approach. Ms. Mazza responded that it is a partnership effort with the NAU acquisition, NAIPTA had the opportunity to get funds for the study and it is a City street. There was concern voiced about this being a very congested intersection and the construction to add a leg will hinder traffic flow. Vice Chair Wessel stated the 4<sup>th</sup> leg of this intersection has been under consideration by ADOT for a long time. NAU is looking to improve the circulation. Ms. Dunno reported that an IGA is in development to define coordination with NAU, NAIPTA, ADOT and the City. When all agencies are at the table, it could take some time to get through all the steps. Chair Gillian Thomas commented that this is very complimentary to NAIPTA, to be considered an equal partner.



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### ii. 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. Mazza reviewed a PowerPoint presentation with the TAC on behalf of Ms. Dalmolin. Graphing format was explained. Data was shared for each division: Mountain Line, Mountain Lift, City and County Taxi Voucher Programs, and the Vanpool Program. There was a discussion about ridership and NAU student access to a car. The fund balance does not reflect any potential changes related to the election next week.

### iii. 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. Morley reviewed a PowerPoint presentation with the TAC. She explained the changes in service for this season. Flagstaff High School will host a Park and Ride location. The service time change is to encourage Arizona Snowbowl employees to ride the bus. Service will begin on December 26<sup>th</sup>. The service for the first week of January is still under negotiation, regular versus holiday. Arizona Snowbowl will pay the total cost of \$75,000. NAIPTA staff applied for two grants to assist with funding this program, but no grant awards were received. The plans for marketing this service were discussed. Advisor Dille recommended contacting Rebecca Sayers regarding the City's winter recreation hotline.

### iv. 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. Morley reported this grant application is through ADOT in partnership with the Flagstaff Metropolitan Planning Organization (FMPO) for \$286,000 for the operational and capital planning process. NAIPTA can look at relocating the Downtown Connection Center (DCC) and changes to route structure for efficiencies in timing, look at points of congestion and stop improvements. If the tax passes next week, we can look at increased frequency on routes. The local match is \$57,200. Federal dollars will be brought in. Vice Chair Wessel stated the timing with the election is perfect and the FMPO supports this effort. There is opportunity to set projects in motion.



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v. NORTHERN ARIZONA UNIVERSITY (NAU) 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 stated this is an update on the transit hub feasibility study. This the second busiest stop for Mountain Line's transit network. Campus Shuttle Services also operates in this area. This is a very congested area of campus for all transportation modes. NAU considers this area a high priority. NAU is the lead, but NAIPTA, as a partner, contributed approximately \$35,000 to the study. The stakeholders ran some alternatives and landed on the roundabout concept shown on screen. It allows for separation of uses which allows for better bus access near buildings and better connections for bike and pedestrian access. Staff plan to bring an IGA to the Board in January for approval. NAIPTA plans to contribute some funds toward design as well. There was a lengthy discussion about the ADOT I-17 off ramp in this area and overall traffic flow. Student safety is of utmost importance. Ms. Mazza identified that this is a great example of why NAIPTA is involved in many community transportation projects. She recognized that this item could be discussed for hours and she asked if the TAC was willing to move on to other items on the agenda.

vi. 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 shared that the election is just days away now. Many presentations, open houses and media interviews were done. Advisor Dille stated it has been a heavy lift. Ms. Mazza thanked Ms. Lenners and Ms. Cashman for their coordination efforts.

vii. 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 reminded TAC members that our Board and TAC Advance is scheduled for Thursday, December 6<sup>th</sup> in the NAIPTA Training Room. She recapped some milestones. The possibility of the tax passage may be an item of discussion. Ridership exceeded 2 million last year. The possibility of the UPASS. A potential shift in funding is coming and there should be discussion on how this may play out. The state ADOT funding for our competitive grant pool may not be there. She wants the focus to be strategic. She asked for suggestions from the TAC. There were none.

c. **PROGRESS REPORTS:**



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### i. NAIPTA'S SNOW PREPAREDNESS

-Wade Forrest, Facilities Manager

Mr. Forrest reviewed a PowerPoint presentation with the TAC. He explained that NAIPTA has Standard Operating Procedures (SOP) in place. New this year, all revenue vehicles will be equipped with Insta-Chains by the end of November. He reviewed NAIPTA's snow response and service delivery procedures and shared a chart showing priorities, as well as a snow removal map.

### ii. MOUNTAIN LINE STUDENT BUS PASS SALES UPDATE

-Jacki Lenners, Marketing Manager

Ms. Lenners reviewed a PowerPoint presentation with the TAC. She noted after a few years of price adjustments, it seems like we've gotten it right the last couple years. This year the marketing campaign has had a safety focus. The hiring of a Safety Supervisor has allowed for ride-alongs and enforcement of NAIPTA policies, as well as having a visible presence out on the routes. Our audio/video equipment on the buses was also upgraded and now allows live viewing. Advisor Dille asked if it is known how successful NAIPTA is at reaching the K-12 students. Ms. Lenners stated that it depends on how they pay. Alternatively, we can evaluate data by stops. For example, with the deviations at BASIS and Northland Preparatory Academy (NPA), the ridership has increased every year. An articulated bus goes out to Flagstaff Leadership Academy at peak times to capture ridership. Marketing efforts have focused on K-12 students. She and Kate have attended outreach events at most of the charter, middle and high schools to sell passes, and talk to students and parents about our service. They have gone to CCC and NAU orientation events as well. They have answered lots of questions. Ongoing communications continue with school administrators. Ms. Hollander is available for travel training and this service puts parent's minds at ease. Trip Planning is also available and an increase in frequency may help, if Proposition 421 passes. Charts with pass sales data was shown.

### iii. FEDERAL FY2018 YEAR-END WORKFORCE ANALYSIS

-Heather Dalmolin, Administrative Director

Ms. Mazza reviewed the memo with the TAC on behalf of Ms. Dalmolin. No changes to the program are anticipated. There were no questions.

### iv. SUMMARY OF CURRENT EVENTS

-Erika Mazza, CEO and General Manager

Ms. Mazza reported Mr. Meilbeck's retirement party is later today, November 1 from 4-6pm, inside at the 1899 Ballroom. Ms. Morley is the new Development Director and now we need to hire Mobility and Transit Planners. Council appointed two City Citizen Representatives to our Transit Advisory Committee last night: Paul Wagner, member and Kevin Parkes, alternate. Mountain Line provided bus service last month for the Rio de Flag tour with Representative O'Halleran and Representatives from the



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Army Corp of Engineers. Ms. Morley is participating in the Well Woman, Well Communities project with the Public Health Services District looking at barriers to women obtaining health care, such as transportation, and finding solutions to help them. NAIPTA is kicking off an on-demand feasibility study. The planning team will analyze the possibility of implementing an on-demand service, aiming to provide a flexible, cost-effective transportation option. Staff is looking at options to get Flagstaff Shelter Services' two vans up and running. Staff is finalizing our annual National Transit Database submittal. It takes many hands and it is a time-consuming project. NAIPTA hosted an ADA workshop on October 11th, that reviewed all the elements required by the American's with Disabilities Act in providing full access fixed route bus service to persons with disabilities. NAIPTA formed a new safety committee with a goal of seeking out and mitigating safety and security risks. The Mountain Lift Taxi Card program will be changing providers. Taxi clients will be notified of this change this month. We will work to ensure a smooth transition for the taxi clients.

## ITEMS FROM COMMITTEE AND STAFF:

### 8. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

December/January Working Agenda  
Strategic Workplan

The Board and TAC Advance is scheduled for Thursday, December 6<sup>th</sup>, 8am-5pm in the NAIPTA Training Room, 3825 N. Kaspar Dr. More information will be forthcoming.

The next TAC meeting will be January 3, 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 TAC.

### 9. ADJOURNMENT -Chair Gillian Thomas adjourned the meeting at 11:43am.

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Gillian Thomas, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

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Rhonda Cashman, Clerk of the Board



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