



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 16th, 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.





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 16th. 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.

Veronica Hipolito, Vice Chair/Acting Chair, NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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