



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, February 20, 2019

10:00am

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 1-5

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





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- 4. APPROVAL OF MEETING MINUTES 1/23/2019 -pages 6-14

- 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.

PROGRESS REPORTS:

- 6. REPORT ON FY2019 2ND QUARTER PERFORMANCE -page 15
-Heather Dalmolin, Administrative Director
- 7. UPDATE ON MOUNTAIN EXPRESS MARKETING/RIDERSHIP
-Jacki Lenner, Marketing Manager -page 16

CONSENT ITEMS:

All matters under Consent Agenda are considered by the Board of Directors to be routine and will be enacted by a single motion APPROVING THE CONSENT AGENDA. If discussion is desired on any particular consent item, that item will be removed from the consent agenda and will be considered separately. All items on the Consent Agenda with financial impact have been budgeted.

- 8. CONSIDER THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING (MOU) WITH COCONINO COUNTY AND NORTHERN ARIZONA UNIVERSITY
-Heather Dalmolin, Administrative Director -pages 17-26
Staff recommends the Board of Directors authorize NAIPTA's CEO and General Manager to execute a Memorandum of Understanding (MOU) by and between NAIPTA, Coconino County, and Northern Arizona University (NAU) for the use of the Fort Tuthill Parking lot as a CDL Training and Testing course. The MOU will cancel the Board executed 3rd Amendment to the NAIPTA and Coconino County Intergovernmental Agreement (IGA).

DISCUSSION / ACTION ITEMS:

- 9. REPORT ON TRANSPORTATION DECISION 2018 WITH DR. FRED SOLOP
-Jacki Lenner, Marketing Manager -page 27
The Board may provide direction, but there is no recommendation from staff at this time.



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10. CONSIDER OPENING PUBLIC COMMENT PERIOD FOR AUGUST 2019 SERVICE CHANGES -pages 28-31
-Kate Morley, Development Director
Staff recommends the Board of Directors 1) Review the proposed service enhancements for August 2019; and 2) Open public comment period thru March 21, 2019.
11. UPDATE ON AECOM GENERAL CONSULTING SERVICES CONTRACT TASK ORDERS -pages 32-34
-Kate Morley, Development Director
The Board may provide direction, but there is no recommendation from staff at this time.
12. REVIEW THE NAIPTA FINANCIAL MANAGEMENT PLAN -pages 35-37
-Heather Dalmolin, Administrative Director
The Board may provide direction, but there is no recommendation from staff at this time.
13. CONSIDERATION OF ECOPASS CONTRACT AND DONATION TO NAIPTA'S DISCOUNTED PASS PROGRAM -pages 38-44
-Erika Mazza, CEO and General Manager
Staff recommends the Board of Directors: 1) Authorize NAIPTA CEO and GM to enter into a contract with McGrath Real Estate Partners to establish an Ecopass program, and 2) Accept their financial donation to benefit NAIPTA's Discounted Pass Program.
14. CONSIDER DEVELOPING A COLLECTIVE GRANT RESOLUTION -pages 45-47
-Erika Mazza, CEO and General Manager
Staff recommends the Board of Directors direct the NAIPTA CEO and General Manager to develop an annual Collective Grant Resolution for future grant application and execution.
15. CONSIDERATION OF SECTION 5310 GRANT APPLICATION -pages 48-50
-Estella Hollander, Mobility Planner
Staff recommends the Board of Directors: 1) Authorize staff to submit application to the Arizona Department of Transportation (ADOT); and 2) Execute the contract of award for Section 5310 funds from the Federal Transit Administration (FTA) through ADOT for the continuation of the Mobility Management and Mountain Lift Taxi Programs, ADA Plus Operations, regional training program, and bus stop mobility improvements.





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16. UPDATE ON THE DOWNTOWN CONNECTION CENTER (DCC) PROJECT

-Anne Dunno, Capital Project Manager -pages 51-53
and Kate Morley, Development Director

The Board may provide direction, but there is no recommendation from staff at this time. Staff is seeking guidance from the Board on programming and next steps for locating a permanent Downtown Connection Center (DCC).

EXECUTIVE SESSION

Executive sessions are closed to the public.

The Board will consider a motion to convene an executive session pursuant to A.R.S. § 38-431.03(A)(3), (4) and (7) for the following purpose:

1. Discussion and consultation with NAIPTA's attorney for legal advice and with NAIPTA's attorney and designated representatives of NAIPTA in order to consider its position and instruct its representatives regarding negotiations for the purchase of real property. ARS 38-431.03(A)(3), (4) and (7).

Following the conclusion of the Executive Session, the Board will reconvene the public meeting.

PROGRESS REPORTS:

17. SUMMARY OF CURRENT EVENTS

-Erika Mazza, CEO and General Manager

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

March/April Working Agenda	-page 54
Strategic Workplan	-pages 55-56

The next Board meeting will be March 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. March agenda items will include but not be limited to Active Transportation and Flagstaff Urban Trail System (FUTS) Master Plan Presentation, August Service Changes, Financial Audit, Downtown Connection Center (DCC) Licensing Agreement, Approve Transportation Improvement Plan Table and Grant Resolution, Budget Process, Fare Strategies Contract, Kaspar/Route 66 Intersection IGA with the City, Job Order Contracting (JOC) Award, Strategic Work Plan Objectives, Bus Rapid Transit (BRT) Update, Mountain Express Close Out



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Report/Survey Results and the Employee Satisfaction Survey. The March agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the Board.

18. ADJOURNMENT



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Board of Directors Minutes for Wednesday, January 23, 2019

NAIPTA
3773 N. Kaspar Dr.
Flagstaff, AZ 86004

NOTE: IN ACCORDANCE WITH PROVISIONS OF THE ARIZONA REVISED STATUTES THE SUMMARIZED MINUTES OF NAIPTA BOARD MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITHIN QUOTATION MARKS ARE VERBATIM.

The Board of Directors met in Regular Session on Wednesday, January 23, 2019 at 3:00 pm in the NAIPTA VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004.

This was a WEB BASED meeting. Members of the Board attended in person, by telephone or internet conferencing. The public was invited to observe and participate in the meeting at the address above.

BOARD MEMBERS PRESENT:

Veronica Hipolito (Vice Chair), Dean of Students, CCC, designee;
Jamie Whelan (Secretary), City Councilor, City of Flagstaff;
Joanne Keene, Executive Vice President and Chief of Staff, NAU;
Jim McCarthy, City Councilor, City of Flagstaff;
Austin Aslan, City Councilor, City of Flagstaff, alternate;
Adam Shimoni, Vice Mayor, 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:

Art Babbott, Board of Supervisors, Coconino County;
Matt Ryan, Board of Supervisors, Coconino County, alternate;
Emily Allen, Assistant Vice President of Community Relations, NAU, alternate;
Colleen Smith, President, CCC

NAIPTA STAFF IN ATTENDANCE:

Erika Mazza, CEO and General Manager;
Jim Wagner, Operations Director;
Kate Morley, Development Director;
Jacki Lenner, Marketing Manager;
Wade Forrest, Facilities Manager;
Jon Matthies, IT Manager;
Lauree Battice, Business Manager;
Anne Dunno, Capital Project Manager;
Estella Hollander, Mobility Planner;





Rhonda Cashman, Clerk of the Board

GUESTS PRESENT

Andrew Iacona, Project Manager, Northern Arizona University

- 1. CALL TO ORDER -Vice Chair Hipolito called the meeting to order at 3pm.
- 2. ROLL CALL AND INTRODUCTIONS
- 3. SAFETY BRIEFING

Mr. Forrest stated reviewed our evacuation plan and winter walking tips to prevent falls.

- 4. APPROVAL OF MINUTES 12/6/2018

Director McCarthy moved to approve the December 6, 2018 Board and TAC Advance minutes. Secretary Whelan seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Veronica Hipolito	X	
Jamie Whelan	X	
Joanne Keene	X	
Jim McCarthy	X	

- 5. CALL TO THE PUBLIC

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

CONSENT ITEMS:

There were no items for the consent agenda.

DISCUSSION / ACTION ITEMS:

- 6. 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 Scott Overton’s term as Chair ended when he left his City Council elected position in mid-December. Vice Chair Hipolito has been covering the Chair position until elections could be held this month. Depending on who is elected the Chair, other members may need to be elected to the Vice Chair and Secretary positions. There was a question about how 5-year terms on the Board fall. Ms. Cashman noted that the terms were staggered when NAIPTA was formed and then all





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default to 5-year terms per the Master IGA. The one exception was when the IGA was restated and Coconino Community College (CCC) joined NAIPTA. The initial term for CCC was 4 years and has now moved to the default 5-year term as well. The 5-year terms actually auto renew by the agency, not by the person. The only restriction today is that Vice Chair Hipolito could not be elected to the Secretary position, since she served in that capacity for two consecutive terms that ended six months ago. Director Keene nominated Director Hipolito for the Chair position and she accepted. Director McCarthy seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Veronica Hipolito	X	
Jamie Whelan	X	
Joanne Keene	X	
Jim McCarthy	X	

Director Whelan volunteered to be the Vice Chair. Director Keene seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Veronica Hipolito	X	
Jamie Whelan	X	
Joanne Keene	X	
Jim McCarthy	X	

Director Keene volunteered to be the Secretary. Director Whelan seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Veronica Hipolito	X	
Jamie Whelan	X	
Joanne Keene	X	
Jim McCarthy	X	

6. FY2019 and FY2020 MEETING CALENDAR REVIEW

-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.

Ms. Cashman asked Board members to review the meeting dates for both FY2019 and FY2020 for any known conflicts. Sometimes Spring Break can cause an issue with quorum. That would be our March 20th meeting this year. Director McCarthy, Secretary Keene and Vice Chair Whelan said they would all be available, and they would constitute a quorum. Chair Hipolito will not be available, nor do we believe Director Babbott will be available. The meeting can proceed as planned. Director McCarthy stated the City Council will be on recess for the summer, July 4th until August 20th. Alternate Board member, Director Aslan asked what his responsibilities are as an alternate. Ms. Mazza responded that he would fill in for Vice Chair Whelan or Director McCarthy if they need him to attend on their behalf. Ms. Cashman continued to review the meeting dates and noted the TAC meetings prior to the joint meetings will be cancelled going forward to avoid redundancy. Ms. Mazza communicated the TAC



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provides feedback to the CEO and then information is conveyed to the Board. The joint meetings allow for items to be collectively walked through with the Board and the TAC. Director McCarthy did point out an incorrect date for the February 2020 Board meeting. It should be February 19th, instead of the 18th. Rhonda will make the correction. The Board and TAC Advance will move to October. Ms. Mazza explained holding the Advance earlier will help to align our work plan projects with the budget cycle. There were no changes suggested for the FY2019 meeting dates. Director McCarthy moved to approve the FY2020 meeting dates with the noted correction. Director Whelan seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Veronica Hipolito	X	
Jamie Whelan	X	
Joanne Keene	X	
Jim McCarthy	X	

8. INTERGOVERNMENTAL AGREEMENT (IGA) WITH NORTHERN ARIZONA UNIVERSITY FOR MCCONNELL DR. AND SIDEWALK MULTIMODAL IMPROVEMENTS PROJECT

-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.

Ms. Dunno reported NAU is the lead on this project and NAIPTA is a sponsor. Federal oversight will be through NAIPTA, as a member of the project management team. Mr. McCarthy stated the City will need to be involved as well. There are some sewer lines that have to be moved. Vice Chair Whelan asked if we already have the federal funds. Ms. Mazza replied that the money is there, we have the grant award; we are just waiting for the government to reopen. We already have the feasibility study funds. The Board was supportive of the partnerships. Our guest, Mr. Iacona from NAU, did not have anything further to add. Secretary Keene thanked NAIPTA staff and said the partnership is working really well. Director McCarthy moved to approve the IGA as presented. Vice Chair Whelan seconded. There was no further discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Veronica Hipolito	X	
Jamie Whelan	X	
Joanne Keene	X	
Jim McCarthy	X	

9. 2019 STRATEGIC WORK PLAN

-Erika Mazza, CEO and General Manager

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



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Ms. Mazza presented the revised work plan and Key Recommendations. She explained the previous 18-month work plan had varying completion dates. Some would drop off or there was a whole new plan before some of the previous items were actually completed. She would like to have a more comprehensive work plan, along with a long-range work plan. She reiterated her recommendation for the Advance being in October to tie work plan items to our financial plan and community goals. Vice Chair Whelan commented that the new format makes sense. She also requested staff to speak to benchmarks at some point. Ms. Mazza reviewed the Key Recommendations. There was brief discussion on some items as she walked through them all. Secretary Keene noted she was not able to be at the Advance, but that this seems like a great path forward. Secretary Keene moved to approve the work plan as presented. Vice Chair Whelan seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Veronica Hipolito	X	
Jamie Whelan	X	
Joanne Keene	X	
Jim McCarthy	X	

10. FY2019 TASK ORDER TO AECOM TECHNICAL SERVICES, INC. GENERAL SERVICES MASTER CONTRACT FOR AUTONOMOUS BUS FEASIBILITY STUDY

-Jim Wagner, Operations Manager

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.

Mr. Wagner reviewed a brief PowerPoint presentation with the Board. NAIPTA has been invited to participate in the Autonomous Bus Feasibility Study. AECOM is looking for 7-9 agencies. He communicated the potential value of participation and that the intent is for information gathering. The study should begin in Spring 2019. The end result will be receipt of a report on what is best for our agency. Over the span of FY2024-FY2030, NAIPTA will have approximately 20 buses needing replacement. NAIPTA is not committed to further financial outlay beyond this initial study. The cost for the study is up to \$100,000. NAIPTA may be able to apply for a grant to procure vehicles. There was a lengthy discussion on multiple topics related to possible future autonomous service. Chair Hipolito reiterated, at this point, NAIPTA would have no further commitment beyond the study. Vice Chair Whelan moved to approve this item as presented. Secretary Keene seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Veronica Hipolito	X	
Jamie Whelan	X	
Joanne Keene	X	
Jim McCarthy	X	



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Alternate Board member, Director Shimoni, asked for further information on serving student housing developments. Ms. Mazza offered to bring back this topic for further discussion.

11. NAIPTA U.S. 180 IMPLEMENTATION PLAN

-Kate Morley, Development Director

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

Ms. Morley reported the process for this plan started a little over a year ago. A lot of time was spent on developing the scope. It is different from the ADOT study. ADOT is focusing on the horizontal development, NAIPTA's focus was on developing Transportation Demand Management Strategies. She reviewed a PowerPoint presentation with the Board. Some of the slides capture delay times, traffic counts, analysis of findings, alternate access, peer community solutions, transit service, paid parking and other strategies. Some of the other strategies for consideration are limited hour lift tickets, carpool incentives and timely display signs. Illegal parking enforcement and trash reduction were noted as topics of high interest. This will be a cooperative venture to implement solutions. Chair Hipolito commented that this is great work. Director McCarthy moved to approve the Plan as presented. Secretary Keene seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Veronica Hipolito	X	
Jamie Whelan	X	
Joanne Keene	X	
Jim McCarthy	X	

12. FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO) AND NAIPTA COORDINATED PUBLIC TRANSIT HUMAN SERVICES TRANSPORTATION PLAN OVERVIEW

-Estella Hollander, Mobility Planner

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

Ms. Hollander reviewed a PowerPoint presentation with the Board. She noted this plan is required for agencies receiving 5310 funds. Quarterly Coordinated Mobility Council (CMC) meetings are held with multiple agencies represented. There is existing coordination, but there are many different types of gaps that have been identified and potential remedies have been brought forward. Priorities will be identified in the final plan. She outlined the next steps for the CMC, FMPO and NAIPTA's approvals. This is the first time this Plan has come to the NAIPTA Board for approval. Pieces of the Plan have been used in grant applications in the past. Chair Hipolito stated that public comments related to these items have been made in the past. Vice Chair Whelan asked about training for volunteers. Ms. Hollander explained that our (Passenger Assistance Safety and Sensitivity) PASS training has been opened up to other



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agencies. Vice Chair Whelan also asked if our operators get any training in mental health programs from other agencies. Ms. Mazza replied that this may be an area of interest to investigate. This Plan will come back to the Board for formal approval in April.

13. BUS STOP AMENITIES DISTRIBUTION UPDATE

-Anne Dunno, Capital Project Manager

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

Mr. Forrest and Ms. Dunno reviewed a PowerPoint presentation with the Board. Mr. Forrest reported this item is to address a prior Board member request for information. Highlighting that NAIPTA has 165 bus stops. There are a few different types of stops. The new shelter stop has a small footprint. Maintenance and rehabilitation of stops is ongoing, as well as fostering relationships with the property owners. A map of the types of stops was overlaid by a map of the poverty levels. This represents a history of bus stops in recent years. Vice Chair Whelan stated this was very interesting and very good work. Ms. Dunno explained there are some right-of-way difficulties on North Fourth Street and on Butler Avenue. Any time a property owner requests a customized shelter, they are required to pay the difference from the base shelter design cost and NAIPTA must approve the design. The Museum of Northern Arizona stop is an example of this process. New bus stops are considered due to route changes, new development and grant funded capital projects. Most improvements fall behind the right-of-way, so they require an easement from the property owner. NAIPTA has to be persuasive. We do not have condemnation rights like other transit agencies do, but we could work with the jurisdictional agency. Ms. Mazza noted many transit agencies are struggling with financial issues and decreased ridership. A focus on infrastructure can be helpful. Stops are seen in the community. Vice Chair Whelan thanked staff for the deeper dive follow up on this item. She commented that NAIPTA may want to look at condemnation on Fourth Street and Lone Tree as an option to explore with the City. It may pay to explore and get ahead of the development. Director McCarthy said this may be able to be handled during any zoning change request. Mr. Forrest stated condemnation could probably be addressed in the Transit Guidelines being developed with the City. Ms. Mazza stated she appreciated the conversation and noted that in 2008, we made a promise to offer transit service to Railroad Springs and there are no sidewalks in the area. There are things that have to come first, before we can do more. Ms. Dunno did communicate the FMPO master plan lists West Route 66. This is a step to tie together the framework for enhancing transit access.

PROGRESS REPORTS:

14. COMMERCIAL DRIVER'S LICENSE (CDL) TRAINING AND TESTING SITE

-Heather Dalmolin, Administrative Director





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Mr. Wagner presented this item in Ms. Dalmolin's absence. The Memorandum of Understanding (MOU) has gone through NAIPTA and NAU and is now with the County. If proceeding with the MOU, the 3rd Amendment to our IGA with Coconino County will need to be cancelled.

15. NEW YEAR'S EVE MARKETING AND RIDERSHIP UPDATE

-Jacki Lenners, Marketing Manager

Ms. Lenners reported our New Year's Eve service is in its sixth year. The service is free to riders all day and the service hours are extended. Free bar coasters were given out this year to promote the service. A special landing page was created on our website. The early ridership was higher than in previous years, but the extended service was down probably due to the very cold weather. The warming bus was appreciated.

16. SUMMARY OF CURRENT EVENTS

-Erika Mazza, CEO and General Manager

Ms. Mazza informed the Board of the 15-minute frequency for Mountain Express over Martin Luther King Weekend. We boarded over 4000 passengers that weekend alone. She thanked Flagstaff Unified School District (FUSD) for the park and ride at Flagstaff High School. Get on Board Day is April 25th. It is a national campaign for the American Public Transportation Association (APTA). Representative O'Halleran will be at NAIPTA for the event. If you would like to participate, please let Rhonda know. On April 3rd, NAIPTA will host a peer visit from an agency in Pierre, SD. She has an interview with Channel 3 tomorrow regarding the government shutdown. Please let her know if you are getting questions about this. A Payroll Specialist has been hired. We are pretty close to being fully staffed for operators. Congratulations to Ms. Hollander. Her new title is Mobility Planner. An offer for the Transit Planner position should happen this week. We have decreased our turnover from 18 percent in FY2018 to about 5 percent thus far in FY2019. We are really focusing on that retention piece. Ms. Lenners and Moore and Associates have won a first place APTA marketing award for our Mountain Line Back to School Safety campaign. She will receive the award at the national marketing conference, and we will be eligible for the Grand Award announced at the APTA Annual Meeting in October.

Director McCarthy left the meeting at 5:02pm.

ITEMS FROM COMMITTEE AND STAFF:

Chair Hipolito reviewed that Director Shimoni asked about working with future development. Vice Chair Whelan asked for staff to look into the condemnation process and Strategic Work Plan benchmarks. February agenda items were reviewed. Ms. Mazza noted she will be trying to meet with some of our Board members individually regarding potential Downtown



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Connection Center (DCC) partnership opportunities before the next meeting so there are no surprises.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

February/March Working Agenda

Strategic Workplan

The next Board meeting will be the meeting on Wednesday, February 20, 2018 and will be a WebEx meeting based in Flagstaff in the NAIPTA VERA Conference Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. February agenda items will include but 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 -Chair Hipolito adjourned the meeting at 5:04pm.

Veronica Hipolito, Chair of the NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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NAIPTA MEMORANDUM

DATE: February 20, 2019

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Report on FY2019 2nd Quarter Performance

As part of NAIPTA's regular review of financial and performance data, staff has prepared the FY2019 2nd Quarter Performance Report to illustrate both financial and service performance for the period of October through December 2018. The report includes a projection of performance data (ridership, miles, and hours) as well as a review of financial data. The report compares current performance to: 1) prior year, 2) goals for current year, and 3) future year goals. The performance measures identified are the benchmarks, as approved in 2015, by NAIPTA's Transit Advisory Committee and Board of Directors, as measurements to be used for reporting system data in a uniform manner.

Staff is presenting this information for consideration and is not seeking any action.



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NAIPTA MEMORANDUM

DATE: February 20, 2019

TO: Honorable Chair and Members of the Board

FROM: Jacki Lenners, Marketing Manager

SUBJECT: Update on Mountain Express Marketing/Ridership

The fourth season of Mountain Express service to Arizona Snowbowl launched on December 26, 2018. Mountain Line and Arizona Snowbowl made several improvements to the route this year, including all-day service from town to Snowbowl and a free Park-n-Ride at Flagstaff High School. Staff will share updates on the marketing activities to promote the service and the ridership thus far.



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DATE PREPARED: February 11, 2019

MEETING DATE: February 20, 2019

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Consider the execution of an MOU with Coconino County and Northern Arizona University

RECOMMENDATION:

Staff recommends the Board of Directors authorize NAIPTA's CEO and General Manager to execute a Memorandum of Understanding (MOU) by and between NAIPTA, Coconino County, and Northern Arizona University (NAU) for the use of the Fort Tuthill Parking lot as a CDL Training and Testing course. The MOU will cancel the Board executed 3rd Amendment to the NAIPTA and Coconino County Intergovernmental Agreement (IGA).

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Show Initiative, imagination, and creativity
- ❖ Collaborate to enhance service delivery
- ❖ Strive for continuous improvement in all we do
- ❖ Be trustworthy and dependable

BACKGROUND:

This past year, NAIPTA and 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.

NAIPTA staff has worked with the County and NAU to develop and approve a MOU that includes all three parties for the purpose of shared facility use that provides an opportunity for both NAIPTA and NAU to utilize an unused portion of a parking lot located at Fort Tuthill as a Commercial Driver's License (CDL) training and testing site. Under this agreement Coconino County has assigned use of parking area to NAIPTA, NAIPTA will 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 the County's free use of a parking lot on campus during the Fair.

The intent of this MOU is to replace the existing NAIPTA-Coconino County 3rd Amendment that provided the same agreement between only the County and NAIPTA. The existing agreement was approved in September of 2016 and was put together by County Parks and Recreation staff along with NAIPTA Operations staff for the same purpose with the same terms as named in the MOU.





While the CEO and General Manager is generally authorized to execute a Memorandum of Understanding, the proposed action will have the impact of canceling the Board executed 3rd Amendment in favor of the MOU and that triggers the Board authorization of the CEO and General Manager action. The cancellation language within the MOU allows the closeout of the existing amendment without enacting the termination clause that requires 180-day notice which could potentially create unnecessary delays for both NAIPTA and NAU in getting staff trained and tested as agreed upon in the new MOU.

The MOU has been approved by Coconino County and is pending NAU's final review. NAIPTA legal review is pending as of the writing of this staff report.

TAC DISCUSSION:

The TAC was provided an update and members expressed support for recommended action without discussion.

ALTERNATIVES:

- 1) **Authorize the CEO and General Manager to execute the MOU, which includes the term to cancel the Board executed NAIPTA-Coconino County 3rd Amendment (recommended):**
The proposed action allows staff to efficiently cancel the 3rd Amendment to the existing IGA while adding NAU to the partnership for the shared use that benefits both transit programs.
- 2) **Do not authorize the CEO and General Manager to execute the MOU (not recommended):** If the MOU execution is not authorized, staff will be faced with developing additional partnership documents as well as pursuit of a 180-day termination notice that could impact both NAIPTA and NAU's ability to hire and train CDL operators as needed for both transit programs.

FISCAL IMPACT:

There is no new or additional fiscal impact to NAIPTA as the proposed MOU contains the same financial commitment as the exiting IGA for NAIPTA's use of the parking area. NAIPTA's annual service plan includes the committed service for the Annual Coconino County Fair.

SUBMITTED BY:

APPROVED BY:

Heather Dalmolin
Administrative Director

Erika Mazza
CEO and General Manager

ATTACHMENTS:

- 1) Memorandum of Understanding, NAIPTA-NAU-Coconino County -pages 19-26



After recording, return to:
Administrative Director
NAIPTA
3773 N Kaspar Dr
Flagstaff, AZ 86004

**MEMORANDUM OF UNDERSTANDING BETWEEN
ARIZONA BOARD OF REGENTS FOR AND ON BEHALF OF NORTHERN ARIZONA
UNIVERSITY, COCONINO COUNTY PARKS AND RECREATION
AND NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC
TRANSPORTATION AUTHORITY**

This Memorandum of Understanding (this "MOU") is entered into effective February 11, 2019 ("Effective Date") by and between the Arizona Board of Regents for and on behalf of Northern Arizona University, a public institution of higher education under a body corporate with perpetual succession pursuant to Arizona Revised Statutes §15-1625 ("NAU"), Coconino County Parks and Recreation, a political subdivision of the State of Arizona ("County"), and Northern Arizona Intergovernmental Public Transportation Authority, a corporate body and political subdivision of the State of Arizona ("NAIPTA"). NAU, County, and NAIPTA are collectively referred to in this MOU as the "Parties" and each individually as a "Party".

PURPOSE

The Purpose of this MOU is to set out the responsibilities of the Parties for the use of the parking lot owned by the County at Fort Tuthill for the purpose of Commercial Driver's License ("CDL") training and testing course as maintained and scheduled by NAIPTA.

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"). County and NAU are members of NAIPTA.

B. The Parties are authorized to enter into this MOU by the provisions of the Restated Master IGA and by Arizona Revised Statutes ("A.R.S.") §41-2632.

C. The Parties now desire an MOU to permit the use of the parking lot at Fort Tuthill for CDL training and testing by NAIPTA and NAU staff when parking lot is not in use by County upon the terms and conditions contained in this Agreement.

AGREEMENTS:

NOW, THEREFORE, for and in consideration of the foregoing Recitals and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. NAIPTA Obligations.

1.1 NAIPTA will plan and conduct a CDL training and testing program utilizing County parking lot at Fort Tuthill, per Exhibit A, attached hereto and incorporated herein by this reference.

1.1.1 NAIPTA will schedule use of the parking lot at least two (2) weeks in advance and provide forty-eight (48) hour notice to confirm schedule. NAIPTA understands availability is subject to other scheduled and planned events at Fort Tuthill. The general schedule for use of the parking lot will be as outlined below:

1.1.1.1 Monday through Sunday, 6:00am until 6:00pm. The typical scenario for testing is early morning on the day of scheduled testing.

1.1.1.2 Exceptions to access to the parking lot at the times outlined will be for County approved special events (blackout days) and/or County construction activity that is provided with forty-eight (48) hours notice.

1.1.1.3 NAIPTA will provide cones and approved traffic barricades in the parking lot for restricting access and creating training and testing course on day(s) of actual use. NAIPTA will remove cones and approved traffic barricades at the end of the scheduled testing.

1.1.1.4 NAIPTA staff at training and testing site will have access to the County's outside portable restroom facilities, as available.

1.1.1.5 NAIPTA will provide notice for use of the parking lot via the Assistant Director with a copy to the Special Events Coordinator and/or to the County's identified representative(s).

1.1.2 NAIPTA acknowledges and accepts that the parking lot is used for events, both scheduled and unscheduled. If there is a circumstance, i.e. snow play parking, that makes the lot unavailable as scheduled, NAIPTA will use an alternative training and testing location.

1.1.3 NAIPTA has reviewed the parking lot, per Exhibit A, and accepts condition of existing pavement. NAIPTA will be responsible for notifying County staff of any changes to pavement condition. NAIPTA agrees to compensation, as necessary, to County for cost of minor asphalt patch repairs due to NAIPTA's or NAU's use of the parking lot.

1.1.4 NAIPTA acknowledges that the parking lot may not be accessible due to snow.

1.1.5 NAIPTA will be responsible for scheduling the use of the parking lot by NAU.

1.1.6 NAIPTA will access the parking lot via Fort Tuthill Loop Road and Brigade Road, keeping north of the Flagstaff Extreme building, ingress and egress are identified in Exhibit A. At the request of the County, NAIPTA buses will not travel over the "Area of Avoidance" identified in Exhibit A due to the sensitive utility infrastructure.

2. County Obligations.

2.1 County will, as requested, allow NAIPTA and NAU use of the parking lot at Fort Tuthill for the described CDL training and testing purposes, per Exhibit A.

2.1.1 The County will provide to NAIPTA an annual calendar of events. These dates will be considered blackout days or dates that are unavailable for training and testing activities by NAIPTA or NAU. The County will provide two (2) week notice of new events that will impact use of the parking lot for CDL training and testing. The County will provide forty-eighty (48) hour notice of any changes in availability.

2.1.2 The County has reviewed the parking lot, per Exhibit A, and documented the condition of existing pavement. The County will be responsible for notifying NAIPTA of any observed changes to the parking lot condition. The County will be responsible for any repairs required to maintain condition of the parking lot and for billing NAIPTA for any agreed upon repair costs as per this Agreement.

2.1.3 County will provide notice for availability of the parking lot via email to the Operation Manager with a copy to the Safety Coordinator and/or to the NAIPTA's identified representative(s).

2.2 County will continue to be cooperative and flexible for coordination of use with the Parties due to any future improvements to the historic quad and possible snow play area development.

2.3 County understands that neither NAIPTA nor NAU will provide snow removal for the parking lot.

3. NAU Obligations.

3.1 NAU may plan and conduct a CDL training and testing program utilizing County parking lot at Fort Tuthill, per Exhibit A, as scheduled and authorized by NAIPTA.

3.1.1 NAU must complete and file Arizona Department of Transportation ("ADOT") form 96-50148 in order to gain permission from ADOT to use the training and testing site for testing employees in accordance with ADOT Third Party testing rules.

3.1.2 NAU will schedule use of the parking lot thru NAIPTA and provide at least forty-eight (48) hours notice to confirm schedule. NAIPTA will maintain and coordinate the master schedule for use of the parking lot.

3.1.3 NAU will provide cones and approved traffic barricades in the parking lot for restricting access and creating training and testing course on day(s) of actual use. NAU will remove cones and approved traffic barricades at the end of the scheduled testing.

3.1.4 NAU staff at the training and testing site will have access to the County's outside portable restroom facilities, as available.

3.1.5 NAU acknowledges and accepts that the parking lot is used for events, both scheduled and unscheduled. If there is a circumstance, i.e. snow play parking, that makes the lot unavailable as scheduled, NAU will use an alternative training and testing location.

3.1.6 NAU has reviewed the parking lot, per Exhibit A, and accepts condition of existing pavement. NAU will be responsible for notifying NAIPTA of any changes to pavement condition. NAU agrees to compensate NAIPTA, as necessary, for a portion of the total cost of minor asphalt patch repairs as billed by the County. Assignment of the portion of cost to NAU will be based on the ratio of NAU's hours of use compared to NAIPTA's hours of use of the parking lot.

3.1.7 NAU acknowledges that the parking lot may not be accessible due to snow.

3.1.8 NAU will provide notice for use of the parking lot via email to Randy Biles, Operation Manager, at rbiles@naipta.az.gov with a copy to Sam Short, Safety Coordinator, at sshort@naipta.az.gov and/or to the NAIPTA's identified representative(s).

3.1.9 NAU will not exceed forty (40) hours per month for the use of the parking lot.

3.1.10 NAU will access the parking lot via Fort Tuthill Loop Road and Brigade Road, keeping north of the Flagstaff Extreme building, ingress and egress are identified in Exhibit A. At the request of the County, NAU buses will not travel over the "Area of Avoidance" identified in Exhibit A due to the sensitive utility infrastructure.

4. Compensation.

4.1 NAIPTA will provide, as compensation for use of the parking lot for CDL training and testing, public transportation services to and from the annual Coconino County fair event at a reduced fee of thirty-nine dollars (\$39.00) per hour. Time and dates of the event will be determined annually between NAIPTA and County and will include services on Friday, Saturday, Sunday and Monday. NAIPTA will provide a quote for agreed upon service no less than thirty (30) days prior to the event and provide invoicing for services no more than the (10) days after the event.

4.2 NAU will provide, as compensation for use of the parking lot for CDL training and testing, use of the parking lot(s) at East Pine Knoll Drive and West McConnell Drive (P62, P62A, and P62B) during the annual Coconino County fair event at no cost to the County. Time and dates of the event will be determined annually between NAU and County and will include availability on Friday, Saturday, Sunday and Monday.

5. Term and Termination.

5.1 Term.

This MOU shall be effective for an initial term of five (5) years from the Effective Date and may be renewed for an additional five (5) year term unless terminated as provided herein.

5.2 Notice of Renewal.

This MOU may be renewed unless one Party provides to the other Parties written notice of the notifying Party's intent not to renew this Agreement, at least ninety (90) days prior to the end of the term or any renewal term.

5.3 Termination.

5.3.1 Any Party may terminate this MOU by giving the other Parties one hundred and eighty (180) days written notice of termination. NAIPTA and NAU will not incur any further obligation on behalf of the County after receipt of a

written notice of termination. As applicable, the County will pay NAIPTA for services rendered prior to the date of termination.

5.3.2 This MOU may be terminated without any further obligation on the part of the County or NAU in the event that sufficient appropriated funding is unavailable to assure full performance of its terms. NAIPTA shall be notified in writing of such non-appropriations at the earliest opportunity.

5.3.3 This MOU may be terminated for conflict of interest pursuant to A.R.S. § 38-511.

6. 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 Parties to substantiate charges and claims related to this MOU 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 Parties' records and personnel, pursuant to the provisions of this Section, throughout the term of this MOU (including renewal terms), and for a period of five (5) years after the completion of this Agreement.

7. Indemnification. Each Party (as "indemnitor") agrees to indemnify, defend, and hold harmless the other Parties (as "indemnitees") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "claims") arising out of bodily injury of any person (including death) or property damage but only to the extent that such claims which result in vicarious/derivative liability to the indemnitees, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, indemnitor's officer, officials, agents, employees, or volunteers.

8. Insurance. Each Party shall maintain adequate insurance (which may include a bona fide self-insurance program) to cover any liability arising from the acts and omissions of their Party's employees or agents. The Parties shall not be responsible for maintaining insurance coverage for liability arising from the acts and omissions of other Party's employees or agents.

9. Mediation. If a dispute arises out of or relates to this MOU and if the dispute cannot be settled through negotiation, the Parties agree first to try in good faith to resolve the dispute by mediation before resorting to litigation or some other dispute resolution procedure, pursuant to the procedures set forth in Section 14 of the Restated Master IGA.

10. Prior Agreement. Upon the execution of this MOU by Coconino County and the Arizona Board of Regents for and on behalf of Northern Arizona University, the prior existing Memorandum of Understanding signed August 31, 2018, shall be terminated.

11. General Provisions.

11.1 INCORPORATION OF RECITALS. The Recitals are acknowledged by the Parties to be substantially true and correct, and hereby incorporated as agreements of the Parties.

11.2 ENTIRE AGREEMENT. This MOU constitutes the entire understanding of the Parties and supersedes all previous representations, written or oral, with respect to the services specified herein. This MOU may not be modified or amended, except by a written document, signed by authorized representatives of each Party.

11.3 ARIZONA LAW. This MOU shall be governed and interpreted according to the laws of the State of Arizona.

11.4 MODIFICATIONS. Except as otherwise specifically provided in this Agreement, any amendment, modification or variation from the terms of this MOU shall be in writing and shall be effective only after written approval of all Parties.

11.5 ATTORNEY'S FEES. In the event either Party brings any action for any relief, declaratory or otherwise, arising out of this Agreement, or on account of any breach or default of this Agreement, the prevailing Party shall be entitled to receive from the other Party court-ordered attorneys' fees and court-ordered costs and expenses, as determined by the arbitrator or court sitting without a jury, which shall be deemed to have accrued on the commencement of such action and shall be enforceable, whether or not such action is prosecuted to judgment.

11.6 NOTICES. All notices or demands required to be given, pursuant to the terms of this Agreement, shall be given to the other Parties in writing, delivered in person, sent by electronic transmission with delivery receipt, deposited in the United States mail, postage prepaid, registered or certified mail, return receipt requested or deposited with any commercial air courier or express service at the addresses set forth below, or to such other address as the Parties may substitute by written notice, given in the manner prescribed in this paragraph.

If to County: County Manager
Coconino County
219 E. Cherry
Flagstaff, AZ 86001
Tel: (928) 779-6690

If to NAIPTA: General Manager
NAIPTA
3773 N Kaspar Dr
Flagstaff, Arizona 86004
Tel: (928) 679-8909

If to NAU Contracts, Purchasing and Risk Management
Northern Arizona University

PO Box 4124, 545 E Pine Knoll Drive
Flagstaff, AZ 86011
Tel: (928) 523-4557

A notice shall be deemed received on the date delivered, if delivered by hand, on the day it is sent by electronic transmission, on the second day after its deposit with any commercial air courier or express services or, if mailed, ten (10) days after the notice is deposited in the United States mail as above provided, and on the delivery date indicated on receipt, if delivered by certified or registered mail. Any time period stated in a notice shall be computed from the time the notice is deemed received. Notices sent by electronic transmission shall also be sent by regular mail to the recipient at the above address. This requirement for duplicate notice is not intended to change the effective date of the notice sent by electronic transmission.

11.7 FORCE MAJEURE. The Parties shall not be responsible for delays or failures in performance resulting from acts beyond their control. Such acts shall include, but not be limited to, acts of God, riots, acts of war, epidemics, governmental regulations imposed after the fact, fire, communication line failures or power failures.

11.8 ADVERTISING. No advertising or publicity concerning NAIPTA and NAU using any the County's services shall be undertaken without prior written approval of such advertising or publicity by NAIPTA's General Manager and NAU's Marketing and Strategic Communications Department.

11.9 COUNTERPARTS. This MOU may be executed in one or more counterparts, and each originally executed duplicate counterpart of this MOU shall be deemed to possess the full force and effect of the original.

11.10 CAPTIONS. The captions used in this MOU are solely for the convenience of the Parties, do not constitute a part of this MOU and are not to be used to construe or interpret this Agreement.

11.11 SEVERABILITY. If any term or provision of this MOU shall be found to be illegal or unenforceable, then notwithstanding such illegality or unenforceability, this MOU shall remain in full force and effect, and such term or provision shall be deemed to be deleted.

11.12 AUTHORITY. Each Party hereby warrants and represents that it has full power and authority to enter into and perform this Agreement, and that the person signing on behalf of each has been properly authorized and empowered to enter this Agreement. Each Party further acknowledges that it has read this Agreement, understands it, and agrees to be bound by it.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement.

NAIPTA:
Northern Arizona Intergovernmental Public Transportation Authority

Signature

Its

Date

NAU:
Arizona Board of Regents for and on behalf of Northern Arizona University

Signature

Its

Date

County:
Coconino County Parks and Recreation

Signature

Its

Date



DATE PREPARED: February 12, 2019
MEETING DATE: February 20, 2019
TO: Honorable Chair and Members of the Board
FROM: Jacki Lenners, Marketing Manager
SUBJECT: Report on Transportation Decision 2018 with Dr. Fred Solop

RECOMMENDATION:

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

RELATED STRATEGIC WORKPLAN OBJECTIVES:

Guiding Principles:

- ❖ Strive for continuous improvement in all we do
- ❖ Be fiscally responsible and responsive to changing demographics

BACKGROUND:

Dr. Fred Solop from GlobalLocal Visions, LLC conducted a post-election analysis of Proposition 421 (More Buses, More Often), including a precinct-level analysis and focus group research. Dr. Solop will present the findings from his research.

TAC DISCUSSION:

The TAC was supportive of the findings presented.

SUBMITTED BY:

Jacki Lenners
Marketing Manager

Erika Mazza
CEO and General Manager

ATTACHMENTS:

- 1) DRAFT Proposition 421 Post-Election Analysis -available upon request





Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

DATE PREPARED: February 11, 2019

DATE: February 20, 2019

TO: Honorable Chair and Members of the Board

FROM: Kate Morley, Development Director

SUBJECT: Consider Opening Public Comment Period for August 2019 Service Changes

RECOMMENDATION:

Staff recommends the Board of Directors 1) Review the proposed service enhancements for August 2019; and 2) Open public comment period thru March 21, 2019.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

Guiding Principles:

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

5 Year Horizon:

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

BACKGROUND:

This request is to review proposed service changes for implementation in August 2019 and open a public comment period pursuant to NAIPTA's adopted and Federal Transit Administration approved Title VI Policy for service changes. Title VI requires that NAIPTA consider equity impacts for disadvantaged populations related to a variety of programs and policies. Specific to service changes, Title VI requires public participation in any service change that increases or decreases transit frequency by more than 25% or that changes the hours of operations for a route. Specifically, a 30-day public comment period must be opened by the NAIPTA Board of Directors. All service changes proposed are service enhancements rather than service decreases.

As part of the NAIPTA 5 Year and Long-Range Plan (December 2017), the Board adopted a Zero-Based Funding approach to improving the Mountain Line fixed route service. The Zero-Based Funding scenario identified service changes NAIPTA should implement if no new operating dollars were available. The focus of this scenario was to increase frequency on the east half of Route 7 to 20 minutes and improve the level of service on Route 5. In light of Proposition 421 not passing, NAIPTA is pursuing the Zero-Based Funding scenario through these service changes. The service changes also address congestion-related on time performance issues and improve access to the system with new stops.



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Staff reviewed a wide variety of options and are bringing forth the package they believe has the most impact at the lowest cost. Changes include later weekday service on Route 5, the only route currently ending before 9PM, breaking Route 7 into two routes - Route 7 (east) and Route 8 (west), and increasing service on Route 7 to 20-minute frequency per the adopted Zero-Based Funding scenario.

The proposal also includes adding a Route 7 inbound and outbound stop on Huntington near Grant Street and utilizing an existing Route 66 stop County Club and East Route 66 for Route 3, as well. The service changes would also reduce the number of deviations Route 2 would make to the Basis School stop due to low ridership and the deviation's impacts to on-time performance.

A detailed list of improvements includes:

- 1) **Route 2:** Remove six of the ten daily weekday deviations to the Gemini Road (BASIS) stop. These deviations have low ridership and delay existing on board passengers with through trips. The goal of this change is to improve on time performance.
- 2) **Route 3:** Add stop at East Route 66 and County Club Drive. There is already an existing bus pull out at this location for Route 66. This new stop will increase access to origins and destinations on Route 3 and formalize a stop already bring informally served by Route 3.
- 3) **Route 5:** Expand service hours to end at 9:46pm instead of the current end time of 8:46pm on weekdays: The improvement will cost 250 service hours annually. Currently, Route 5 is the only route to end before 9:00pm and one of two routes that end before 10:00pm on weekdays, with Route 7 being the other. Route 7 ends at 9:51pm.
- 4) **Route 7:** Split into Route 7 (Sunnyside and Huntington), serving the east half and Route 8 (West Rt. 66), serving the west half (see map attached). Change Route 7 weekday runtime to 40-minutes to alleviate poor on-time performance. Service would include 2 buses with 20-minute frequency at peak. No frequency changes are proposed for Route 8, which will continue to run at 30-minute peak frequency. The stop at Barnes and Noble will be relocated to the west to near Riordan Ranch Street in association with The Standard. Staff are also proposing to add inbound and outbound stops at Huntington and Grant Street to fill a bus stop access gap. The stops are often requested by employees of adjacent hotels. (See map attached).
- 5) **Route 14:** Modify runtime to alleviate poor on-time performance and interline with Route 8. No changes to the public beside minor timepoint adjustments.
- 6) **Route 66:** Move timepoints from Ponderosa Parkway and Steves Boulevard to Switzer Canyon and 4th Street. This change enables buses to dwell (wait for their departure time), in pullouts instead of in the traffic lane.

The following schedule is proposed:

- 1) February: Officially open a 30-day public comment period pursuant to NAIPTA Title VI policy;
- 2) March: Officially close public comment period, take action on proposed changes;
- 3) April-July: Prepare for changes, do outreach and awareness campaign;
- 4) August 4: Implement service.

TAC DISCUSSION:

TAC was supportive of the proposed service changes.



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ALTERNATIVES:

- 1) **Review the proposed service enhancements for August 2019; and open public comment period thru March 21, 2019 (recommended):** Opening a public comment period for 30 days is required in order to comply with NAIPTA’s Title VI policy regarding service changes. This action will allow the NAIPTA Board to consider a final action regarding implementation of the proposed service changes in March.
- 2) **Do not review the proposed service enhancements for August 2019; nor open public comment period thru March 21, 2019. (not recommended):** Not opening the public comment period would not allow the NAIPTA Board to make service changes in compliance with the Federal Transit Administration’s approved Title VI Policy.

FISCAL IMPACT:

The proposed annual operating costs of these service changes are \$148,164 and have been included in the draft FY2020 budget. One-time capital costs for the new bus stops on Route 7 are estimated at approximately \$50,000 assuming in lane stopping and a shelter. NAIPTA has a budget of approximately \$220,000 for stop improvements.

SUBMITTED BY:

Kate Morley
Development Director

Erika Mazza
CEO and General Manager

ATTACHMENTS:

1. Route 7/Route 8 Map

-page 31



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DATE PREPARED: February 11, 2019
MEETING DATE: February 20, 2019
TO: Honorable Chair and Members of the Board
FROM: Kate Morley, Development Director
SUBJECT: Update on AECOM General Consulting Services Contract Task Orders

RECOMMENDATION:

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

RELATED STRATEGIC WORKPLAN OBJECTIVES:

Guiding Principles:

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

BACKGROUND:

NAIPTA, through the support and guidance of its Board of Directors, entered into a General Consulting Services contract with AECOM, Inc. on June 21, 2017 and is now half way through its second contract year. As part of the contract approval, staff was directed to provide the NAIPTA TAC and Board with a quarterly update on the Task Orders under the contract and overall review of the contract. This is the second quarter review for the FY2019 contract year. The purpose of the General Consulting Service contract is to provide professional and technical services for NAIPTA to support NAIPTA staff in the planning, programming, and implementation of awarded grants and the Strategic Workplan.

FY2019

Task	Project Name	Anticipated Start Date	Source Funds	Task Order Valuation	Status Update
#3	HW 180 – Implementation Study	July 2017	5311	\$79,995	Complete
#6	Bus Rapid Transit (BRT)	July 2018	5307/39	\$1,954,760	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	Peer cities and existing conditions complete
#10	NAU Partnership – Milton/Rt 66	January '19	5307/39	\$150,000	Finalizing scope with NAU
#11	Bus Stop Amenities (survey/design)	On-going	Local/TBD	\$50,000	TBD





#12	HW 180 – Implementation	TBD	TBD		Will not expend in FY2019
#13	Initiation of Work / Program Management	On-going	Varies	\$50,350	On-going
#14	Autonomous Bus Feasibility Study	Feb 2019	Local	\$100,000	Reviewing Task Order scope and fee

Task Order #3

- Highway 180 – Implementation Study was adopted by the NAIPTA Board in January 2019. Staff is currently documenting all AECOM memos in coordination with AECOM for record keeping. Expected official Task Order closure is in February.

Task Order #6

- The NAIPTA BRT project is underway with the official Stakeholder’s Kickoff on February 1, 2019 at which time goals and tradeoffs will be discussed. Other work to date includes conducting traffic counts at more than 50 intersections in town and completing an aerial survey of the route. AECOM is finalizing reports on these data collection efforts. AECOM is also coordinating with the ADOT Milton Corridor Master Plan and providing traffic modeling associated with several BRT scenarios for that effort. Expected project completion is approximately one year.

Task Order #7

- Construction Phase for Office Remodel is complete, and project came in within budget for Architectural support.

Task Order #8

- The Downtown Connection Center (DCC) scope of work includes site selection analysis and up to 30% design and engineering of selected property. The DCC site selection analysis is currently underway. See associated staff report on this agenda.

Task Order #9

- The Transit Guidelines Task Order has been approved. AECOM is conducting background analysis of NAIPTA documents and peer cities. Transit Guidelines will document development standards for Mountain Line infrastructure for the City of Flagstaff and Developers.

Task Order #10

- NAIPTA and NAU are reviewing the draft scope of work and fee for the feasibility study and initial alignment for 4th leg intersection and connection from Milton to NAU.

Task Order #11

- No specific projects have been identified for bus stop design placeholder.

Task Order #12

- No work has yet been identified for this placeholder for continued analysis related to US 180 implementation strategies.

Task Order #13

- Program Management / Initiation of work is a line item for talking through upcoming projects, asking for technical assistance on small projects and for general project management. This is an on-going item.

Task Order #14

- The scope of work and budget for Autonomous Bus Feasibility Study, with value approved by the Board in January. The Task Order is expected to be signed in the first half of February.





TAC DISCUSSION:

TAC was appreciative of the update and supportive of projects.

FISCAL IMPACT:

The carryover amount of \$2,219,931 from FY2018 will be redistributed as some of these projects are on-going and \$995,963 was approved for new FY2019 Task Order projects, bringing the total FY2019 contract to a not to exceed value of \$3,215,900. The total valuation includes all sub-consultant and reimbursable costs. To date, NAIPTA has expended \$84,843 of the available not to exceed amount listed above. All projects are based on fund availability and identified within NAIPTA's FY2019 budget and Financial Plans.

SUBMITTED BY:

Kate Morley
Development Director

Erika Mazza
CEO and General Manager

ATTACHMENTS:

None.





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DATE PREPARED: February 11, 2019

MEETING DATE: February 20, 2019

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Review the NAIPTA Financial Management Plan

RECOMMENDATION:

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

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Treat everyone with respect
- ❖ Collaborate to enhance service delivery
- ❖ Strive for continuous improvement in all we do
- ❖ Be trustworthy and dependable

BACKGROUND:

In late 2018, staff was asked to bring a review of Financial Management policies to the Board as a refresher on what guidelines and policies exist for making financial decisions.

The Board of Directors identified a need for a Financial Management Plan (the Plan) in 2009 to capture in one place and inform the Board of NAIPTA's financial practices. The Plan was developed by staff and incorporated a combination of industry peer and local agency input on best practices. The primary goals of the Plan were to ensure NAIPTA is protected against unnecessary risks while creating organizational transparency for decision making regarding financial activity. The Board of Directors adopted the proposed policies in 2011. The policies were later reviewed and revised in 2015. Staff uses these policies to complete financial functions and reporting.

There are 10 sections to the Financial Management Plan:

- ❖ Section 1: Revenue Management
Revenue Management provides direction on how revenues from NAIPTA's three major sources will be managed to provide maximum service value to our partners. This section also informs staff on how NAIPTA General Fund will be used.
- ❖ Section 2: Cash and Investments
Cash and Investments defines how and when cash can be invested and identifies treasury services for NAIPTA.



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- ❖ Section 3: Reserves
Reserves describes fund balance standards and requirements.
- ❖ Section 4: Cost Allocation and Sharing
Cost Allocation and Sharing provides direction on how expenses are to be attributed to and shared between NAIPTA’s programs, allocated or indirect costs.
- ❖ Section 5: Operating Budget and Compensation Philosophy
Operating Budget and Compensation Philosophy defines the standards to be used by NAIPTA to set and track the operating budget, including salary and wage budget.
- ❖ Section 6: Capital Improvement Plan
Capital Improvement Plan is the methodology to be used for prioritizing capital projects within available funding and as needed for meeting service goals.
- ❖ Section 7: Asset Management
Asset Management establishes guidelines for ensuring assets are tracked, maintained and used for full useful life.
- ❖ Section 8: Debt Management
Debt Management prescribes and informs decisions to use debt services for planned capital improvements as well as capital outlay.
- ❖ Section 9: Accounting, Auditing, and Financial Reporting
Accounting, Auditing, and Financial Reporting provides direction on the requirements of NAIPTA’s accounting system and sets expectations for reporting.
- ❖ Section 10: Risk Management
Risk Management defines NAIPTA’s risk management efforts.

Staff have already identified some outdated information and potential future updates that are necessary due to policy or funding changes at federal and local level, including fare policies. The individual policies will be brought back for further discussion and action by the Board.

TAC DISCUSSION:

The TAC was provided a brief overview of major points within the Financial Management Plan. There was no discussion and no additional input was provided to staff.

FISCAL IMPACT:

Development of Financial Management Plan and policies has no adverse impact and has the potential of reducing financial risks.

SUBMITTED BY:

APPROVED BY:

Heather Dalmolin
Administrative Director

Erika Mazza
CEO and General Manager



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ATTACHMENTS:

- 1) Financial Management Plan, updated February 19, 2015 -separate attachment



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DATE PREPARED: February 8, 2019

MEETING DATE: February 20, 2019

TO: Honorable Chairman and Members of the Board

FROM: Erika Mazza, CEO and General Manager

SUBJECT: Consideration of Ecopass Contract and Donation to NAIPTA's Discounted Pass Program

RECOMMENDATION:

Staff recommends the Board of Directors: 1) Authorize NAIPTA CEO and GM to enter into a contract with McGrath Real Estate Partners to establish an Ecopass program, and 2) Accept their financial donation to benefit NAIPTA's Discounted Pass Program.

RELATED STRATEGIC WORKPLAN OBJECTIVES:

Guiding Principles:

- ❖ Show initiative, imagination and creativity
- ❖ Collaborate to enhance service delivery

Strategic Work Plan:

- ❖ 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.

BACKGROUND:

On January 29, 2019 the development group McGrath Real Estate Partners (McGrath) approached staff inquiring about a bulk pass program for their proposed multifamily residential development at 825 and 829 E. Butler Avenue. On February 1, 2019 McGrath provided NAIPTA's CEO and General Manager a Letter of Intent (LOI) to confirm the terms to purchase the ecopasses. The developer indicates the quantity of ecopasses purchased will equal the total bed count based on confirmed final bed count by the City of Flagstaff. The terms for the ecopass agreement would be in effect for five years. The developer also specified they will contribute twice the first year's total ecopass amount (estimated to be \$41,846) as a donation to NAIPTA to help off-set discounted passes for Flagstaff's most vulnerable population through our existing Discounted Pass Program.

Connection to 2019 Strategic Plan:

If the Flagstaff City Council approves the rezoning for this project and if it's the will of the NAIPTA Board of Directors, staff will enter into a contract with the McGrath Real Estate Partners for the programs outlined above. This contract is in line with the NAIPTA Guiding Principles of showing initiative,





imagination, and creativity and collaborating to enhance service delivery. Through the 2019 Strategic Work Plan, this partnership affords NAIPTA the opportunity to explore additional revenue opportunities through private developments, partnerships, and innovative practices.

As part of the 2019 Strategic Workplan, staff is initiating a Fare Study that will address new opportunities for revenue generation and pass distribution, including develop a pricing structure for developments or neighborhoods to participate in a residential bulk pass program. NAIPTA does not have an approved pass program that addresses residential bulk passes and as such, it is NAIPTA's recommendation to use the one bulk pass program that is contained within the existing fare structure – the Employer Ecopass Program. If the NAIPTA Board approves staff to enter into a contract with McGrath, the developer understands the residential bulk pass rates may change as part of the Fare Study recommendations and adoption by the NAIPTA Board. The developer agreed to include a proposed clause in the LOI (future contract) to increase the rates by 10% each of the 5 years or until such time the rates match the forthcoming residential bulk pass rates.

The developer also proposes to donate two-times the first year's residential bulk pass purchase value to help off-set the existing discounted pass program to agencies that provide services and/or assistance to low income residents of Northern Arizona. This program is an existing program that NAIPTA has offered to its non-profit and public partners for several years. The purpose of the discounted pass program is to assist families and individuals in becoming stable and more self-sufficient by removing the transportation barrier.

As time was of the essence, the developer presented the Letter of Intent, previously reviewed by staff, to the Flagstaff City Council on Tuesday, February 5, 2019 with the understanding that NAIPTA's Board of Directors would need to weigh in on the terms and conditions of the LOI.

This contract and donation are but one step in a larger process that NAIPTA staff will to explore within the approved 2019 Strategic Work Plan. Staff have discussed how the developer donation could be used as an initial investment for an ongoing funding source, where other entities or foundations could support our most vulnerable populations by providing financial investments to increase transit access. Staff can bring concepts back to the NAIPTA Board along with the opportunities identified within the Fare Strategies plan.

TAC DISCUSSION:

This item was not available for the February TAC meeting due to timing of the proposal.

ALTERNATIVES:

- 1) **Authorize NAIPTA CEO-GM to enter into a contract with McGrath Real Estate Partners to establish an Ecopass program and to accept their donation to benefit NAIPTA's Discounted Pass Program (recommended).** While the rate structure is not established for a residential bulk pass program, NAIPTA staff are using a previously agreed upon rate structure for employers and see the benefit in capturing this agreement prior to the completion of the Fare Study. Being responsive to





changing conditions and capturing new opportunities is one of the tenants of NAIPTA's success. Acting today, with the information in hand will assure that 800+ more individuals will have access to transit services.

- 2) **Authorize NAIPTA CEO-GM to negotiate rates once the Fare Study is complete.** Delaying negotiations until the Fare Study is complete will afford NAIPTA time to adequately develop a residential bulk pass program, but it would delay staff from entering into contracts with prospective developers and potentially missing out on projects in the pipeline.
- 3) Do not authorize NAIPTA CEO-GM to enter into a contract with McGrath Real Estate Partners to establish an Ecpass program and to accept their donation to distribute passes to partner agencies (not recommended). This directive will be out of sync with the 2019 Strategic Work Plan.

FISCAL IMPACT:

The Ecpass purchases are noted as unbudgeted operational revenue (for year one) and they are expected, in part, to replace fares we would have otherwise accepted from the riders. With the donation, it is also an unbudgeted operational revenue that will assist Human Service agencies in further funding discounted passes.

APPROVED BY:

Erika Mazza
CEO and General Manager

ATTACHMENTS:

- 1. Ecpass Program Partnership – Letter of Intent -Page 41-42
- 2. FY2019 Agreement for Discounted Day Pass Vouchers -Page 43-44





February 1, 2019

Ms. Erika Mazza
NAIPTA
3773 N. Kaspar Drive
Flagstaff, AZ 86004

Re: Ecopass Program Partnership – 825 and 829 E. Butler Avenue

Dear Ms. Mazza:

McGrath Real Estate Partners is pleased to submit a letter of intent to partner with NAIPTA and participate in the Ecopass Program. The Ecopasses will be for the benefit of the proposed multifamily residential development located at the SEC of Butler Avenue and Sawmill Road in Flagstaff, AZ. Upon your acceptance of this LOI, we will jointly prepare a draft legal agreement reflecting the terms and conditions outlined below.

- Based on final bed count, McGrath Real Estate Partners, or assigns, will purchase Ecopasses (annual transit passes) equaling the total bed count at a rate of \$24.50 per pass. This bed count will be confirmed by the City of Flagstaff through final plat, construction drawings, or permits.
- It is understood that the initial rate of \$24.50 per bed is deemed a pilot program and is subject to change after a Fare Study is conducted. However, this agreement will grandfather the proposed development and any future increase, if applicable, will be capped at ten percent (10%) in any given year.
- The terms of this agreement will be in effect for five (5) years.
- McGrath will also contribute TWICE the first year's total amount to help off-set discounted passes for the community's most vulnerable populations. These funds, estimated to be \$41,846, will go directly to NAIPTA. NAIPTA will work with it's Human Service Partners on the development and distribution of passes throughout the community.

We would like for this development to be a catalyst for community change and a model for future real estate developers and businesses to follow. We understand that this community need is real and sincerely look forward to our partnership.

McGrath Real Estate Partners

BY: _____

Barrett O. Kirk
Chief Investment Officer



AGREED AND ACCEPTED this _____ day of _____, 2019

NAIPTA:

BY: _____

Name: _____

Title: _____

Agreement for Discounted Day Pass Vouchers

FY2019 (July 1, 2018-June 30, 2019)

This Agreement for Discounted Day Pass Vouchers (this “Agreement”) is entered into effective as of July 1, 2018, between _____, a non-profit or public agency (“Agency”) and the Northern Arizona Intergovernmental Public Transportation Authority (“NAIPTA”), a corporate body and political subdivision of the State of Arizona for the purpose of providing the terms and conditions pursuant to which NAIPTA will provide discounted Day Pass Vouchers for Mountain Lines buses to Agency.

1.0 Purpose

Agency provides services and/or assistance to low income residents of Northern Arizona. The purpose of Agency’s programs is to help families and individuals become stable and more self sufficient. At present, NAIPTA has excess capacity available on its Mountain Line vehicles which it is willing to make available to Agency’s clients at a discounted rate.

2.0 Authority

NAIPTA’s General Manager has been authorized by its Board of Directors to establish and amend fares for Mountain Line services and has delegated to the NAIPTA Business Manager the authority to enter into this Agreement.

3.0 Roles and Responsibilities

NAIPTA will sell to Agency any combination of Day Pass vouchers (regular and reduced) at a discount of 40%, not to exceed 1,500 Day Pass vouchers annually. The vouchers will expire 1 year after issued and are non-transferrable and non-replaceable.

Agency will assure that these vouchers will be provided to low income clients (as defined by Agency) who are seeking employment, seeking medical care, need short term transportation to an educational facility or employment site, or are engaged in a case management plan. Agency will ensure vouchers are given to individuals meeting requirements of the pass, i.e. a reduced Day Pass voucher will only be given to persons meeting NAIPTA eligibility standards.

Agency will provide 24-hour notice for all voucher orders greater than 25 vouchers. Agency is responsible for picking vouchers up at our main office.

4.0 Agreements and Termination

It is understood by both parties that this agreement will expire annually on the 30th of June and must be renewed in writing by mutual agreement of both agencies. This agreement may be terminated by NAIPTA with 30 days written notice for any reason, including misuse of vouchers or program.

5.0 Primary Contacts

Agency Name

NAIPTA

Agency Name

Contact Name, Title

Miguela Ford, Accounting Tech II

Contact Name, Title

Phone Number

928-679-8900

Phone Number

Email

passes@naipta.az.gov

Email

Address

City, State and Zip Code

Signed and Authorized by:

Signature

Signature

Name

Lauree Battice

Name

Title

Business Office Manager

Title

Date

Date

Individuals authorized to purchase vouchers:



DATE PREPARED: February 12, 2019

MEETING DATE: February 20, 2019

TO: Honorable Chair and Members of the Board

FROM: Erika Mazza, CEO and General Manager

SUBJECT: Consider Developing a Collective Grant Resolution

RECOMMENDATION:

Staff recommends the Board of Directors direct the NAIPTA CEO and General Manager to develop an annual Collective Grant Resolution for future grant application and execution.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

Guiding Principles:

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

5 Year Horizon:

- ❖ Establish financial policies and seek revenue sources to maintain fiscal strength.
- ❖ Build cooperative relationships regionally to expand and enhance NAIPTA's positive impact.

BACKGROUND:

Under the provisions of Fixing America's Surface Transportation Act (FAST Act) and other federal statutes, the FTA distributes a variety of transit related funds. NAIPTA may apply for and receive Federal Transit Administration (FTA) or through the Arizona Department of Transportation (ADOT) funds. As NAIPTA is the Direct Recipient of FTA funds for the region, the resolution is expected to offer the opportunity to process applications for funding and related reimbursement requests in a more efficient manner while creating an opportunity to be more agile with application submission.

NAIPTA has an IGA with the City of Flagstaff and with Coconino County to perform transit grant management, including application for State and Federal funding. The IGAs require NAIPTA to apply for Federal funding as appropriated and available.

NAIPTA has opportunities throughout the year to apply for competitive and formula transit funds through FTA or through ADOT. Our timing for these grants has historically allowed us to get before the NAIPTA Board of Directors and request approval and authorization of the application and/or award. On occasion, as happened with the \$24 million Bus and Bus Facility Grant application last year, timing does not work out to gain the Board's approval before submitting the grant.

As part of NAIPTA's debrief with FTA on the Bus and Bus Facility grant, we missed points as we did not have NAIPTA Board support for applying for the grant. FTA recommended that we establish an annual





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resolution that is in line with our Transportation Improvement Plan (TIP) and with our fiscal year budget. It is staff's desire to bring forth a resolution to the NAIPTA Board that outlines the following:

- FTA or ADOT anticipated appropriations and awards federal financial assistance for transit projects as detailed in the Transportation Improvement Plan (TIP).
- Local match requirements and obligations required to apply for and receive federal financial assistance.
- NAIPTA's requirements to complete and submit annual certifications and assurances to FTA and ADOT.
- Authorization to NAIPTA staff to complete and submit federal funding applications as required for the identified projects.
- Authorization to the CEO and General Manager to execute awards and contracts for federal assistance.
- Incorporates the TIP as submitted for the current and future year funding cycles.

NAIPTA staff will bring back information on the grant application at a following board meeting to discuss the merits and details of the grant application. The NAIPTA Board has the right to 1) request NAIPTA pull the application from consideration, or 2) deny authorization of funds upon award.

TAC DISCUSSION:

The TAC was supportive of this direction and identified value in having a collective grant resolution.

ALTERNATIVES:

- 1) **Direct staff to develop an annual Collective Grant Resolution (recommended):** This resolution is in line with recommendations from FTA on being responsive and agile to changing conditions. Development of the Resolution will afford the NAIPTA Board an opportunity to comment on the process and provide further consideration of this approach.
- 2) **Do not direct staff to develop an annual Collective Grant Resolution (not recommended):** This alternative is not recommended as then each grant application submittal will need to be timed accordingly to Board meetings and as such we may miss out on opportunities and or delay access to necessary federal funding.

FISCAL IMPACT:

There is no fiscal impact directly related to the development of the resolution. The resolution is expected to offer the opportunity to process applications for funding and related reimbursement requests in a more efficient manner while creating an opportunity to be more agile with application submission. Each grant application will require local match and staff will need to ensure adequate capacity is established within the annual fiscal year budget as well as identified of future year applications within the 10-year financial plan.



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APPROVED BY:

Erika Mazza, CEO and General Manager

ATTACHMENTS:

None



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DATE PREPARED: February 11, 2019

MEETING DATE: February 20, 2019

TO: Honorable Chair and Members of the Board

FROM: Estella Hollander, Mobility Planner

SUBJECT: Consideration of Section 5310 Grant Application

RECOMMENDATION:

Staff recommends the Board of Directors: 1) Authorize staff to submit application to the Arizona Department of Transportation (ADOT); and 2) Execute the contract of award for Section 5310 funds from the Federal Transit Administration (FTA) through ADOT for the continuation of the Mobility Management and Mountain Lift Taxi Programs, ADA Plus Operations, regional training program, and bus stop mobility improvements.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

Guiding Principles:

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

5 Year Horizon:

- ❖ Establish financial policies and seek revenue sources to maintain fiscal strength.
- ❖ Build cooperative relationships regionally to expand and enhance NAIPTA's positive impact.

BACKGROUND:

Section 5310 is federally appropriated funding source designated to Arizona Department of Transportation (ADOT). ADOT conducts a competitive application process to award funds to projects and providers around the State on a two-year cycle for capital and operations and a one-year cycle for Mobility Management funds. Section 5310 Program funds are used to provide transportation support through capital and operating funds to agencies providing service to persons with disabilities, seniors, as well as for providing transit service and programs that exceed the requirements of the Americans with Disabilities Act.

NAIPTA signed an IGA with the City of Flagstaff and with Coconino County to perform transit grant management, including application for State and Federal funding. The IGAs require NAIPTA to apply for Federal funding as appropriated. These projects are in NAIPTA's proposed budget for FY2020.

Description of Projects:

- Mobility Management: FY2020: \$134,414 (eligible for 80% Federal funds)
NAIPTA's Mobility Planner facilitates the Coordinated Mobility Council (CMC). One goal of the CMC is to coordinate with local transportation service providers to assess needs for elderly





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individuals, persons with disabilities, underserved areas and low-income households. The committee also develops strategies and activities to address gaps in service, achieve efficiencies in service delivery and identify efficiencies for on-going Mobility Management. Administration of the Vanpool, Taxi Program and Travel Training programs are also essential function of Mobility Management. This has been budgeted and is a reoccurring program for 5310 grant funds.

- **Taxi Programs:** FY2020: \$140,000, FY2021: \$150,000 (eligible for 50% Federal funds)
All Mountain Lift (paratransit) clients are eligible for the Taxi Program. The Taxi Program is a subsidy program providing a transportation alternative to paratransit clients within the City of Flagstaff and throughout the NAIPTA boundary. The programs provide a transportation option that is within the control of the paratransit client that is flexible and relatively affordable. This has been budgeted and is a reoccurring program for 5310 grant funds.
- **ADA Plus Operations:** FY2020: \$227,339, FY2021: 227,339 (eligible for 50% Federal funds)
Mountain Lift provides service above and beyond ADA (ADA Plus) for 47% of the total service provided in the past year. Trips that qualify for ADA Plus are trips ¾ of a mile outside the fixed route service area, subscription, will-call, and same day trips. This has been budgeted and is a reoccurring program for 5310 grant funds.
- **Regional Training Program:** FY2020: \$40,000, FY2021: \$40,000 (eligible for 50% Federal funds)
NAIPTA offers 32 trainings, including P.A.S.S, First Aid/CPR, Self Defense, and Defensive Driving. Currently, NAIPTA has extended trainings to Northern Arizona University and Cottonwood Area Transit. On average, NAIPTA trains approximately 20-30 people a year from external agencies. Additional funding would pay for two trainers wages, advertisement, and training materials to trainees. This is a new program that NAIPTA will apply for with 5310 grant funds. This program has been budgeted and will leverage local dollars.
- **Bus Stop Mobility Improvements:** FY2020: \$100,000, FY2021 \$100,000 (eligible for 80% Federal funds)
Capital project for bus stop mobility infrastructure improvements. Improvements may include addition of concrete landing pads, equitable ADA seating areas, sidewalk replacement and curb ramp/sidewalk connections to existing public infrastructure within a reasonable distance from the bus stop. This is a new program that NAIPTA will apply for with 5310 grant funds. This program has been budgeted and will leverage local dollars.

TAC DISCUSSION:

TAC was supportive of the application and future execution of a grant award.

ALTERNATIVES:

- 1) **Authorize staff to submit application to the Arizona Department of Transportation (ADOT); and Execute the contract of award for Section 5310 funds from the Federal Transit Administration (FTA) through ADOT (recommended):** This application is consistent with the 5-year plan, the Coordinated Plan, and overall supporting existing operation budgets. The programs



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and funds support services offered to customers on Mountain Line, Mountain Lift, as well as customers outside Flagstaff limits.

- 2) Do not authorize staff to submit application to the Arizona Department of Transportation (ADOT); and execute the contract of award for Section 5310 funds from the Federal Transit Administration (FTA) through ADOT (not recommended): This alternative is not recommended as the funds provide an opportunity to reduce local funds to support transit programs. Without these funds, the programs which offers services to elderly and disabled customers would be reduced or discontinued.

FISCAL IMPACT:

This funding will reduce local funding for administration, operating and capital costs associated with Mobility Management, Taxi Program, ADA Plus, regional training program, and bus stop mobility improvements. The FY2020 draft budget contains these programs/projects.

The proposed projects cover usual and re-occurring operating expenses that may not be otherwise supported by grant funding, reducing the overall local dollars required to operate the respective systems.

Total two-year projects:	\$ 1,159,092
Federal request:	\$ 679,870
Local match:	\$ 479,222

The FY2020 draft budget includes requests for \$230,552 from the City of Flagstaff (Transit Tax) and \$20,000 from Coconino County to match the requested Section 5310 funding for Mobility Management, County Taxi Program, City Taxi Program, ADA Plus Programs, regional training program, and bus stop mobility. This amount is adequate to cover FY2020 local match and year two requests will be programed into the future FY2021 budget.

SUBMITTED BY:

APPROVED BY:

Estella Hollander
Mobility Planner

Erika Mazza
CEO and General Manager

ATTACHMENTS:

- 1. Section 5310 Draft Budget

-available upon request





DATE PREPARED: February 12, 2019

MEETING DATE: February 20, 2019

TO: Honorable Chair and Members of the Board

FROM: Anne Dunno, Capital Project Manager

SUBJECT: Update on the Downtown Connection Center (DCC) Project

RECOMMENDATION:

The Board may provide direction, but there is no recommendation from staff at this time. Staff is seeking guidance from the Board on programming and next steps for locating a permanent Downtown Connection Center (DCC).

RELATED STRATEGIC WORKPLAN OBJECTIVE:

Guiding Principles:

- ❖ Strive for continuous improvements in all we do
- ❖ Be environmental stewards

Strategic Work Plan:

- ❖ 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.

BACKGROUND:

Since 2009, NAIPTA has operated the Downtown Connection Center (DCC) under an Intergovernmental Agreement (IGA) with the City of Flagstaff owned parcels on Phoenix Avenue. This transit hub serves approximately 52,000 riders monthly and upwards of 300 buses accessing the site daily at current level of service.

Although location on Phoenix Avenue is a central location with good proximity to rider origins and destinations, access for buses via the current roadway network configuration is a challenge and creates operational inefficiencies due to narrow lanes, parking, and circuitous southbound bus routing. NAIPTA estimates losing approximately 5,000 service hours (estimated \$317,000/annually) for bus ingress/egress at the current DCC.

Existing DCC loading zones were created for 30' buses that were in operation in 2009. We are currently operating 40" and 60" buses. The loading zones are maximized for current transit network (9 buses) with no capacity for transit service expansion. The existing DCC provides two curb islands, two on-street loading zones and a driver comfort station with restrooms/breakroom, in the City building on the west end of the property. Aside from two bus shelters, there is no customer service or amenities for patrons.





NAIPTA buses share ingress/egress driveways with vehicles accessing the City public parking lot. Mixing buses with car circulation at a transfer hub is not best practice for safety and efficiency.

NAIPTA has signed a Task Order through the General Consulting Services contract with AECOM to conduct a site alternative analysis, market analysis, environmental review and conduct public engagement. The ultimate deliverable of the Task Order is 30% plans for design of a new DCC.

Programming

NAIPTA staff, with support from AECOM, identified the following items as key elements of the new DCC:

- Provide essential site control over ingress/egress of buses and functional uses. NAIPTA preference is to own “fee simple” land or a 99-year lease. FTA requires longevity/secured for transit investment.
- Develop an inviting, welcoming space for customers with focus on safety and security and a context sensitive sustainable design including long term operations and maintenance.
- Provide customer service office(s), public restrooms, safety/operations supervisor offices with minimum footprint of 3,500-5,000 square foot DCC transit building.
- Separates public vehicles from transit operations and provides for long term service expansion with capacity for up to 15 bus bays.

Additional items have been identified as desired but not required:

- Revenue generation component such as building space for future partnership opportunities including Retail, Office or other uses.
- NAIPTA Administrative offices with the possibility of conference space.
- Opportunities for other modes (bike share/car share) including bike lockers, patron or “kiss and ride” parking.
- Public parking garage, as needed to meet community parking needs.
- Capacity for regional transit connectivity and transportation network companies.
- Public art.
- Adaptive reuse in mind for future repurposing and programming flexibility.

Alternatives Analysis

NAIPTA is currently conducting an alternatives analysis through its Task Order with AECOM. AECOM is applying the desired programming and Staff is conducting a route network impact analysis for each location. NAIPTA will apply a screening methodology to address questions such as:

- *How does site fit with current and future land use?*
- *Can site expand transportation services long term?*
- *What is rider access to site?*
- *What is proximity to Origins/Destinations?*
- *What is bike and pedestrian connectivity?*
- *What are bus circulation options?*
- *Can roadway network be modified to optimize location?*
- *Will location be an economic generator?*
- *What are potential partnerships unique to the location?*
- *To what extent does the location support community goals?*





Next Steps

Time is of the essence to develop a new DCC due to the pending City of Flagstaff's Rio Project. The DCC will be required to relocate during the Rio De Flag Project construction. Relocation will have operational and fiscal impacts prompting urgency to work with City to develop a plan for DCC.

Agency partnerships will also be critical to successful acquisitions strategies and garnering public support. As such, this DCC project will require the NAIPTA Board involvement, partner agency approvals, and public engagement for the duration of the project.

Over the coming weeks, staff will meet with partner agencies to discuss site opportunities and will present to the NAIPTA Board of Directors a completed alternatives analysis and parcel acquisition strategy.

TAC DISCUSSION:

The TAC was generally supportive of high-level programming developed by NAIPTA staff to-date. The TAC highlighted several items for consideration with respect to site locations: out of town visitor access to DCC, and environmental and historic impacts for site location.

FISCAL IMPACT:

In FY2018, NAIPTA received a \$6,777,938 FTA 5307/5339 grant (80% federal/20% local) awarded through ADOT for acquisition, design and construction of a new DCC. In FY2018, NAIPTA expended \$69,636 towards development of the DCC for staff time and concept renderings. The remainder of the grant, including local match is included in FY2019 and draft FY2020 budgets.

NAIPTA is currently working with AECOM under the General Consulting Services Contract Task Order #8, valued at \$739,371. Depending on real estate acquisition costs and strategy, additional funding may be necessary to complete construction.

SUBMITTED BY:

APPROVED BY:

Anne Dunno
Capital Project Manager

Erika Mazza
CEO and General Manager

ATTACHMENTS:

None



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

ITEMS:	WHO & WHAT:
Safety Briefing	
Active Transportation and Flagstaff Urban Trail System (FUTS) Master Plan Presentation – 10 minutes, per Kate - added 1/29/19	Martin Ince – FMPO Multimodal Planner
August 2019 Service Changes - Review Comments/Take Action	Kate - D/A
Financial Audit	Lauree - D/A
DCC Licensing Agreement – Pending	Heather D - D/A
Approve TIP (Transportation Improvement Program) Table and Grant Resolution (Sandbox Grant/Autonomous Bus Grant)	Heather D - D/A
Budget Process	Heather D - D/A
Fare Strategies Contract	Heather D - D/A
Kaspar/Route 66 Intersection IGA with City	Kate - D/A
Job Order Contracting (JOC) Award	Anne - D/A
Strategic Work Plan Objectives	Erika - D/A
BRT Update	Anne - D/A
Mountain Express Close Out Report/Survey Results	Jacki - PR
Employee Satisfaction Survey	Erika - PR
Current Events	Erika - PR
Apr/May Agenda Calendar	
Strategic Workplan	

April: TAC Meeting is Thursday, 4/4 Board Meeting is Wednesday, 4/17

ITEMS:	WHO & WHAT:
Safety Briefing	
Adoption of the Coordinated Plan	Estella - D/A
August 2019 Service Changes – Status Update	Kate - D/A
Budget Message	Erika - D/A
CEO Evaluation and Contract – Possible Executive Session	Board Chair or Board Secretary
May/June Agenda Calendar	
Strategic Workplan	



2019 Strategic Work Plan

MISSION

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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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Northern Arizona Intergovernmental Public Transportation Authority

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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.



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