



Northern Arizona Intergovernmental Public Transportation Authority

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

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;



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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





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.





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	





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





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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