



NOTICE AND AGENDA OF PUBLIC MEETING AND POSSIBLE  
EXECUTIVE SESSION OF THE BOARD OF DIRECTORS (BOD)  
OF THE NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC  
TRANSPORTATION AUTHORITY

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Board of Directors (BOD) of the Northern Arizona Intergovernmental Public Transportation Authority (“NAIPTA”) and to the general public that the Board will hold a meeting on:

Wednesday, January 23, 2019

3:00pm

NAIPTA VERA Room

3773 N. Kaspar Dr.

Flagstaff, AZ 86004

Unless otherwise noted, meetings held in the Conference Room are open to the public. This is a WEB BASED meeting. Members of the Board of Directors may attend in person, by telephone or internet conferencing. Public may observe and participate in the meeting at the address above.

**The Board of Directors may vote to hold an executive session for the purpose of obtaining legal advice from NAIPTA’s attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3). The executive session may be held at any time during the meeting. Executive sessions are not open to the public, pursuant to Arizona Open Meeting Law.**

**Pursuant to the Americans with Disabilities Act, persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Clerk of the Board of Directors at 928-679-8922 (TTY Service 800.367.8939). Requests should be made as early as possible to allow time to arrange the accommodation.**

The agenda for the meeting is as follows:

-pages 1-4

1. CALL TO ORDER
2. ROLL CALL AND INTRODUCTIONS
3. SAFETY BRIEFING





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- 4. APPROVAL OF BOD/TAC ADVANCE MINUTES 12/6/2018-pages 5-11
- 5. CALL TO THE PUBLIC  
The public is invited to speak on any item or any area of concern that is within the jurisdiction of the NAIPTA Board. Comments relating to items on the agenda will be taken at the time the item is discussed. The Board is prohibited by the Open Meeting law from discussing, considering or acting on items raised during the call to the public, but may direct the staff to place an item on a future agenda. Individuals are limited to a five-minute presentation.

### CONSENT ITEMS:

There are no items for the consent agenda.

### DISCUSSION / ACTION ITEMS:

- 6. FY2019 SPECIAL ELECTION OF BOARD OFFICERS  
-Rhonda Cashman, Clerk of the Board -pages 12-14  
Staff recommends the Board of Directors elect officers for the remaining FY2019 term.
- 7. FY2019 AND FY2020 MEETING CALENDAR REVIEW -pages 15-18  
-Rhonda Cashman, Clerk of the Board  
Staff recommends the Board of Directors review and provide direction regarding the remaining FY2019 meeting dates and approve the FY2020 meeting dates.
- 8. INTERGOVERNMENTAL AGREEMENT (IGA) WITH NORTHERN ARIZONA UNIVERSITY FOR MCCONNELL DR. AND SIDEWALK MULTIMODAL IMPROVEMENTS PROJECT -pages 19-28  
-Anne Dunno, Capital Project Manager  
Staff recommends the Board of Directors approve an Intergovernmental Agreement (IGA) between NAIPTA and Northern Arizona University (NAU) for the McConnell Dr. and Sidewalk Multimodal Improvement Project.
- 9. 2019 STRATEGIC WORK PLAN -pages 29-35  
-Erika Mazza, CEO and General Manager  
Staff recommends the Board of Directors consider, revise, recommend and ultimately adopt the 2019 Strategic Work Plan.
- 10. FY2019 TASK ORDER TO AECOM TECHNICAL SERVICES, INC. GENERAL SERVICES MASTER CONTRACT FOR AUTONOMOUS BUS FEASIBILITY STUDY -pages 36-39  
-James Wagner, Operations Director



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Staff recommends the Board of Directors: Authorize and assign NAIPTA CEO and General Manager to add Task Order #14 to AECOM's FY2019 Work Plan for an Autonomous Bus Feasibility Study with a valuation not to exceed \$100,000.

**11. NAIPTA U.S. 180 IMPLEMENTATION PLAN -pages 40-48**

-Kate Morley, Development Director

Staff recommends the Board of Directors adopt the NAIPTA U.S. 180 Implementation Plan.

**12. FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO) AND NAIPTA COORDINATED PUBLIC TRANSIT HUMAN SERVICES TRANSPORTATION PLAN OVERVIEW -pages 49-51**

-Estella Hollander, Mobility Planner

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

**13. BUS STOP AMENITY DISTRIBUTION UPDATE -pages 52-55**

-Anne Dunno, Capital Project Manager and Wade Forrest, Facilities Manager

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

### PROGRESS REPORTS:

**14. COMMERCIAL DRIVER'S LICENSE (CDL) TRAINING AND TESTING SITE AGREEMENT -page 56**

-Heather Dalmolin, Administrative Director

**15. NEW YEAR'S EVE MARKETING AND RIDERSHIP UPDATE -page 57**

-Jacki Lenner, Marketing Manager

**16. SUMMARY OF CURRENT EVENTS -Erika Mazza, CEO and General Manager**

### ITEMS FROM COMMITTEE AND STAFF:

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

February/March Working Agenda -page 58  
Strategic Workplan -pages 59-60

The next Board meeting will be February 20, 2019 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. February agenda items will include but



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not be limited to a Possible Public Hearing for Service Changes, Transportation Decision 2018 Report Out with Dr. Fred Solop, Financial Management Policy Discussion, Quarterly Performance Report, Review Performance Measures, Capital Project Group Update, Downtown Connection Center Update, Job Order Contracting Award, 5310/5311 Grant Applications, Safety Management Systems, Mountain Express Marketing and Ridership Update, Fare Study Update and AECOM Update. The February 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**



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## Board of Directors and Transit Advisory Committee Strategic Policy Advance Minutes for Thursday, December 6, 2018

NAIPTA, Shop 3, Training Room  
3825 N. Kaspar Drive  
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 and Transit Advisory Committee met in Joint Session on Thursday, December 6, 2018 at 8:00am in the Training Room in Shop 3 at NAIPTA, 3825 N. Kaspar Drive, Flagstaff, AZ 86004.

Members of the Board and TAC attended in person. A few staff members listened on the phone. The public was invited to observe and participate in the meeting at the address above.

**PRESENT:**

*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, arrival at approximately 8:20am;  
Art Babbott, Board of Supervisors, Coconino County;  
Emily Allen, Assistant Vice President of Community Relations, NAU, alternate;  
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:*

Joanne Keene, Executive Vice President and Chief of Staff, NAU;  
Charlie Odegaard, City Council, City of Flagstaff, alternate;  
Matt Ryan, Board of Supervisors, Coconino County, alternate;  
Colleen Smith, President, CCC

*TAC MEMBERS PRESENT:*

Gillian Thomas (Chair), Citizen Representative, Coconino County;  
Dave Wessel (Vice Chair), Manager, FMPO;  
Lucinda Andreani, Deputy County Manager, Coconino County, designee, departed at approximately 12:40pm;  
Christopher Tressler, County Engineer, Coconino County, alternate;  
Jeff Bauman, City Engineer, City of Flagstaff, alternate;





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Erin Stam, Director of Parking and Shuttle Services, NAU, designee, departed at approximately 1pm;

Ron Hurlle, Chief Innovation Officer/Vice President, CCC, designee;

Martin Ince, Multi-Modal Planner, FMPO, alternate, departed at approximately 1:15pm;

Dylan Graham, ASNAU President, NAU, arrival at approximately 11:05am

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

### TAC MEMBERS EXCUSED:

James Jayne, County Manager, Coconino County;

Barbara Goodrich, City Manager, City of Flagstaff;

Paul Wagner, Citizen Representative, City of Flagstaff;

Kevin Parkes, Citizen Representative, City of Flagstaff, alternate;

T. Paul Thomas, Business Representative, Northern Arizona Leadership Alliance;

Tim Kinney, Business Representative, Northern Arizona Leadership Alliance, alternate

### NAIPTA STAFF IN ATTENDANCE:

Erika Mazza, CEO and General Manager;

Heather Dalmolin, Administrative Director;

Kate Morley, Development Director;

Jacki Lenner, Marketing Manager;

Anne Dunno, Capital Project Manager;

Wade Forrest, Facilities Manager;

Jon Matthies, IT Manager;

Rhonda Cashman, Clerk of the Board

### GUESTS PRESENT:

JR Murray, General Manager, Arizona Snowbowl, departed at approximately 8:45am.

“Getting NAIPTA where we want to go”

Chair Overton called the meeting to order at approximately 8:15am.

### 1. Safety Briefing

Mr. Forrest informed Board and TAC members, staff and our guest about emergency procedures, the exit path from the Training Room, the location of the closest fire extinguisher and that he would call 9-1-1, should there be a need. Ms. Morley and Mr. Matthies are CPR and First Aid certified, should we need their assistance.

### 2. Welcome and Introductions

Chair Overton welcomed everyone. Individual introductions were done as we went around the room, which also served as roll call.

Ms. Mazza took a moment to thank our outgoing Board Chair, Scott Overton, and present him with a token of our appreciation.

Ms. Mazza reviewed the goal and objectives for the day:



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- a. Goal for today: To strengthen our relationships with one another; develop an understanding of NAIPTA’s current and future challenges; and develop an 18-month and long-range work plan.
- b. Specific objectives:
  - i. Chance to refocus on fundamentals
  - ii. To engage in thoughtful strategic planning
  - iii. To reflect on Mission and Vision; 18-month work plan
  - iv. To set new and refined objectives for the 18-month and long-range work plan
- c. State of the Organization  
Ms. Mazza and Chair Overton provide a state of the organization that included:  
Community goals pertaining to transit  
CEO 2-month observation report  
Strength of NAIPTA  
Opportunities for Advancement

### 3. Board of Director’s Business Meeting at approximately 8:30am

- a. APPROVE BOARD MINUTES 11/14/2018  
Director Babbott moved to approve the minutes from November 14, 2018 and Vice Chair Hipolito seconded. There was no discussion. All approved, none opposed. Motion carried.

#### DISCUSSION / ACTION ITEMS:

- b. FIRST AMENDMENT TO MOUNTAIN EXPRESS SERVICE AGREEMENT  
-Kate Morley, Development Director  
Staff recommends the Board of Directors approve a First Amendment to the 5-Year Service Agreement between NAIPTA and Arizona Snowbowl Resort Limited Partnership (Arizona Snowbowl).

Ms. Morley noted this is the first amendment to our five-year contract. Minor changes have been made to enhance service. The amendment provides for some of the language to be cleaned up. Mr. Murray said the amendment speaks for itself. He provided some history regarding traffic congestion on Highway 180 and stated the Arizona Snowbowl’s commitment to a goal of 7 days a week reliable transit service. It is evolving. The transit frequency is planned to increase this year on weekends and holidays. They are incentivizing carpooling. The Park and Ride is being offered at Flagstaff High School and with earlier service, they are encouraging their employees to ride transit. NAIPTA is working to find more funding. Data is being shared. It is a good, cold snow year so far. Director Babbott recognized the partnership that has brought this forward. He recommended offering a matrix on the history of this service for future presentations. Mr. Murray noted the NAIPTA data analysis of other mountain ski towns supports charging for parking on peak days. Director Babbott moved to approve the first amendment as presented. Vice Chair Hipolito seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Scott Overton	X	



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Veronica Hipolito	X	
Jamie Whelan	X	
Art Babbott	X	
Emily Allen	X	

c. AWARD OF REQUEST FOR PROPOSAL (RFP) 2019-104 AND APPROVE CONTRACT WITH NELSON\NYGAARD CONSULTING ASSOCIATES, INC.

-Kate Morley, Development Director

Staff recommends the Board of Directors 1) Award RFP 2019-104 for the CYMPO Transit Implementation Plan (TrIP); and 2) Approve a contract with Nelson\Nygaard Consulting Associates Inc to conduct the TrIP for an amount not to exceed \$200,000.

Ms. Morley reported a competitive Request for Proposal was done. Nelson\Nygaard had a strong proposal. They were the only respondents. Staff did some research and found their costs comparable. Staff also contacted other firms to see why they did not respond. A variety of reasons were noted. The Central Yavapai Metropolitan Planning Organization (CYMPO) was made aware of having only one respondent. In the process of scoring, they received 628 out of 700, which is good. The responding office was from Boston. Ms. Mazza explained they have offices all over the county, it just so happens that their Boston office has the capacity for this job. The time zone difference will be the biggest challenge. Secretary Whelan moved to approve the RFP Award and contract as presented. Vice Chair Hipolito seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Scott Overton	X	
Veronica Hipolito	X	
Jamie Whelan	X	
Art Babbott	X	
Emily Allen	X	

d. FY2019 SPECIAL ELECTION OF BOARD OFFICERS

-Rhonda Cashman, Clerk of the Board

Staff recommends the Board of Directors elect officers for the remaining FY2019 term.

Ms. Cashman stated the special election is needed due to our Board Chair, Scott Overton, being an outgoing member of the Flagstaff City Council. Chair Overton asked for feedback from the Board as to whether to hold the election or postpone it until the January meeting. Ms. Mazza also offered a hybrid approach, in which a Chair be elected today and then backfill the other offices, as needed in January. Director Whelan mentioned City Councilors will be in a budget retreat on January 16<sup>th</sup>, the next scheduled NAIPTA Board meeting and she recommended changing the date. Director Keene is not present. Vice Chair Hipolito was willing to stand in for the required couple months. Director Babbott felt strongly about waiting. Chair Overton moved to postpone the election until the January Board meeting. Director Allen seconded. All approved, none opposed. Motion carried.



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NAME	YES VOTE	NO VOTE
Scott Overton	X	
Veronica Hipolito	X	
Jamie Whelan	X	
Art Babbott	X	
Emily Allen	X	

#### 4. Presentation on Transportation Decision 2018 and Financial Outlook

Ms. Dalmolin showed a map overlay of our service area and where the majority of voters voted yes or no. She noted NAIPTA has a sound fund balance, though the assumptions will change. Fares are declining. The fare strategy study will be done in the coming months and will offer considerations. Ms. Mazza reported on the federal reauthorization. The FAST Act expires in 2020. NAIPTA typically receives 3-5 Small Transit Intensive Cities (STIC) measures. STIC funding may increase to 3 percent from the 5307 fund. It has bipartisan support. STIC funding can be used for capital and operations. A continuing resolution is pending. Mountain Line’s role in the reauthorization is to tell our story. Staff has been asked to actively support crafting a bill. Representatives O’Halloran, Stanton and Kirkpatrick may serve on the House Transportation and Infrastructure Committee.

#### 5. Presentation on Transit Trends

Ms. Morley stated our ridership has increased. She explained our demographics and changing development patterns. Ms. Andreani requested a handout of the known new developments. Ms. Morley presented what the future demographics may look like. There are new service models such as on-demand services which are filling gaps. There is new fare technology out there and she reviewed the different types. Mobility as a Service is a new model. One example is an app: WHIM which combines different mode options to complete a trip, as well as pay for it. Transportation Demand Management tools offer options, such as public transit, telecommuting, carsharing, etc. Fleet improvements are another consideration: electric or autonomous vehicles. Infrastructure is important to NAIPTA. Minutes matter to Mountain Line’s on-time performance. Intelligent Transportation Systems include signal prioritization. She outlined where NAIPTA stands on these trends. Ms. Mazza noted consideration for joining the Autonomous Vehicle Consortium will be brought to the TAC and Board in January.

#### 6. Phone and Email Break

#### 7. Revisit 5-year Plan – Zero-based Approach & Improved Service Delivery

Ms. Morley reviewed some definitions, the Permanent Transit Network (PTN) and coverage versus frequency. NAIPTA can still make some frequency improvements without the passage of Proposition 421. Some of the possibilities involve Routes 5, 7 and 14. The changes being considered could lead to more efficiencies. Ms. Mazza noted the data is sourced from Streetlight.

#### 8. Presentation on Capital Considerations and Efficiencies

Ms. Dunno provided information on NAIPTA’s key projects: Downtown Connection Center, Bus Rapid Transit, Kaspar/East Route 66 Intersection, Milton/West Route 66 Intersection, NAIPTA Linda Vista Property, Partnerships with Northern Arizona University (NAU), City of Flagstaff, Arizona Department of Transportation (ADOT) and Coconino County. Relocation of the DCC to another downtown location is the top priority.



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### 9. Review Current 18-month Strategic Work Plan

Ms. Mazza reviewed the updates on the status of the current 18-Month Work Plan.

### 10. Working Lunch with a Breakout Planning Session on New 18-month and Long-range Work Plan at approximately 11:45am

Attendees were split into three working groups for this exercise. There were three questions posed for discussion: What does NAIPTA do to maintain our excellence? What do we do to address challenges? What Opportunities does NAIPTA pursue?

**Break approximately 12:40-12:45pm**

### 11. Report out – discussion

1. To maintain our excellence, it was suggested to focus on education and technology. Design as we always have, build transit into development as a shared investment strategy. Continue surveys for feedback. Get larger businesses to use transit. Use NAIPTA metrics, sell our standards to the City and County. Look at transit like a utility. Fix what's broken and do what it takes for reliability.
2. To address our challenges, it was suggested to prepare for the funding split changes. Be cautious about the 2020 election. Be ready for a recession, consider projects to do at a lower cost. Build on successes. If considering a potential election in 2020, it was recommended to look at Proposition 419 programming, create a citizen group to advocate for transit, be cautious due to only so much capacity for taxes and a productive discussion is needed, due to clear fracturing of the community on some issues. Use data to drive capital considerations. A bulk transit pass may be good for businesses, but make sure it is good for NAIPTA. Consider City goal to advocate for transit in Washington, DC. Educate the public on transit.
3. Opportunities to pursue would include: increase frequency, test markets for ride share, NAIPTA included at the development table for transit, bus lanes and queue jumps, advantages to non-riders when more people ride buses, concentrate on frequency and efficiencies where we can, integrate into the community, app to connect whole trip, outreach to seniors, service center-integrate other modes at the DCC to get more support for the DCC and join the consortium to set the stage to take advantage of new technologies. Regarding the consortium, it was recommended to find out exactly what the financial commitment is; it has to make sense and have some off ramps, if needed. NAIPTA will have major capital decisions to make regarding its fleet in the next 10 years and we need to be poised for opportunity. NAU is a part of the University Transportation Consortium and it does provide some synergies for other services.

### 12. Follow-up

Ms. Mazza explained that these items would be brought to the TAC and Board in January for discussion and approval of a new work plan. Staff members will be assigned to each workplan item and be asked to understand commitments from other agencies, set SMART goals, etc.

### 13. Review January Board and TAC Items

Not done at the meeting, but the information was provided in the agenda packet.

### SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

January/February Working Agenda

Strategic Workplan



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The next TAC meeting will be January 3, 2019 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.

The next Board meeting will be January 16, 2019 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.

The January Board meeting will be rescheduled due to the City Budget Retreat being on January 16<sup>th</sup>. Board members will be contacted in the coming days to determine a new meeting date.

**14. Adjourn** – Chair Overton adjourned the meeting at 1:40pm.



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**DATE PREPARED:** December 17, 2018

**MEETING DATE:** January 23, 2019

**TO:** Honorable Chairman and Members of the Board

**FROM:** Rhonda Cashman, Clerk of the Board

**SUBJECT:** FY2019 Special Election of Board Officers

### **RECOMMENDATION:**

**Staff recommends the Board of Directors** elect officers for the remaining FY2019 term.

### **BACKGROUND:**

In accordance with the Amended and Restated Master IGA Section 3, “NAIPTA shall be governed by a Board of Directors consisting of at least five (5) and not more than nine (9) members. Upon the approval and execution of this Restated Master IGA by all Parties, the Board shall be comprised of five (5) directors, consisting of one (1) member of the Coconino County Board of Supervisors or designee; two (2) members of the Flagstaff City Council or designees; one (1) member of the Northern Arizona University administration appointed by the Northern Arizona University President, and the President of Coconino County Community College District or designee.” The Board currently has five (5) directors. Director Overton did not seek re-election to the Flagstaff City Council and his term officially ended on December 11<sup>th</sup>. No other Board members have changed.

### **Electing Officers:**

According to NAIPTA’s Rules of Procedure Section 5.3, “Officers shall be elected each year in June and take office effective July 1. An officer who has served in the same office for two consecutive terms shall be ineligible for nomination or election to that office for the term immediately following the completion of the said consecutive terms. The said officer shall, however, become eligible for nomination and election to the same office for later terms, subject always to the aforementioned limit of two consecutive terms.” The Board Chair position has been vacant since December 12<sup>th</sup>. Vice Chair Hipolito is covering the Chair responsibilities until a new Chair is elected. All four remaining Board members are eligible for nomination to the Board Chair position. Director Hipolito and Director Whelan have served as Vice Chair and Secretary, respectively, since July 2018. As an aside, Director Hipolito is still not eligible to serve as Secretary in FY2019, since she served as Secretary for two terms, FY2017 and FY2018. Please proceed with nominations for FY2019 officers for the NAIPTA Board of Directors.

### **FISCAL IMPACT:**

Board appointments and election of officers have no fiscal impact.



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**SUBMITTED BY:**

**APPROVED BY:**

\_\_\_\_\_  
Rhonda Cashman  
Clerk of the Board

\_\_\_\_\_  
Erika Mazza  
CEO and General Manager

**ATTACHMENTS:**

1. Board of Directors Terms

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<b>Date Current Term Began</b>	<b>Term</b>	<b>Date Term Expires</b>	<b>Position</b>	<b>Agency</b>	<b>Name</b>
7/1/2016	5 years	6/30/2021		Coconino County	Art Babbott
				Coconino County	*Matt Ryan
7/1/2014	5 years	6/30/2019		City of Flagstaff	VACANT
				City of Flagstaff	*Jim McCarthy
				City of Flagstaff	*Charlie Odegaard
7/1/2018	5 years	6/30/2023	Secretary	City of Flagstaff	Jamie Whelan
				City of Flagstaff	*Jim McCarthy
				City of Flagstaff	*Charlie Odegaard
7/1/2015	5 years	6/30/2020		NAU	Joanne Keene
				NAU	*Emily Allen
7/1/2017	5 years	6/30/2022		CCC	Colleen Smith
			Vice Chair	CCC	**Veronica Hipolito

\* Alternate

\*\* Designee



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**DATE PREPARED:** January 11, 2019

**MEETING DATE:** January 23, 2019

**TO:** Honorable Chairman and Members of the Board

**FROM:** Rhonda Cashman, Clerk of the Board

**SUBJECT:** FY2019 and FY2020 Meeting Calendar Review

**RECOMMENDATION:**

**Staff recommends the Board of Directors** review and provide direction regarding the remaining FY2019 meeting dates and approve the FY2020 meeting dates.

**BACKGROUND:**

Pursuant to Board practice, staff offers a calendar review each year in January and June. This allows all Board, TAC and staff members to plan and have meetings marked on their calendars. To assist in planning for the next 18 months, staff requests the Board review the remaining FY2019 meeting dates and the proposed dates for the FY2020 meeting calendar. These dates and times are open to discussion and modification.

Spring Break in March may be a repetitive conflict for the Board. Please confirm if you will be available on March 20, 2019 for our NAIPTA Board Meeting.

Typically, the Coconino County Board of Supervisors is on summer recess late June to early August and the Flagstaff City Council is on summer recess early July to mid-August. Fall Semester classes at NAU and CCC typically begin the last week of August. Since the County Board of Supervisors and City Council members are on recess in July, it makes sense to have the NAIPTA meeting recess in July as well.

In FY2019, staff proposed cancelling the May 2<sup>nd</sup> TAC meeting, due to the joint meeting of the TAC and Board later in the month.

In FY2020, staff proposed to not hold TAC meetings in the months we have joint meetings, May and October. Joint meetings will be held on Board meeting Wednesdays for an extended amount of time. There would be regular TAC and Board meetings in December.

**TAC DISCUSSION:**

The TAC was supportive of the proposed meeting calendar changes.



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**FISCAL IMPACT:**

The Board and TAC meeting schedule has no fiscal impact.

**SUBMITTED BY:**

**APPROVED BY:**

\_\_\_\_\_  
Rhonda Cashman  
Clerk of the Board

\_\_\_\_\_  
Erika Mazza  
CEO and General Manager

**ATTACHMENTS:**

1. FY2019 Meeting Calendar -page 17
2. FY2020 Meeting Calendar -page 18



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# NAIPTA FY2019 REGULAR MEETINGS

**Transit Advisory Committee (TAC) - First Thursday of each Month**  
**Board of Directors (BOD) – Third Wednesday of each Month**

Date	Meeting	Location	Time
7/2018	Recess	-----	-----
8/2/2018	TAC	WEB EX NAIPTA Based	10am
8/15/2018	BOD	WEB EX NAIPTA Based	10am
9/6/2018	TAC	WEB EX NAIPTA Based	10am
9/19/2018	BOD	WEB EX NAIPTA Based	10am
10/4/2018	TAC	WEB EX NAIPTA Based	10am
10/17/2018	BOD	WEB EX NAIPTA Based	10am
11/1/2018	TAC	WEB EX NAIPTA Based	10am
11/14/2018	BOD	WEB EX NAIPTA Based	10am
12/6/2018	BOD/TAC Advance	Flagstaff	8am-2pm
1/3/2019	TAC	WEB EX NAIPTA Based	10am
1/16/2019	BOD	WEB EX NAIPTA Based	10am
2/7/2019	TAC	WEB EX NAIPTA Based	10am
2/20/2019	BOD	WEB EX NAIPTA Based	10am
3/7/2019	TAC	WEB EX NAIPTA Based	10am
3/20/2019	BOD	WEB EX NAIPTA Based	10am
4/4/2019	TAC	WEB EX NAIPTA Based	10am
4/17/2019	BOD	WEB EX NAIPTA Based	10am
5/2/2019-Cancelled	TAC	WEB EX NAIPTA Based	10am
5/15/2019	TAC/BOD Joint Meeting	Flagstaff	10am-2pm
6/6/2019	TAC	WEB EX NAIPTA Based	10am
6/19/2019	BOD	WEB EX NAIPTA Based	10am

# NAIPTA FY2020 REGULAR MEETINGS

**Transit Advisory Committee (TAC) - First Thursday of each Month**  
**Board of Directors (BOD) – Third Wednesday of each Month**

Date	Meeting	Location	Time
7/2019	Recess	-----	-----
8/1/2019	TAC	WEB EX NAIPTA Based	10am
8/21/2019	BOD	WEB EX NAIPTA Based	10am
9/5/2019	TAC	WEB EX NAIPTA Based	10am
9/18/2019	BOD	WEB EX NAIPTA Based	10am
10/16/2019	BOD/TAC Advance	Flagstaff	9am-2pm
11/7/2019	TAC	WEB EX NAIPTA Based	10am
11/20/2019	BOD	WEB EX NAIPTA Based	10am
12/5/2019	TAC	WEB EX NAIPTA Based	10am
12/18/2019	BOD	WEB EX NAIPTA Based	10a,m
1/2/2020	TAC	WEB EX NAIPTA Based	10am
1/15/2020	BOD	WEB EX NAIPTA Based	10am
2/6/2020	TAC	WEB EX NAIPTA Based	10am
2/18/2020	BOD	WEB EX NAIPTA Based	10am
3/5/2020	TAC	WEB EX NAIPTA Based	10am
3/18/2020	BOD	WEB EX NAIPTA Based	10am
4/2/2020	TAC	WEB EX NAIPTA Based	10am
4/15/2020	BOD	WEB EX NAIPTA Based	10am
5/20/2020	TAC/BOD Joint Meeting	Flagstaff	10am-2pm
6/4/2020	TAC	WEB EX NAIPTA Based	10am
6/17/2020	BOD	WEB EX NAIPTA Based	10am



**DATE PREPARED:** January 11, 2019

**MEETING DATE:** January 23, 2019

**TO:** Honorable Chairman and Members of the Board

**FROM:** Anne Dunno, Capital Project Manager

**SUBJECT:** IGA with Northern Arizona University for McConnell Dr. and Sidewalk Multimodal Improvements Project

**RECOMMENDATION:**

**Staff recommends the Board of Directors** approve an Intergovernmental Agreement (IGA) between NAIPTA and Northern Arizona University (NAU) for the McConnell Dr. and Sidewalk Multimodal Improvement Project.

**RELATED STRATEGIC WORKPLAN OBJECTIVE**

**Guiding Principles:**

- ❖ Put the customer first.
- ❖ Collaborate to enhance service delivery.
- ❖ Strive for continuous improvements in all we do.

**Strategic Work Plan:**

- ❖ NAIPTA will continue to work with NAU on partnership related to fleet maintenance, operator training and interlining routes through the 18-month period.

**BACKGROUND:**

NAIPTA and NAU completed the Social and Behavioral Sciences (SBS) McConnell Planning Feasibility Study (SBS Feasibility Study) to improve safety and efficiency of all transportation modes. The SBS Transit Hub is located along McConnell Drive between two congested intersections at E. Pine Knoll Drive and S. Knoles Drive with high volumes of vehicular, bike and pedestrian activity. The SBS Transit Hub is also a primary campus location to access high frequency transit moving people across NAU campus and linking them to downtown Flagstaff and Woodlands Village. Transit frequency at the SBS Transit Hub is every 4-minutes between Mountain Line and Campus Shuttle. The SBS Transit Hub is NAIPTA's second busiest stop after the Downtown Connection Center (DCC).

The final concept identified in the SBS Feasibility Study separates transit from general vehicular traffic at the SBS Transit Hub and develops a roundabout at McConnell/Pine Knoll. These improvements are projected to reduce congestion, increase efficiency for transit and improve pedestrian and bike access to campus and transit. (Reference SBS Feasibility Study Concept Plan attached). Estimated construction cost is \$5.96M. This does not include design, environmental and permitting fees.





NAIPTA was recently awarded a Federal Transit Administration (FTA) 5307/5339 capital grant for NAU Partnership Projects, which included funding for continuing work on the SBS Transit Hub. NAU and NAIPTA have deemed this second phase of the project as the McConnell Dr. and Sidewalk Multimodal Improvement Project. This grant funding will contribute towards final design of the project. NAU is pursuing additional funds to complete design and construction.

In November 2018, NAIPTA provided a progress report to the NAIPTA TAC and Board of Directors on the completion of the SBS Feasibility Study and identified the grant partnership opportunity for the McConnell Dr. and Sidewalk Multimodal Improvement Project with next step to develop an IGA between NAIPTA and NAU.

In December 2018, NAIPTA and NAU Contracts and Risk Management, in collaboration with NAU Facility Services, developed an IGA with the following summary:

- NAU is lead agency and will provide project management.
- NAU will hire and manage a Design Professional utilizing the Arizona Board of Regents (ABOR) competitive procurement procedures and in accordance with FTA regulations, which is in compliance with NAIPTA Procurement Policies.
- NAIPTA will serve on Project Management team.
- NAIPTA is the project sponsor providing funding for portion of design phase services.

Investment in capital infrastructure that increases transit operational efficiency will benefit transit long term from both timing and ridership access. This partnership project exemplifies how NAIPTA and NAU continue to build on their relationship to align respective transportation goals to make multimodal improvements in our community.

**TAC DISCUSSION:**

TAC was supportive of the IGA. TAC inquired about impacts to ADA parking. NAIPTA staff clarified that NAU is planning to relocate ADA parking.

**ALTERNATIVES:**

- 1) **Approve the IGA with Northern Arizona University (NAU) for the McConnell Dr. and Sidewalk Multimodal Improvement Project. (recommended):** The approval of the IGA allows staff to carry out the roles and responsibilities needed to sponsor the design phase of the project.
- 2) **Do not approve the IGA with Northern Arizona University (NAU) for the McConnell Dr. and Sidewalk Multimodal Improvement Project. (not recommended):** If the IGA is not approved, NAIPTA and NAU will not have necessary authority for this partnership and NAIPTA will be unable to apply grant funds towards design.





**FISCAL IMPACT:**

NAIPTA's financial commitment to the design phase of the McConnell Dr. and Sidewalk Multimodal Improvements Project is \$400,000. The project is included in the FY2019 budget as part of the FTA 5307/5339 Grant with 80% federal (\$320,000) and 20% local match (\$80,000).

**SUBMITTED BY:**

**APPROVED BY:**

\_\_\_\_\_  
Anne Dunno  
Capital Project Manager

\_\_\_\_\_  
Erika Mazza  
CEO and General Manager

**ATTACHMENTS:**

1. NAU-NAIPTA McConnell Dr. IGA revised 12.4.18 (DRAFT) -pages 22-28



Return to:  
Administrative Director  
NAIPTA  
3773 N Kaspar Dr.  
Flagstaff, AZ 86004

## **INTERGOVERNMENTAL AGREEMENT BETWEEN NORTHERN ARIZONA UNIVERSITY AND NAIPTA**

This Intergovernmental Agreement (this "IGA") is entered into effective February 1, 2019 by and between the Arizona Board of Regents, a body corporate with perpetual succession pursuant to the laws of the State of Arizona, for and on behalf of Northern Arizona University ("NAU") and Northern Arizona Intergovernmental Public Transportation Authority, a corporate body and political subdivision of the State of Arizona ("NAIPTA"). NAU and NAIPTA are collectively referred to in this IGA as the "Parties" and each individually as a "Party".

### **PURPOSE**

The Purpose of this IGA is to set out the roles and responsibilities of the Parties as related to efforts to complete a design development phase based on the concept documents developed as part of the recent McConnell Drive Sidewalk & Multi-Modal Improvements Feasibility Study, that identified the best solutions for transit improvements and pedestrian safety improvements to minimize congestion and confusion of all modes along a section of the McConnell Drive Corridor on NAU's Flagstaff campus.

### **RECITALS**

A. NAIPTA is an intergovernmental public transportation authority created pursuant to state law and the Master IGA dated March 14, 2006 (the "Master IGA") as amended and restated effective July 1, 2013 (the "Restated Master IGA"). The Master IGA and the Restated Master IGA are referred to collectively herein as the "Amended Master IGA". NAU is a member of NAIPTA. Pursuant to the terms of state law and the Amended Master IGA, NAIPTA is charged with planning and operating a public transportation system in the area that incorporates the City of Flagstaff and the NAU Flagstaff campus;

B. The Parties are authorized to enter into this IGA by the provisions of Arizona Revised Statutes ("A.R.S.") Title 2, Chapter 26, the Master IGA, and by A.R.S. § 11-951 *et seq.*, and A.R.S. § 15-1625 and Arizona Board of Regents ("ABOR") policy 3-808;

C. On or about October 15, 2007, NAIPTA and NAU entered into an IGA (the "2007 Northern Arizona University IGA"), pursuant to which NAIPTA agreed to perform certain grant administration, planning, and administration services related to the Mountain Campus Transit System, as defined in the 2007 Northern Arizona University IGA;

D. On or about March 2, 2018, NAU and NAIPTA entered into an agreement to collaborate within the NAU McConnell Drive Sidewalk & Multi-Modal Improvements Project, specifically, the McConnell Drive Sidewalk & Multi-Modal Improvements Feasibility Study.

E. NAU and NAIPTA now wish to enter into an agreement to provide an opportunity for the Parties to collaborate on the effort to complete the design development phase needed to determine improvements necessary to improve transit and pedestrian access along the defined section of McConnell Drive Corridor on NAU's Flagstaff campus, hereinafter the "Project."



Party shall give written notice as provided herein of its intent to terminate with at least thirty (30) days' notice. Upon notice of termination, all work shall cease and final invoicing is due within thirty (30) days under the same terms as this IGA.

#### 4. General Terms

##### 4.1. Insurance.

4.1.1. NAIPTA's Insurance. NAIPTA shall maintain insurance as required by section 16.1 of the Amended Master IGA, as well as any other insurance required by law, including but not limited to Workers' Compensation insurance. In addition, NAIPTA shall cause contractors, design professionals, subcontractors or any other third party, collectively "Third Parties", to provide adequate insurance based on scope of work for construction services, design services and any other services performed under a contract resulting from this IGA, naming the State of Arizona, Arizona Board of Regents and Northern Arizona University as additional insureds. NAIPTA shall further cause Third Parties to indemnify and hold the State of Arizona, Arizona Board of Regents, Northern Arizona University, and their officers, employees and agents harmless from and against any and all claims, actions, liabilities, damages, losses, or expenses caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Third Parties, their owners, officers, directors, agents, employees or subcontractors for performance under a contract resulting from this IGA.

4.1.2. Northern Arizona University's Insurance. NAU shall maintain adequate insurance (which may include self-insurance) to cover any liability arising from the acts or omissions of its employees or agents arising out of the performance of this IGA. NAU shall not be responsible for maintaining insurance to cover liability arising from the acts or omissions of employees or agents of NAIPTA. NAIPTA's insurance shall be primary insurance with respect to NAU. Any insurance or self-insurance maintained by NAU shall be in excess to the coverage provided by NAIPTA and shall not contribute to it.

4.2. Mutual Indemnifications. Each Party to this IGA (as "Indemnitor") agrees to defend, indemnify and hold harmless the other Party, and its officers, officials, employees, agents, and directors (collectively, "Indemnitees") from and against any and all claims, demands, losses, liabilities, causes of action and costs (including expert witness fees, attorneys' fees and costs of defense and appellate appeal) ("Claims"), which may be imposed upon, incurred by or asserted against the Indemnitees, attributable (directly or indirectly) to, or arising in any manner by reason of, the negligence, acts, errors, or omissions of any agent, officer, servant, or employee of the Indemnitor, or anyone for whom Indemnitor may be legally liable, in the performance of this IGA.

4.3. Records and Audit Rights. Each Party's work and accounting records (hard copy, as well as computer readable data), and any other supporting evidence deemed necessary by the other Party to substantiate charges and claims related to this IGA shall be open to inspection and subject to audit and/or reproduction by authorized representatives of the other Party, to adequately permit evaluation and verification of the performance and cost of the work, and to conduct and prepare all audits and reports required by law. Representatives of each Party shall be afforded access, at reasonable times and places, to all of the other Party's records and personnel, pursuant to the provisions of this Section, throughout the term of this IGA (including Renewal Terms), and for a period of five (5) years after last or final payment.

4.4. Amendments. Any amendment, modification or variation from the terms of this IGA

shall be in writing and signed by the Parties hereto.

- 4.5. Assignment. This IGA may not be assigned except with the prior written approval of the Parties, which approval may not be unreasonably withheld.
- 4.6. Governing Law. This IGA shall be governed by and construed in accordance with the substantive laws of the State of Arizona, without reference to conflict of laws and principles. Exclusive jurisdiction and venue for any action brought to enforce or construe any provision of this IGA shall be proper in the Superior Court of Coconino County, Arizona and the Parties consent to the sole jurisdiction of, and venue in, such court for such purposes.
- 4.7. Notices. All notices or demands required to be given pursuant to the terms of this IGA shall be given to the other Party in writing, delivered by hand or registered or certified mail, at the address designated by the Parties in writing. Notices shall be deemed received on date delivered, if delivered by hand, and on the delivery date indicated on receipt if delivered by certified or registered mail. In order to facilitate communication, each Party shall provide the other Party with e-mail addresses for the primary contacts in relation to this IGA.
- 4.8. Incorporation of Recitals and Exhibits. The Recitals contained herein are acknowledged by the Parties to be substantially true and correct and are hereby incorporated. Any subsequent exhibits and appendices shall be incorporated through an addendum signed by both Parties.
- 4.9. Compliance with Immigration Laws and Regulations. Pursuant to the provisions of A.R.S. § 41-4401, each Party warrants to the other Party that the warranting Party and its subconsultants, if any, are in compliance with all Federal Immigration laws and regulations that relate to their employees and with the E-Verify Program under A.R.S. § 23-214(A). The Parties acknowledge that a breach of this warranty by a Party or any of its subconsultants is a material breach of this IGA subject to penalties up to and including termination of this IGA or any subcontract. Each Party retains the legal right to inspect the papers of any employee of the other Party or any subconsultant who works on this IGA to ensure compliance with this warranty.
  - 4.9.1. A Party may conduct random verification of the employment records of the other Party, and any of its subconsultants to ensure compliance with this warranty.
  - 4.9.2. A Party will not consider the other Party or any of its subconsultants in material breach of the foregoing warranty if the other Party and its subconsultants establish that they have complied with the employment verification provisions prescribed by 8 USCA § 1324(a) and (b) of the Federal Immigration and Nationality Act and the e-verify requirements prescribed by A.R.S. § 23-214(A).
  - 4.9.3. The provisions of this Article must be included in any contract a Party enters into with any and all of its subconsultants who provide services under this IGA or any subcontract. As used in this Section 4.9 "services" are defined as furnishing labor, time or effort in the State of Arizona by a contractor or subcontractor. Services include, but are not limited to, construction or maintenance of any structure, building or transportation facility or improvement to real property.
- 4.10. Cancellation for Conflict of Interest. Pursuant to the provisions of A.R.S. § 38-511, a Party may cancel this IGA, without penalty or obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating this IGA on behalf of the Party is, at any time while this IGA or any extension thereof is in effect, an employee of

the other Party to this IGA in any capacity or a consultant to the other Party to this IGA with respect to the subject matter of this IGA.

- 4.11. Dispute Resolution. All disputes arising under this IGA shall be resolved pursuant to ABOR procurement procedures, §3-809, in particular §3-809(C).
- 4.12. Funding Out. Notwithstanding anything to the contrary contained herein, if performance under this IGA by NAU shall ever be dependent upon the appropriation of funds by the Arizona Legislature, and the Legislature should fail to appropriate the necessary funds for such performance, then, by written notice to NAIPTA, NAU may cancel this IGA and have no further duty or obligation to NAIPTA.
- 4.13. Non-discrimination. The Parties agree to comply with all applicable state and federal laws, rules, regulations and executive orders governing equal employment opportunity, immigration (Executive Order 13465 – Employment Eligibility Verification, E-Verify; 73 FR 67704), nondiscrimination (Executive Order 11246), and affirmative action. The Parties and their respective subcontractors, if any, shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.
- 4.14. No Third-Party Beneficiaries. No person or entity, whether or not mentioned or referred to in this IGA, other than NAU and NAIPTA and each Party's permitted successors and assigns, shall be considered to be a third-party beneficiary of or entitled to assert any rights under this IGA.
- 4.15. Americans with Disabilities Act and Rehabilitation Act. The Parties will comply with all applicable provisions of the Americans with Disabilities Act in a manner consistent with the Web Accessibility Initiative Web Content Accessibility (“WCAG”) 2.0AA Guideline, the Rehabilitation Act, and all applicable federal regulations.
- 4.16. Tobacco Free. NAU recognizes that tobacco use is a public health hazard and is dedicated to providing a healthy, comfortable and productive living, learning and working environment. Beginning July 1, 2016 the use of all tobacco products, including those not approved by the FDA for cessation is prohibited on NAU property, facilities, grounds, parking structures, NAU-owned vehicles and structures owned or leased by NAU. This includes, but is not limited to, the use of cigarettes, e-cigarettes, hookah, e-hookah, chew, dip, snuff, cigars, pipes, vaporizers, etc.
- 4.17. Weapons. NAU prohibits the use, possession, display, or storage of any weapon, explosive device, or fireworks on all land and buildings owned, leased, or under the control of NAU or its affiliated or related entities, in all NAU residential facilities (whether managed by NAU or another entity), in all NAU vehicles and at all NAU or NAU-affiliate sponsored events and activities, except as provided in A.R.S. §12-781 or unless written permission is given by the NAU Police Department. Notification by NAIPTA to all persons or entities who are employees, officers, subcontractors, consultants, agents, guests, invitees, or licensees of NAIPTA (“NAIPTA Parties”) of this policy is a condition and requirement of this IGA. NAIPTA further agrees to enforce this contractual requirement against all NAIPTA Parties.
- 4.18. No Boycotts of Israel. Pursuant to A.R.S. §§ 35-393 and 35-393.01, NAIPTA certifies

that NAIPTA is not currently engaged in and agrees, for the duration of the IGA, to not engage in a Boycott of Israel.

- 4.19. Background Checks. NAIPTA will exclude from any direct participation in NAIPTA'S performance under this IGA, any unqualified persons. In addition, NAIPTA will, at NAIPTA'S expense, conduct reference checks and employment, education, social security number trace, National Sex Offender Registry, and criminal history record checks (collectively referred to hereafter as "Screenings") on any person(s) employed or contracted by NAIPTA to perform work under this IGA on any property owned or leased by NAU. As a result of such Screenings, NAIPTA shall remove any person(s) that pose or may pose a risk to NAU from performing work under this IGA.

NAIPTA will maintain as part of the records required hereunder, all Screening information and all documentation relating to work performance for each employee or contractor who performs work hereunder on any property owned or leased by NAU. NAIPTA will abide by all applicable laws, rules and regulations including the Fair Credit Reporting Act and any equal opportunity laws, rules, and regulations. NAU shall be allowed to review the records of any persons employed or contracted by NAIPTA and have NAIPTA remove those persons that pose or may pose a risk to NAU.

[Signature pages follow]

**IN WITNESS WHEREOF**, the Parties hereto have executed this IGA.

**ARIZONA BOARD OF REGENTS  
FOR AND ON BEHALF OF NORTHERN ARIZONA UNIVERSITY**

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

**APPROVAL OF NORTHERN ARIZONA UNIVERSITY GENERAL COUNSEL**

I hereby state that I have reviewed the proposed Intergovernmental Agreement, between NAU and NAIPTA, and declare the IGA to be in proper form and within the powers and authority granted to NAU under the laws of the State of Arizona.

\_\_\_\_\_  
NAU General Counsel

**IN WITNESS WHEREOF**, the Parties hereto have executed this IGA.

**NORTHERN ARIZONA INTERGOVERNMENTAL  
PUBLIC TRANSPORTATION AUTHORITY**

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

**APPROVAL OF NAIPTA GENERAL COUNSEL**

I hereby state that I have reviewed the proposed Intergovernmental Agreement, between NAU and NAIPTA, and declare the IGA to be in proper form and within the powers and authority granted to NAIPTA under the laws of the State of Arizona.

\_\_\_\_\_  
NAIPTA General Counsel



# Northern Arizona Intergovernmental Public Transportation Authority

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**DATE PREPARED:** January 10, 2019

**MEETING DATE:** January 23, 2019

**TO:** Honorable Chairman and Members of the Board

**FROM:** Erika Mazza, CEO and General Manager

**SUBJECT:** 2019 Strategic Work Plan

## RECOMMENDATION:

Staff recommends the Board of Directors consider, revise, recommend and ultimately adopt the 2019 Strategic Work Plan.

## BACKGROUND:

The NAIPTA Board of Directors and the Transit Advisory Committee (TAC) met on December 6, 2018 for NAIPTA's 2019 Strategic Advance. The meeting included all NAIPTA member agencies and additional TAC members. The Advance focused on the goal of strengthening overall relationships, developing an understanding on NAIPTA's current and future challenges, and developing a new Work Plan for the 2019 calendar year. Throughout the day, we heard from staff on NAIPTA's financial status, innovative trends in the transit industry, and re-focusing our efforts after Transportation Decision 2018: Proposition 421 was narrowly defeated at the polls.

A focus for this Work Plan is on meeting our 5-year horizon goals and in future meetings, staff will bring back each item to identify responsible parties, measurable objectives, timeline for project completion, and request for resources (if needed). Additionally, based on previous Board direction and staff support, NAIPTA desires to develop a more comprehensive Strategic Plan document that includes performance measures, linkages to NAIPTA and community goals, work plan items, timelines, and policy development.

Adopting a 2019 Work Plan will provide NAIPTA with the outline by which we complete quality projects within a given amount of time and in compliance with a set of goals, objectives, performance indicators, and budget.

## TAC DISCUSSION:

TAC was supportive of the direction and information shared.

## ALTERNATIVES:

- 1) **Adopt the 2019 Strategic Work Plan.** (recommended) This alternative will provide adequate direction to NAIPTA on the focused activities and initiatives over the next year and will set longer term objectives through our established 5-year horizon.
- 2) **Delay adoption of a Strategic Work Plan.** This alternative will provide more time to refine the Work Plan in a manner that clearly reflects direction from the Board.
- 3) **Do not adopt a Strategic Work Plan** (not recommended). This alternative is not recommended because it would delay establishing clear direction for NAIPTA.

## FISCAL IMPACT:

Although simply adopting a Strategic Work Plan has no immediate costs associated, the implementation of the respective projects will have financial impacts to our current and future budgets. The details of the



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## Northern Arizona Intergovernmental Public Transportation Authority

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impacts will be explored further in the upcoming budgeting process for FY2020 and more specifically on a case by case basis prior to implementation of a project. The NAIPTA TAC and Board can assume that all objectives within the Strategic Work Plan will be brought forth in a manner that fully explores all opportunities and impacts prior to implementation.

### SUBMITTED BY:

\_\_\_\_\_  
Erika Mazza  
CEO and General Manager

### ATTACHMENTS:

- 1) December 2018 Strategic Advance Agenda -pages 31-33
- 2) 2019 Year Strategic Work Plan (Draft) -pages 34-35



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**NOTICE AND AGENDA OF ADVANCE OF THE BOARD OF DIRECTORS (BOD) AND TRANSIT ADVISORY COMMITTEE (TAC) OF THE NORTHERN ARIZONA INTERGOVERNMENTAL TRANSPORTATION AUTHORITY (NAIPTA)**

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Board of Directors of the Northern Arizona Intergovernmental Public Transportation Authority (“NAIPTA”) and to the general public that the Board and TAC will hold a

Board and TAC Strategic Policy Advance  
Thursday, December 6, 2018  
8am – 2pm  
NAIPTA Training Room  
3825 N. Kaspar Drive  
(Parking at 3773 N. Kaspar Drive)  
Flagstaff, AZ 86004

**Pursuant to the Americans with Disabilities Act, persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Clerk of the Board of Directors at 928-679-8922 (TTY Service 800.367.8939). Requests should be made as early as possible to allow time to arrange the accommodation.**

Unless otherwise noted, this meeting held in the Training Room is open to the public. Public may observe and participate in the meeting at the address above.

**AGENDA**

-pages 1-3

“Getting NAIPTA where we want to go”

1. Safety Briefing
2. Welcome and Introduction
  - a. Goal for today: To strengthen our relationships with one another; develop an understanding of NAIPTA’s current and future challenges; and develop an 18-month and long-range work plan
  - b. Specific objectives:
    - i. Chance to refocus on fundamentals
    - ii. To engage in thoughtful strategic planning
    - iii. To reflect on Mission and Vision; 18-month work plan
    - iv. To set new and refined objects for the 18-month and long-range work plan
  - c. State of the organization
3. Board of Director’s Business Meeting at approximately 8:30am

a. APPROVE BOARD MINUTES 11/14/2018

-pages 4-11



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# Northern Arizona Intergovernmental Public Transportation Authority

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## DISCUSSION / ACTION ITEMS:

- b. FIRST AMENDMENT TO MOUNTAIN EXPRESS SERVICE AGREEMENT  
 -Kate Morley, Development Director -pages 12-17  
 Staff recommends the Board of Directors approve a First Amendment to the 5-Year Service Agreement between NAIPTA and Arizona Snowbowl Resort Limited Partnership (Arizona Snowbowl).
  
- c. AWARD OF REQUEST FOR PROPOSAL (RFP) 2019-104 AND APPROVE CONTRACT WITH NELSON\NYGAARD CONSULTING ASSOCIATES, INC.  
 -Kate Morley, Development Director -pages 18-25  
 Staff recommends the Board of Directors 1) Award RFP 2019-104 for the CYMPO Transit Implementation Plan (TriP); and 2) Approve a contract with Nelson\Nygaard Consulting Associates Inc to conduct the TriP for an amount not to exceed \$200,000.
  
- d. FY2019 SPECIAL ELECTION OF BOARD OFFICERS -pages 26-28  
 -Rhonda Cashman, Clerk of the Board  
 Staff recommends the Board of Directors elect officers for the remaining FY2019 term.

- 4. Presentation on Transportation Decision 2018 and Financial Outlook
- 5. Presentation on Transit Trends
- 6. Phone and Email Break
- 7. Revisit 5-year Plan – Zero-based Approach & Improved Service Delivery
- 8. Presentation on Capital Considerations and Efficiencies
- 9. Review Current 18-month Strategic Work Plan
- 10. Working Lunch with a Breakout Planning Session on New 18-month and Long-range Work Plan at approximately 11:45am
- 11. Report out – discussion
- 12. Follow-up
- 13. Review January Board and TAC Items

## SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

- January/February Working Agenda -page 29
- Strategic Workplan -pages 30-31

The next TAC meeting will be January 3, 2019 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.



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The next Board meeting will be January 16, 2019 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.

14. Adjourn



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## 2019 Strategic Work Plan

### MISSION

*Getting You Where You Want To Go*

### VISION

*To create the finest public transportation experience making NAIPTA services an excellent choice for Northern Arizona Communities.*

### GUIDING PRINCIPLES

- Treat everyone with respect
- Show initiative, imagination and creativity
- Collaborate to enhance service delivery
- Strive for continuous improvement in all we do
- View risks as opportunities
- Put the customer first
- Be environmental stewards
- Be trustworthy and dependable
- Be fiscally responsible and responsive to changing demographics

### 5 YEAR HORIZON

- Plan with attention to “green” opportunities and long-term sustainability.
- Apply imagination, creativity and innovation to improve the service we deliver.
- Evaluate the effectiveness of our brand, name and image in creating stronger ties with the public.
- Build cooperative relationships regionally to expand and enhance NAIPTA’s positive impact.
- Establish financial policies and seek revenue sources to maintain fiscal strength.
- Follow through on promises we have made.

### 10 YEAR HORIZON

- NAIPTA will be a seamless, inclusive regional system that is fully supported by member communities.
- NAIPTA will be known for finishing what we start in a responsible, professional and timely manner.
- People will know NAIPTA... people will use NAIPTA. Marketing has succeeded.
- NAIPTA will be known for living the guiding principles.



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## Key Recommendations

- Plan with attention to “green” opportunities and long-term sustainability.
  - Participate in autonomous bus feasibility consortium: evaluate how this new technology will enhance our service to the community.
  - Develop performance measures that are in line with regional policies and community goals.
- Apply imagination, creativity and innovation to improve the service we deliver.
  - Explore and evaluate community expectations for maintaining and growing an exceptional transit system that is valued by riders and non-riders alike.
- Evaluate the effectiveness of our brand, name and image in creating stronger ties with the public.
  - Evaluate the Mountain Line and NAIPTA brand. Develop and implement strategies for growing our community presence and identity.
- Build cooperative relationships regionally to expand and enhance NAIPTA’s positive impact.
  - NAIPTA will work with community partners to procure ownership or access to a new Downtown Connection Center.
  - Partner with the City on development and implementation of Proposition 419, enhancing opportunities for transit and active modal investments within transit corridors.
  - Coordinate advocacy at state and federal levels as Federal transit reauthorization and sequestration are being considered this year.
  - NAIPTA will continue to work with the City to develop Transit Guidelines and development criteria.
- Establish financial policies and seek revenue sources to maintain fiscal strength.
  - NAIPTA will develop a fare strategy, revenue generation, and pass distribution plan that results in increased ridership and increased fare-box return.
  - Explore additional revenue generators through private developments, partnerships, and other innovative practices.
  - Assess and modify (as needed) financial policies that reflect funding splits in line with federal expectations.
- Follow through on promises we have made – Focus on Frequency Policy.
  - Continue providing high quality service and implement routing changes and upgrades based on recommendations from the 2017 Short-Term Network (zero-based) Plan.
  - Develop an On-Demand Study and identify implementation strategies for testing pilot programs that enhance our service to the community.





**DATE PREPARED:** January 11, 2019

**MEETING DATE:** January 23, 2019

**TO:** Honorable Chairman and Members of the Board

**FROM:** James Wagner, Operations Director

**SUBJECT:** FY2019 Task Order to AECOM Technical Services, Inc. General Services Master Contract for Autonomous Bus Feasibility Study

**RECOMMENDATION:**

**Staff recommends the Board of Directors:** Authorize and assign NAIPTA CEO and General Manager to add Task Order #14 to AECOM's FY2019 Work Plan for an Autonomous Bus Feasibility Study with a valuation not to exceed \$100,000.

**RELATED STRATEGIC WORKPLAN OBJECTIVES:**

**Guiding Principles:**

- ❖ Collaborate to enhance service delivery
- ❖ Be fiscally responsible and responsive to changing demographics

**5-Year Horizon:**

- ❖ Plan with attention to "green" opportunities and long-term sustainability

**BACKGROUND:**

AECOM is working to form an Autonomous Vehicle Consortium of 7-9 transit agencies nationwide, which would contract with AECOM to explore the feasibility and requirements to launch autonomous buses in each city, produce a demonstration project, and create agency-approved bus specifications for U.S. bus manufacturers. In November 2018, AECOM approached NAIPTA with an invitation to participate in their Autonomous Bus Feasibility Study as a partner in the Consortium. AECOM is enlisting high performing systems operating in a variety of geographical locations to test public transit autonomous bus technologies. AECOM's interest in Mountain Line stems from our current working relationship and the fact that Flagstaff offers a variety of test opportunities, like elevation, terrain and climate variables that have yet to be analyzed. A host of topics identified through consortium participation, and included in the study, will offer answers to questions relating to:

1. Potential autonomous bus industry standards
2. Safety
3. Environmental quality
4. Operational efficiencies
5. Maintenance and facility requirements
6. Enhanced rider experience
7. Impacts to transit operator job descriptions and wages.





The impetus for the formation of the Consortium to conduct the Autonomous Bus Feasibility Study (Autonomous Feasibility Study) is to band together transportation professionals to oversee and direct research and development for 30' to 40' autonomous buses and provide to bus manufacturers a demand for these vehicle types, conversely accelerating production of these vehicles. Autonomous shuttles are in operation throughout the world today and are being tested in a few locations in the United States. However, there are no full-size autonomous buses operating within the U.S. Autonomous shuttles (up to 10 passengers) are running in Las Vegas, Nevada, Ann Arbor, Michigan and St. Petersburg, Florida. The Federal Transit Administration (FTA) expects a variety of demonstrations for autonomous public transit vehicles to occur in FY 2021-2022. Demonstrations will include paratransit, shuttle and a Bus Rapid Transit.

The quick advancement of autonomous bus technology is important when considering the NAIPTA bus fleet replacement schedule. Of our 23 40' hybrid electric buses, 10 of them are anticipated to be replaced in FY2025 or later, three years after FTA expects demonstration projects to conclude. This begs the question what our next round of fleet will look like and NAIPTA desires to understand the implications and prepare for these technologies well before replacement. NAIPTA desires to ensure staff are trained, budget implications are well understood, and that new facilities, such as the Downtown Connection Center are designed with compatible features.

Autonomous vehicles may bring a variety of benefits to NAIPTA including increased safety operating in congested roadways and adverse weather conditions, greater ability to attract operator attendants with reduced reliance on CDLs, improved customer experience with the ability to provide higher levels of service, and reduction in maintenance cost through electric technologies. There may also be benefits which reduce insurance requirements and possible operational efficiencies which keep the buses moving at optimal speeds to maintain on time performance and reduce greenhouse gas emissions.

The Autonomous Feasibility Study will take a year to perform starting in the spring of 2019 with staff participating on multiple committees to determine what technologies are best suited for public transportation. Specific deliverables of the project include:

1. Developing a needs assessment, site requirements, technology needs
2. Completing a risk assessment specific to NAIPTA
3. Opportunity to participate in industry forum hosted by AECOM
4. A federal, state and local regulatory review
5. Bus specifications manufacturers developed by agencies
6. A Flagstaff site assessment including technical requirements and cost estimates for upgrades
7. A NAIPTA autonomous vehicle operations and maintenance plan

With this study, transit agencies will decide what's best for their system rather than a bus manufacturer submitting a base model with options. Joining the consortium to conduct the Autonomous Bus Feasibility Study will offer insight to what will work for our system based upon testing and identifying emerging shuttle technology.

Joining the AECOM Consortium to conduct the Autonomous Bus Feasibility Study does not commit NAIPTA to further investment once the study is complete. One of the intended outcomes is that





NAIPTA will have the opportunity to continue to participate with the Consortium for a joint autonomous bus procurement, reducing unit cost through a bulk purchase.

Task Orders:

On June 20, 2018, the NAIPTA Board of Directors authorized and assigned AECOM Technical Services, Inc. (AECOM) to a second year in a three-year contract to provide necessary on-call Architectural and Engineering services through a General Consulting Services Contract (RSOQ 2017-400). As part of contract compliance and detailed oversight of project scope and fees, each Task Order must be approved by both parties before initiating work. The Task Order contains project description, location of project, fees and monthly progress benchmarks, scope of work, project schedule, deliverables, and tools and methodologies required to complete the project. Project costs based on the scope of work defined in each Task Order are negotiated based on the firm's Federally Audited Rate sheets and per diem direct costs.

Based on approval of the NAIPTA Board of Directors, NAIPTA CEO and General Manager (CEO-GM) will authorize Task Orders with AECOM that do not exceed the valuation approved by the Board of Directors at the initiation of each local fiscal year.

Authorizing the CEO and General Manager to approve this additional Task Order is within the authorized FY2019 AECOM Task Order amount. NAIPTA staff will continue to present quarterly updates on existing and pending Task Orders to the Board of Directors.

**FY2019**

Task	Project Name	Anticipated Start Date	Source Funds	Task Order Valuation	Status Update
#3	HW 180 – Implementation Study	July 2017	5311	\$79,995	Draft Final Report to Board – January 2019
#6	BRT	July 2018	5307/39	\$2,007,831	Project partners kickoff- Feb 1
#7	Construction Phase Admin	May 2018	5307/39	\$14,229	Complete
#8	DCC Selection, Design & Preliminary Engineering	July 2018	5307/39	\$740,000	Site section analysis underway
#9	Transit Guidelines	Nov. 2018	5311	\$99,006	Scope re-draft
#10	NAU Partnership – Milton/Rt 66	January '19	5307/39	\$150,000	Developing scope & MOU
#11	Bus Stop Amenities (survey/design)	On-going	Local/TBD	\$50,000	TBD
#12	HW 180 – Implementation	TBD	TBD	\$40,000	TBD
#13	Initiation of Work / Program Management	On-going	Varies	\$50,350	On-going
	Kaspar/Route 66 Intersection			-\$259,684	Removed
#14	Autonomous Bus Feasibility Study	Feb 2019	Local	\$100,000	





**TAC DISCUSSION:**

The TAC was generally supportive of the initiative and asked for a report back on the Board’s action in February. The TAC also wanted to ensure there was an off ramp at the end of this initial phase that did not commit NAIPTA to further participate. The Task Order would be limited to \$100,000 and does not commit NAIPTA to additional participation in the consortium after this initial phase.

**ALTERNATIVES:**

1. **Authorize CEO and General Manager to approve Task Order #14 to AECOM for services related to the Autonomous Bus Feasibility Study for a not to exceed amount of \$100,000. (recommended):** Approval of this additional task order will allow staff to participate in an unprecedented group effort to discover autonomous technologies that assist future bus purchases and infrastructure.
2. **Do not authorize CEO and General Manager to approve Task Order #14 to AECOM for services related to the Autonomous Bus Feasibility Study and request that staff procure each project separately through an open and competitive process. (not recommended):** By not participating in the Autonomous Bus Feasibility Study staff loses the ability to understand critical design component necessary to develop Connection Center plans that can benefit from emerging technology.

**FISCAL IMPACT:**

The Task Order amount of \$100,000 is a not to exceed amount for the Autonomous Bus Feasibility Study Vehicle Consortium. The total valuation will include all sub-consultant and reimbursable costs. This project would be included in the NAIPTA FY2020 budget and draw on local capital and planning FY2019 savings achieved through award of other federal grants. Additionally, the Consortium of agencies is looking to make a joint application under USDOT’s autonomous vehicle program with \$60 million in available funding. A successful application could leverage local dollars at a 50/50 match.

**SUBMITTED BY:**

**APPROVED BY:**

\_\_\_\_\_  
James Wagner  
Operations Director

\_\_\_\_\_  
Erika Mazza  
CEO and General Manager

**ATTACHMENTS:**

None.





## Northern Arizona Intergovernmental Public Transportation Authority

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**DATE PREPARED:** January 11, 2019

**DATE:** January 23, 2019

**TO:** Honorable Chairman and Members of the Board

**FROM:** Kate Morley, Development Director

**SUBJECT:** NAIPTA U.S. 180 Implementation Plan

### **RECOMMENDATION:**

**Staff recommends the Board of Directors** adopt the NAIPTA U.S. 180 Implementation Plan.

### **RELATED STRATEGIC WORKPLAN OBJECTIVE:**

Guiding Principles:

- ❖ Strive for continuous improvement in all we do
- ❖ Collaborate to enhance service delivery

5 Year Horizon:

- ❖ Plan with attention to “green” opportunities and long-term sustainability
- ❖ Build cooperative relationships regionally to expand and enhance NAIPTA’s positive impact

### **BACKGROUND:**

In coordination with key stakeholders representing Coconino County, residents, businesses, City of Flagstaff, ADOT and the United States Forest Service (USFS), NAIPTA, under a grant from ADOT, has completed the NAIPTA U.S. 180 Implementation Plan (180 Plan). The purpose of the 180 Plan, identified by the stakeholders, was to improve the U.S. 180 winter travel experience for residents and visitors by making it safer, cleaner and less congested.

The project deliverables included:

1. Obtain high quality traffic data as a basis for informed decision-making,
2. Assess and determine, if and how, emergency vehicles, residents and/or the general public might use alternate access,
3. Write a transit management plan that includes schedules, costs, incentives, peer review, performance measures, rider amenities, park and rides, funding sources and target markets,
4. Assess and determine predictable, dedicated funding source(s) for implementation,
5. Develop a comprehensive marketing and information management plan including signage, intelligent transportation systems, social media, and traditional media tools,
6. Sign a Memorandum of Understanding with ADOT to corridor planning efforts, and
7. Determine and document legal authority to close or limit access on U.S. 180.

The 180 Plan has met all project deliverables. StreetLight origin and destination and travel time data was purchased and used to inform decision-making and recommendations. NAIPTA evaluated the use of



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several dirt road alternate access options. The 180 Plan recommends that a route at Wing Mountain would make a significant travel time difference around the year 2030, assuming continued growth on the corridor. The 180 Plan includes a transit component with proposed bus frequencies, routing considerations, incentives and amenities to attract riders. The 180 Plan also identifies costs and suggests responsible partner agencies for implementation of a variety of strategies. Marketing and traveler information programs are also identified. Finally, the 180 Plan documents the authority to close or limit access to the highway though does not recommend pursuing such actions.

### Next Steps

The 180 Plan makes a variety of recommendations that may impact NAIPTA. Specifically, the 180 Plan recommends enhancing Mountain Express service in partnership with Arizona Snowbowl to ultimately achieve 20-30-minute frequency from downtown throughout the winter. Implementation will likely take multiple years though Arizona Snowbowl is already making steps towards this recommendation by offering 30-minute frequency on high skier days this season. The 180 Plan also recommends incentives for riding the bus including discounts, amenities such as ski lockers at Arizona Snowbowl and ski racks on buses; and parking fees to encourage carpooling and riding the bus. The 180 Plan also recommends continued partnership between NAIPTA, Arizona Snowbowl, and the Convention and Visitors Bureau regarding winter tourism and congestion mitigation.

### TAC DISCUSSION:

TAC was supportive of the work done to complete the 180 Plan and interested in seeing how recommendations get implemented moving forward.

### ALTERNATIVES:

- 1) **Adopt the NAIPTA U.S. 180 Implementation Plan (recommended):** Staff recommends that the Board of Directors adopt the NAIPTA U.S. 180 Implementation Plan. The 180 Plan meets the deliverables identified in the scope of work and provides action items that can be implemented to improve winter congestion on the corridor.
- 2) **Do not adopt the NAIPTA U.S. 180 Implementation Plan (not recommended):** The Board could direct staff to modify the 180 Plan for future consideration.

### FISCAL IMPACT:

This project was funded through an ADOT Section 5311 Planning grant and is a part of the FY2018 budget. The total grant award is \$220,000 with \$40,000 in local match.

Recommendations found in the 180 Plan have additional costs. The anticipated cost to provide 20-minute frequency to Arizona Snowbowl on winter holidays and weekends is \$100,000 annually. Existing fleet capacity already exists, and Snowbowl currently provides approximately \$75,000 for operations. The implementation of higher levels of service, incentives and amenities may have financial impacts to NAIPTA's future budgets. The details of the impacts will be explored more specifically on a case by case



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basis prior to their implementation. The 180 Plan also contains strategies and recommendations that affect other agencies but that do not affect NAIPTA's budget.

**SUBMITTED BY:**

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Kate Morley  
Development Director

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Erika Mazza  
CEO and General Manager

**ATTACHMENTS:**

- 1) Executive Summary -pages 43-48
- 2) NAIPTA U.S. 180 Implementation Plan -available upon request



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# U.S. 180 IMPLEMENTATION PLAN | 2018

## EXECUTIVE SUMMARY

PREPARED BY THE NORTHERN ARIZONA INTERGOVERNMENTAL  
PUBLIC TRANSPORTATION AUTHORITY

IN PARTNERSHIP WITH THE ARIZONA DEPARTMENT OF  
TRANSPORTATION AND FEDERAL TRANSIT ADMINISTRATION



# U.S. 180 IMPLEMENTATION PLAN | 2018

## EXECUTIVE SUMMARY

### BACKGROUND

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The San Francisco Peaks north of Flagstaff, Arizona attract winter visitors looking to ski, sled, and enjoy the outdoors. Access to this area for winter recreation is important not only to the residents of Flagstaff, but also to the local economy. A 2011 economic analysis by Northern Arizona University found winter recreation in the region contributed \$48 million to the local economy and created more than 500 jobs generating \$7.3 million in tax revenue. However, increased winter tourism in recent years has led to traffic congestion on U.S. 180, the only route to winter recreation areas including Arizona Snowbowl, Flagstaff Nordic Village, Walker Lake and Peak View parking areas, and, when open, Crowley Pit and Wing Mountain snow play areas. It also attracts recreation at informal spots including illegal parking along the corridor which further slows traffic. Holiday weekends typically see the highest amount of traffic, which can lead to congestion along the U.S. 180 corridor to downtown Flagstaff. Safety concerns due to traffic congestion on the route are also an issue, as this can potentially delay emergency response vehicles along U.S. 180. Other issues that arise from U.S. 180 traffic are illegal parking and littering along the highway. Finding ways to mitigate these impacts while also accommodating the desire for winter recreation is crucial to not only sustain economic vitality but also quality of life for Flagstaff residents.

NAIPTA's U.S. 180 Implementation Plan (Plan) was developed with the help of key stakeholders including Coconino County, the City of Flagstaff, the Arizona Department of Transportation (ADOT), the U.S. Forest Service (USFS), and a citizen representative. The group developed the scope statement identifying the plan's purpose, deliverables, success measures, and exclusions. This Plan was conducted concurrently with the ADOT U.S. 180 Corridor Master Plan, which is expected to be completed in Fall 2019.

From October 2017 to April 2018, background research was conducted on historic congestion levels, opportunities for alternate access routes, transportation demand management strategies used in similar communities, and potential for transit service along the corridor. This information was presented to the public on May 3, 2018, to gather feedback on which alternatives to pursue. From that input, NAIPTA and the stakeholders created a series of corridor management recommendations and implementation steps. Additional feedback was sought in September 2018 during a U.S. 180 Citizen's Winter Task Force meeting. Partner agencies discussed timelines, methods, funding, and management of recommended implementation strategies.

### ALTERNATIVES

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#### ALTERNATE ACCESS

One solution identified in the Flagstaff Metropolitan Planning Organization's (MPO) 2012 U.S. 180 Winter Traffic Study was alternate access and egress from the U.S. 180 corridor to Interstate 40. The stakeholders agreed to only consider using existing Forest Service roads, making minimal improvements for use by passenger cars in the winter. Paving was excluded from the scope. Several alternatives were identified,

# U.S. 180 IMPLEMENTATION PLAN | 2018

and each route was driven with USFS, Arizona Game and Fish, and Coconino County Public Works to evaluate potential wildlife impacts, grade and roadway constraints, construction requirements, and cost estimates.

Three alternate routes were identified to potentially alleviate traffic on U.S. 180. On May 3, 2018, these alternatives were presented at an open house for public feedback. The Bader Road to A-1 Mountain Road and the S. Snow Bowl Road to A-1 Mountain Road were abandoned as possible alternatives due to negative feedback from the public, as well as well expectations for benefit-to-cost ratios. The Wing Mountain (Forest Service Road 222B to Forest Service Road 171) alternative was further considered as it was the most preferred of the routes by the general public and had fewer grade challenges and improvement needs.

A traffic model was developed for current conditions and showed, on average, drivers of 240 vehicles over a four-hour peak period would choose to use the alternate access route to reach their desired destinations, thereby saving about nine minutes on the heaviest congestion days. A core conditions model indicates that by year 2035 more than 450 vehicles per hour would choose the route. The route would create a reduction in travel times on U.S. 180 by as much as 10 percent per hour during the afternoon peak travel time.

Given the limited travel time savings, the cost, and the strong public opposition, the recommendation is that no additional alternate access be pursued at this time. However, by year 2035 over 450 vehicles would choose the Wing Mountain alternate access route in a given hour. If the alternative route is pursued, the results also indicate that a southbound right-turn bay should be implemented on Snow Bowl Road. Any alternate access should be wide enough for access to maneuver around impaired vehicles.

## PUBLIC TRANSIT

For the past three winter seasons, NAIPTA has operated Mountain Express, a free bus service to Arizona Snowbowl from downtown Flagstaff. The first year of winter service, the route attracted more than 2,600 riders, which increased to 9,800 the following winter season. Ridership decreased in the 2017-2018 season to 6,789, possibly due to the lack of snowfall. The majority of riders have used the service between Fort Valley Parking Area (base of Snow Bowl Road) and Arizona Snowbowl. Arizona Snowbowl partnered with NAIPTA to begin implementing recommendations of this Plan for the 2018-2019 season including 30-minute frequency from downtown. As of the printing of the documents, the increased service level over winter break attracted more than 12,000 bus trips with approximately half of ridership to Arizona Snowbowl originating in town, surpassing the ridership estimates in this Plan threefold. Despite record attendance at Arizona Snowbowl, only one day has had delays occur on U.S. 180 unrelated to an accident. Anecdotal information suggests that a high level of illegal parking along U.S. 180 may have contributed to the delays.

Frequency is key to attracting bus ridership to Arizona Snowbowl. The route also needs to begin and end in downtown Flagstaff, with service days to include holidays (December 26 through the first week of January) as well as weekends in January and February to impact congestion. To attract ridership by Arizona Snowbowl's 500 employees, buses should start at 7:00 a.m. and end at 6:00 p.m. and operate every 20 to

# U.S. 180 IMPLEMENTATION PLAN | 2018

30 minutes throughout the day. As ridership grows, buses also should to be equipped with ski and snowboard racks and the potential to drop off rentals or store ski gear at the resort for bus riders should be explored. Improving bus service between downtown Flagstaff and Arizona Snowbowl has the potential to reduce traffic by four to five percent on days where congestion is high.

## PARKING FEES

The price of parking is often used to influence travel choice by altering the cost of driving. Paid parking is becoming a common practice at many ski resorts throughout the western United States, including those in California, Colorado, Montana, Oregon, Utah, Washington, and Wyoming. Arizona Snowbowl has about 1,400 parking spaces, with an additional 350 spots under construction. The Fort Valley Lodge also has around 500 parking spaces. According to Arizona Snowbowl, the average car occupancy at the resort is 2.54 individuals per vehicle. The Victoria Transport Policy Institute has found that for every 10 percent increase in the cost of parking, there is a one to three percent reduction in cars, and Vail has reported that for every \$5 increase for parking, the demand has dropped by five percent. Adding \$15 to the current price of \$89 for a lift ticket at Arizona Snowbowl is an approximately 17 percent increase in total cost of an Adult Day Pass. By moving to a system of paid parking of \$15 per day on key weekends and holidays, traffic could potentially be reduced by two to five percent on those days.

A two-tier parking fee system is recommended at the Arizona Snowbowl parking lots during the holiday season and on weekends. The two tiers will be based on number of occupants in vehicles: those with one to two people will be charged \$15 per day to park, and vehicles with three or more will pay five dollars per day. This will benefit those that choose to carpool (those with three or more per car), while also encouraging visitors to take the free bus service. Further, it is recommended no additional parking be built or provided and programs like carpool incentives and expanded bus service complement the implementation of a parking fee.

## CARPPOOLING

Carpooling is an effective way to reduce congestion during peak traffic hours throughout the ski season. Implementation of carpool incentives could include discounts, priority parking, a ridesharing app and website, and paid parking fee reductions. Several peer cities have adopted carpooling incentives to address traffic concerns to and from ski resorts. An increase in automobile occupancy could potentially reduce traffic by one to two percent. Providing a financial incentive for carpooling could increase the average automobile occupancy from 2.54 to 2.77.

## INFORMATION AND SIGNAGE

Dynamic message signs can also be an effective way to inform winter recreation visitors about parking conditions at recreation areas and traffic conditions on U.S. 180. Dynamic signage should be used in various forms and at various locations throughout the day along the U.S. 180 Corridor. Real-time travel information placed in downtown Flagstaff in the morning and at Arizona Snowbowl in the afternoon can warn travelers of delays and congestion. Dynamic message signs would be expected to reduce traffic by 0.5 to 1.5 percent. While an information campaign alone will not remove cars from the road, it will increase the effectiveness of the other TDM strategies. By raising awareness about congestion problems

# U.S. 180 IMPLEMENTATION PLAN | 2018

associated with winter recreation and informing people about bus service, carpooling, and parking options, the marketing campaign will help people make more informed decisions about their travel choices.

## OTHER STRATEGIES

This Plan briefly describes other strategies that could be studied in more depth. They include the dispersion of winter recreation sites, private shuttles from outside the City of Flagstaff, and limited-hour lift tickets. The greatest congestion occurred on days when major snow play sites located on U.S. 180, including Wing Mountain and Crowley Pit, were open, further inducing demand for vehicles to travel along the corridor. Coconino County has already taken a step towards creating opportunities off the corridor by developing a public-private partnership with a snow play provider and approving snowmaking at Fort Tuthill, which is south of Flagstaff. Over the past couple of years, private transportation providers from Phoenix have operated occasionally. The Arizona Shuttle operates regular service throughout the year between Phoenix and Flagstaff with 13 daily trips in each direction. There may be opportunities to better coordinate drop-off locations if NAIPTA moves forward with a park-and-ride option. Finally, limited-hour ski lift tickets have the potential to reduce cars on the road during peak traffic hours while providing an affordable ski lift pass option for Arizona Snowbowl customers. Offering limited-hour ski lift tickets, such as morning-only access, will encourage people to leave at different times during the day. However, limited-hour lift tickets do not address the many people along the corridor not seeking a lift ticket.

## IMPACTS

It is possible to package Transportation Demand Management (TDM) strategies to alleviate traffic on U.S. 180. While each of the strategies alone may not have a high impact on travel within the corridor, packaged together, there are short-term solutions which can start to make a noticeable difference. Through research and best practices, the projected traffic reduction percentage for each individual TDM strategy was tabulated. The table below compares the projected traffic reduction for all the TDM strategies considered. Based on the projected traffic reductions, implementing improved bus service, paid parking, and carpooling would have the greatest impact on traffic while the other strategies would only add a marginal reduction.

**Exhibit 1: Projected traffic reduction from TDM strategies**

	Low End of Range	High End of Range
Bus service	4.0%	5.0%
\$15 paid parking	2.0%	5.0%
Carpool incentives	1.0%	2.0%
Dynamic signage	0.5%	1.5%
Marketing	0.5%	1.5%
Limited-hour passes	0.5%	1.5%

Source: AECOM, 2018.

# U.S. 180 IMPLEMENTATION PLAN | 2018

## RECOMMENDATIONS

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Historic data from traffic congestion indicates that, while on a few occasions, traffic delays have exceeded 45 minutes from the base of Snow Bowl Road to downtown Flagstaff, more common delays are 25 to 30 minutes. In addition, extreme delays occurred when Wing Mountain and Crowley Pit Snow Play Areas added significant additional parking, and therefore significant traffic volume, along the corridor. Traffic modeling indicates the current capacity of parking at Arizona Snowbowl alone is unable to generate the types of delays previously seen. Nonetheless, illegal parking continues to occur and increases the number of recreationists along the corridor.

The first alternative that could be considered is a parking management-only solution. Since there is not enough legal parking on the corridor as of the 2018-2019 season to create significant delays, efforts could be taken to reduce illegal parking through increased law enforcement presence and long-term efforts to limit additional winter recreation parking opportunities in the corridor. Over time, this solution may not be sufficient as additional housing and development occurs along the corridor, increasing traffic volumes associated with residents. Additionally, it creates concerns about providing adequate access to the forest for those who want to recreate.

Transportation Demand Management solutions can be implemented quickly and at a relatively low cost. Core TDM Strategies include bus service, paid parking, and carpool incentives. The full package of alternatives only has a marginally higher traffic reduction than these core strategies. For this reason, it is recommended that the core strategies be implemented with the current funding, and in the future, if additional funding becomes available, other TDM strategies like dynamic signage can be implemented to enhance the performance.

It should also be noted that a marketing campaign is necessary to ensure that all of the TDM options are described and understood by the traveling public. This includes updating websites (Arizona Snowbowl, Mountain Line, Downtown Flagstaff, and others) with information about traveling to snow play activities on weekends and holidays.

Finally, it is expected that continued growth along the U.S. 180 corridor will continue at a similar rate as in the past. This growth will add additional traffic to the corridor and could make the opening of the Wing Mountain (FS222B to FS171) alternate a viable strategy around 2035 that should be reevaluated around 2033 for need and cost benefit. Opening the access will require partnership between USFS and Coconino County and can follow a management model such as Garland Prairie Road, where the road belongs to USFS but is maintained by Coconino County.



# Northern Arizona Intergovernmental Public Transportation Authority

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**DATE PREPARED:** January 11, 2019

**DATE:** January 23, 2019

**TO:** Honorable Chairman and Members of the Board

**FROM:** Estella Hollander, Mobility Planner

**SUBJECT:** FMPO and NAIPTA Coordinated Public Transit Human Services Transportation Plan Overview

## **RECOMMENDATION:**

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

## **RELATED STRATEGIC WORKPLAN OBJECTIVE**

Guiding Principles:

- ❖ Collaborate to enhance service delivery
- ❖ Strive for Continuous improvement in all we do
- ❖ Be fiscally responsible and responsive to changing demographics

5 Year Horizon:

- Build cooperative relationships regionally to expand and enhance NAIPTA's positive impact.

## **BACKGROUND:**

Starting in 2007, all Metropolitan Planning Organizations (MPO's) and Councils of Governments (COG's) in Arizona were required to adopt and annually update a Coordinated Public Transit Human Services Transportation Plan to satisfy the federal requirements for Section 5310 grant funds. These plans must inventory existing transportation services for elderly individuals, individuals with disabilities, and low-income individuals, identify unmet transportation needs, and provide strategies for improving coordination among transportation providers to meet those needs. To meet this requirement, NAIPTA and the FMPO partnered to develop the FMPO Coordinated Public Transit Human Services Transportation Plan (Coordinated Plan).

The Coordinated Plan serves two purposes: 1) Serves as a framework to improve coordination among transportation providers and human service agencies to enhance transportation for disadvantaged populations; and 2) The Coordinated Plan meets federal requirements for a "locally developed, coordinated human services transportation plan". The Coordinated Plan was developed in collaboration with our local Coordinated Mobility Council (CMC). NAIPTA and the FMPO co-host quarterly CMC meetings. The CMC meetings are publicly noticed and have regular participation by seniors, people with disabilities, members of human service agencies, the City of Flagstaff, and Coconino County. At each meeting, specific items of the Coordinated Plan are discussed, and feedback is incorporated into the Coordinated Plan. For example, in February 2017, the CMC worked to identify gaps in transportation services. In May 2018, the CMC participated in a group brainstorming activity to identify potential strategies to fill the previously identified gaps. In August 2018, the CMC evaluated the proposed strategies, discussed roles and responsibilities, and action items for the strategies. In



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November 2018, the CMC finalized ranking and prioritization ratings for projects, these items were added to the Coordinated Plan update.

### Coordinated Plan Components

The Coordinated Plan includes the following information:

- Key demographics related to seniors and people with disabilities from the City of Flagstaff, FMPO/NAIPTA boundary, Arizona, and National;
- Significant origins and destinations in the Flagstaff area for seniors or people with disabilities;
- A transportation inventory including description of service, hours of operation, eligibility requirements, and type of fleet (public, private, and non-profit);
- A summary of existing transportation coordination efforts in the region;
- An assessment of transportation needs and gaps for individuals with disabilities, older adults, and people with low incomes;
- Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery;
- Priorities for implementation based on resources and feasibility for implementing.

### Identified Transportation Gaps and Strategies

Below are the five identified transportation gaps with several example strategies included. The Coordinated Plan contains additional strategies for each gap and provides additional detail. Each strategy below is not exclusively NAIPTA's responsibility, but as the public transportation provider in the FMPO region, implementation often requires some level of NAIPTA's participation.

- Information Gaps:
  - Strategies: Develop travel training tools for agency personnel to introduce Mountain Line services, continue outreach for NAIPTA-wide programs, share CMC activities and outcomes to all stakeholders;
- Temporal Gaps (Times during the day when service is not provided):
  - Strategies: Increase money for operations to fund expanded hours through partnerships;
- Spatial Gaps:
  - Develop volunteer driving program, target expansion of fixed route or other transportation options to underserved neighborhoods, encourage new partnerships with other transportation providers;
- Infrastructure Gaps:
  - Increase awareness of mobility issues due to inadequate infrastructure design and expand the use of Universal Design principles in the built environment, secure additional funding to expand infrastructure improvements;
- Human Capital Gaps:
  - Share NAIPTA and other statewide trainings with CMC participants and Mobility Managers, identify and develop vehicle-sharing trip options with 5310 grantees.

In previous years, all updates were reviewed and recommended first by the CMC and then by the FMPO Technical Advisory Committee and adopted by the FMPO Executive Board. Since NAIPTA and the FMPO have a Memorandum of Understanding which identifies joint development of medium-term transportation plans, including a partnership history towards the development of the Coordinated Plan, staff are proposing that the NAIPTA's Board of Directors adopt the Coordinated Plan as well, after



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review by the CMC. This action will further strengthen this Coordination Plan development partnership, enhance NAIPTA's ownership as many policies and strategies influence NAIPTA's programs, identify projects for our Section 5310 application funding, and further solidify NAIPTA's commitment to coordinated mobility within the FMPO.

The FMPO and NAIPTA Coordinated Public Transit Human Services Transportation Plan is in final draft. The Coordinated Plan will go before the CMC on February 15, 2019 for final comment. In March 2019, the FMPO will take the Coordinated Plan to the Executive Board for adoption, and it is proposed that NAIPTA will follow in April 2019 for Board approval.

### **TAC DISCUSSION:**

TAC was appreciative of the presentation and suggested that the findings from the Coordinated Plan are made aware to private developers. NAIPTA staff is working with City of Flagstaff staff on better coordinating transit services in the private developments process.

### **FISCAL IMPACT:**

The completion of the Coordinated Plan is done internally and supported by Mobility Management funding through the ADOT Section 5310 Program at an 80/20 split. Although the Coordinated Plan has no immediate costs associated, the implementation of the identified projects may have financial impacts to NAIPTA's current and future budgets. The details of the impacts will be explored more specifically on a case by case basis prior to implementation of a project and would be identified in future NAIPTA budgets.

### **PREPARED BY:**

### **SUBMITTED BY:**

\_\_\_\_\_  
Estella Hollander  
Mobility Planner

\_\_\_\_\_  
Erika Mazza  
CEO and General Manager

### **ATTACHMENTS:**

1. Draft FMPO & NAIPTA Coordinated Public Transit Human Services Transportation Plan

-available upon request



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**DATE PREPARED:** January 11, 2019

**MEETING DATE:** January 23, 2019

**TO:** Honorable Chairman and Members of the Board

**FROM:** Anne Dunno, Capital Project Manager & Wade Forrest, Facilities Manager

**SUBJECT:** Bus Stop Amenity Distribution Update

**RECOMMENDATION:**

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

**RELATED STRATEGIC WORKPLAN OBJECTIVE**

Guiding Principles:

- ❖ Put the customer first
- ❖ Collaborate to enhance service delivery
- ❖ Strive for continuous improvements in all we do

**BACKGROUND:**

In October 2018, the NAIPTA Board of Directors inquired about the distribution of bus stop amenities including shelters across the Mountain Line transit network. Attached is NAIPTA's Bus Stop Amenity Map showing locations of three types of bus stops: shelter, logo or bench, and unimproved "sign only" stops. NAIPTA staff analyzed the existing 165 bus stop locations and types within the system overlaid onto a Title IV classification for poverty based on census tract data. Regional average poverty shown is 19% of families. Areas along Route 66, Milton, NAU and north Sunnyside have twice the average poverty levels but also cover a larger portion of the city area. Although there are a higher number of amenities in the high poverty areas, this may correlate to the larger transit network coverage across this area. Analysis of amenity distribution shows that NAIPTA's network includes approximately 50% bus shelters (80 total) with a balanced distribution of overall amenities between east and west side of town.

**Amenities Decision Process**

New bus stop development typically occurs in three ways: 1) major route improvements; 2) new private development, and 3) special capital grant funded projects. NAIPTA's most recent significant route expansion effort was in 2014 with the addition of Route 14 including 13 new bus stops. New private developments, especially higher density residential or commercial, provide opportunities to add or improve stops. For example, the Standard development on W. Route 66 will build horizontal transit infrastructure and purchase/install a new NAIPTA bus shelter. Finally, grant opportunities can also fund bus stop improvements. In 2016, NAIPTA improved ADA access at 27 stops with the Bus Stop Mobility





Project funded by ADOT's Section 5310 program which supports services for seniors and people with disabilities.

There are two key factors to bus stop development: 1) available right-of-way, and 2) budget. Right-of-way limitation is the biggest barrier to maximizing amenities at a stop location. Shelter pads typically do not completely fit within the public right-of-way. NAIPTA negotiates with private property owners for transit easement agreements to build bus shelters or logo stops. NAIPTA does not typically acquire "fee simple" ownership of property for bus stops. In other words, NAIPTA does not purchase and own the property that the pad is built on. Instead, NAIPTA typically obtains a perpetual (runs with the land) easement for transit use. This provides a level of flexibility should NAIPTA need to make route/stop changes. NAIPTA can remove a bus stop and abandon the transit easement without needing to address land disposition.

To best address constrained right-of-way conditions, NAIPTA developed a smaller shelter option to install where space is limited. NAIPTA will be looking for opportunities to implement this new shelter option in the future. We are also relying more on location specific ridership data to evaluate and determine best amenity configurations for new and existing bus stops.

NAIPTA's annual budget capacity for adding new bus stops or making improvements to existing bus stops is limited. Most of NAIPTA's capital budget related to bus stops is for rehabilitation to maintain FTA requirements for state of good repair. NAIPTA's annual budget for the Bus Stop Rehabilitation Program is based on annual federal apportionments for Section 5307 and the Surface Transportation Program (STP). Average annual apportionment including local funds is approximately \$103,000 providing capacity to rehabilitate six to ten bus stops annually depending on scope.

### **Good Neighbor Best Practices**

NAIPTA Facilities continues to build and strengthen our relationships with adjacent property owners by consistently maintaining the bus stops and promptly addressing concerns. NAIPTA's dedicated community-minded approach strengthens our reputation and encourages ongoing and future partnerships.

### **TAC DISCUSSION:**

This item was tabled due to time and potential loss of quorum. TAC will review the presentation during their February meeting.

### **FISCAL IMPACT:**

NAIPTA receives an annual apportionment for Bus Stop Rehabilitation Program of Section 5307 and Surface Transportation Program (STP) funds with annual federal value of \$86,000 per financial plan with local match of \$17,000 totaling \$103,000. NAIPTA budgets additional funds and seeks grant opportunities for new routes and transit infrastructure associated with private development.





**SUBMITTED BY:**

**APPROVED BY:**

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Anne Dunno  
Capital Project Manager

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Wade Forrest  
Facilities Manager

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Erika Mazza  
CEO and General Manager

**ATTACHMENTS:**

1. Bus Stop Amenity Distribution Map – 2018

-page 55



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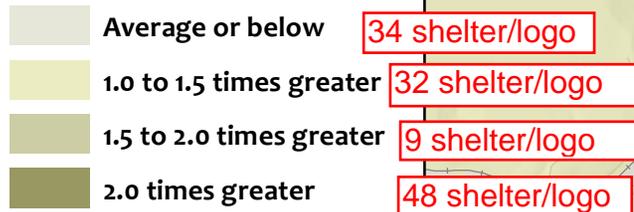


# Bus Stop Amenity Locations

## Poverty Status

Percentage of families whose income in the past 12 months was below the poverty level

Regional Average 19.2%

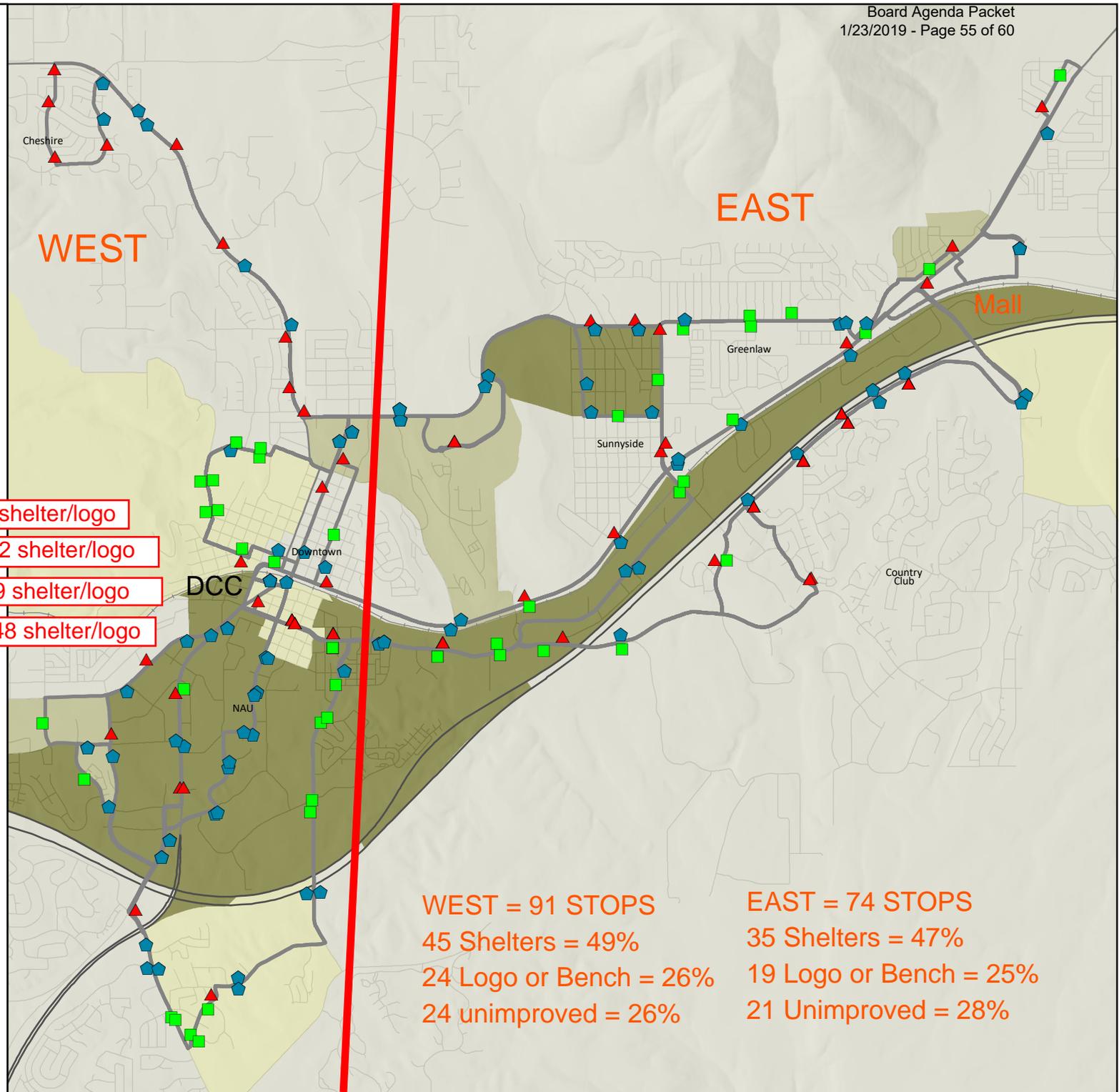


## Stop Amenities

Reflects NAIPTA amenity conditions as of December 2018

- Logo/bench
- Shelter
- No amenities
- Bus routes

Source:  
U.S. Census Bureau  
2012-2016 5-Year  
American Community Survey



WEST = 91 STOPS  
45 Shelters = 49%  
24 Logo or Bench = 26%  
24 unimproved = 26%

EAST = 74 STOPS  
35 Shelters = 47%  
19 Logo or Bench = 25%  
21 Unimproved = 28%



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## NAIPTA MEMORANDUM

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**DATE:** January 23, 2019

**TO:** Honorable Chairman and Members of the Board

**FROM:** Heather Dalmolin, Administrative Director

**SUBJECT:** CDL Training and Testing Site Agreement

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In September of 2016, NAIPTA and Coconino County executed the Third Amendment to the NAIPTA-Coconino County Service Agreement for the purpose of shared facility use. The Third Amendment was put together by County Parks and Recreation staff along with NAIPTA Operations staff to assign an unused portion of a parking lot located at Fort Tuthill for NAIPTA's use as a Commercial Driver's License (CDL) training and testing site. In exchange, NAIPTA provides transit service from the City of Flagstaff to Fort Tuthill for the annual Coconino County Fair.

This past year, NAIPTA and Northern Arizona University (NAU) began discussing ways to partner and further NAU's driver training program, including shared use of the lot at Fort Tuthill. NAIPTA proposed a three-party agreement that would include the County, NAU, and NAIPTA. Under this agreement NAU will continue to assign use of parking area to NAIPTA, NAIPTA will continue to provide transit service to the County for the Fair, and NAU will have permission to use the lot by scheduling use through NAIPTA in exchange for County's free use of a parking lot on campus during the Fair.

The agreement was originally proposed to be an intergovernmental agreement, built on the same format as the existing agreement, however NAU has proposed a Memorandum of Understanding (MOU) be used as that format meets Arizona Revised Statute requirements for facility agreements. NAIPTA has forwarded the reformatted agreement to NAIPTA's legal counsel and has met with Coconino County to review the agreement. There were no heard concerns from County staff. The agreement is still pending legal review by NAU and County.

If all parties agree to the terms and format, the MOU will be put into effect and both NAIPTA and the County will need to take action to cancel the Third Amendment.





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## NAIPTA MEMORANDUM

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**DATE:** January 23, 2019

**TO:** Honorable Chairman and Members of the Board

**FROM:** Jacki Lenners, Marketing Manager

**SUBJECT:** New Year's Eve Marketing and Ridership Update

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Mountain Line offered free service all day on New Year's Eve and extended the service hours, so the last buses departed the Downtown Connection Center at 1:15 a.m. Staff will provide a recap on the New Year's Eve marketing campaign and report out on ridership numbers.



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**February: TAC Meeting is Thursday, 2/7 Board Meeting is Wednesday, 2/20**

ITEMS:	WHO & WHAT:
Safety Briefing	
Possible Public Hearing for Service Changes	Kate - D/A
Transportation Decision 2018 Report Out with Dr. Fred Solop	Jacki - D/A
Financial Management Policy Discussion	Heather D - D/A
Quarterly Performance Report	Heather D - D/A
Review Performance Measures	Heather D - D/A
Capital Project Group (CPG) Update	Erika - D/A
DCC Update	Anne - D/A
Job Order Contracting (JOC) Update	Anne - D/A
5310/5311 Grant Applications	Kate - D/A
Safety Management Systems (SMS)	Sam - D/A
Mountain Express Marketing/Ridership Update	Jacki - PR
Fare Study Update	Heather D - PR
AECOM Update	Kate - PR
Current Events	Erika - PR
Mar/Apr Working Agenda	
Strategic Workplan	

**March: TAC Meeting is Thursday, 3/7 Board Meeting is Wednesday, 3/20**

ITEMS:	WHO & WHAT:
Safety Briefing	
Financial Audit	Heather D - D/A
Fare Study Report	Heather D - D/A
Approve TIP (Transportation Improvement Program) Table and Grant Resolution	Heather D - D/A
Budget Process	Heather D - D/A
BRT Update	Anne - PR
Mountain Express Close Out Report	Kate - PR
Employee Satisfaction Survey	Erika - PR
Current Events	Erika - PR
Apr/May Working Agenda	
Strategic Workplan	



## Strategic Work Plan January 2018 to June 2019

### MISSION

*Getting You Where You Want To Go*

### VISION

*To create the finest public transportation experience making NAIPTA services an excellent choice for Northern Arizona Communities.*

### GUIDING PRINCIPLES

- Treat everyone with respect
- Show initiative, imagination and creativity
- Collaborate to enhance service delivery
- Strive for continuous improvement in all we do
- View risks as opportunities
- Put the customer first
- Be environmental stewards
- Be trustworthy and dependable
- Be fiscally responsible and responsive to changing demographics

### 5 YEAR HORIZON

- Plan with attention to “green” opportunities and long-term sustainability.
- Apply imagination, creativity and innovation to improve the service we deliver.
- Evaluate the effectiveness of our brand, name and image in creating stronger ties with the public.
- Build cooperative relationships regionally to expand and enhance NAIPTA’s positive impact.
- Establish financial policies and seek revenue sources to maintain fiscal strength.
- Follow through on promises we have made.

### 10 YEAR HORIZON

- NAIPTA will be a seamless, inclusive regional system that is fully supported by member communities.
- NAIPTA will be known for finishing what we start in a responsible, professional and timely manner.
- People will know NAIPTA... people will use NAIPTA. Marketing has succeeded.
- NAIPTA will be known for living the guiding principles.



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## 18 Month Work Plan Measurable Objectives

1. NAIPTA will engage actively in the Transportation Decision 2018 process and will begin by making a case to the Citizens Transportation Tax Commission (CTTC) and Flagstaff City Council for an approximate 1/10 cent transit increase. NAIPTA will fully support the effort regardless of whether the initiative ultimately includes transit funding.
2. NAIPTA will complete its analysis and recommend a location for a Downtown Connection Center and will work with the City and County to procure ownership or access to the chosen property by December 2018.
3. NAIPTA will develop and implement a higher education bulk rate discount pass program (U-Pass) with NAU and CCC that provides students with fare-free access to the entire Mountain Line network by December 2018.
4. NAIPTA will continue to work with NAU on partnership related to fleet maintenance, operator training and interlining routes through the 18-month period.
5. NAIPTA will answer the question, “how and when would Mountain Line service improve with increased funding” by developing a specific prioritization and timeframe for launching frequency and span of service increases in time for Transportation Decision 2018 voter education.
6. NAIPTA will work with the City to develop transit-oriented Street and Design Standards, Development Criteria and the Traffic Impact Analysis methodology so that transit access and circulation requirements are addressed throughout the City’s design and development review processes.
7. NAIPTA will work with other agencies to coordinate procurement of materials and services e.g., fuel, insurance and internet, to achieve economies of scale wherever possible.
8. NAIPTA will develop a fare strategy, revenue generation, and pass distribution plan that results in increased ridership and increased fare-box return.
9. NAIPTA will work with the Flagstaff Unified School District (FUSD) and Charter Schools to develop a white paper identifying potential strategies for NAIPTA to provide service to schools and identifying potential means by which schools could provide funding to support such service by June 2019.

