



Northern Arizona Intergovernmental Public Transportation Authority

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Transit Advisory Committee Minutes for Thursday, January 3, 2019

NAIPTA Conference Room
3773 N. Kaspar Dr.
Flagstaff, AZ 86004

NOTE: IN ACCORDANCE WITH PROVISIONS OF THE ARIZONA REVISED STATUTES THE SUMMARIZED MINUTES OF NAIPTA TAC MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITHIN QUOTATION MARKS ARE VERBATIM. AUDIO RECORDINGS OF NAIPTA TAC MEETINGS ARE ON FILE IN THE NAIPTA CLERK'S OFFICE.

The Transit Advisory Committee met in Regular Session on Thursday, January 3, 2019 at 10am in a WEB BASED meeting. Members of the TAC attended in person, by telephone or internet conferencing. NAIPTA staff were present in the NAIPTA Conference Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004. The public was invited to observe and participate in the meeting at the address above.

TAC MEMBERS PRESENT:

Gillian Thomas, (Chair), Citizen Representative, Coconino County;
Dave Wessel, (Vice Chair), Manager, FMPO;
Christopher Tressler, County Engineer, Coconino County, alternate;
Shane Dille, Deputy City Manager, City of Flagstaff, designee, (WebEx);
Paul Wagner, Citizen Representative, City of Flagstaff, left at approximately 12:03pm;
Kevin Parkes, Citizen Representative, City of Flagstaff, alternate, left at approximately 11:57am;
Erin Stam, Director of Parking and Shuttle Services, NAU, designee;
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED

James Jayne, County Manager, Coconino County;
Lucinda Andreani, Deputy County Manager, Coconino County, designee;
Barbara Goodrich, City Manager, City of Flagstaff;
Jeff Bauman, City Engineer, City of Flagstaff, alternate;
Ron Hurlle, Chief Innovation Officer/Vice President, CCC;
Martin Ince, Multi-Modal Planner, FMPO, alternate;
T. Paul Thomas, Business Representative, Northern Arizona Leadership Alliance;
Tim Kinney, Business Representative, Northern Arizona Leadership Alliance, alternate;
Dylan Graham, ASNAU President, NAU

NAIPTA STAFF IN ATTENDANCE:

Erika Mazza, CEO and General Manager;
Heather Dalmolin, Administrative Director;
Jim Wagner, Operations Director, 10:05am arrival;
Kate Morley, Development Director;
Anne Dunno, Capital Project Manager;



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Wade Forrest, Facilities Manager;
Estella Hollander, Associate Planner;
Robert Martinez, Technical Specialist;
Rhonda Cashman, Clerk of the Board

GUESTS PRESENT:

None.

1. CALL TO ORDER -Chair Gillian Thomas called the meeting to order at 10:04am.
2. ROLL CALL AND INTRODUCTIONS
3. SAFETY BRIEFING

Mr. Forrest shared winter walking safety tips with TAC members and staff. Watch for ice, move cautiously, stay hands free, walk like a penguin with small steps and fall like a pro, forward, instead of backward. NAIPTA provides Yaktrax to all employees.

4. APPROVE TAC MINUTES
 - a. Meeting 10/4/2018
 - b. Meeting 11/1/2018

Advisor Wagner moved to approve the minutes from October 4, 2018 and November 1, 2018. Advisor Stam seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Gillian Thomas	X	
Dave Wessel	X	
Shane Dille	X	
Paul Wagner	X	
Erin Stam	X	
Christopher Tressler	X	

5. CALL TO THE PUBLIC
There were no members of the public present.
6. REVIEW OF THE DRAFT BOARD BUSINESS AGENDA

The TAC reviewed the draft Board Business Agenda and discussed staff reports, in order to provide recommendations to the Board. Specific comments and recommendations are noted in these minutes.

a. **CONSENT ITEMS:**

There were no items for the consent agenda.



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b. DISCUSSION / ACTION ITEMS:

i. 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 reminded the TAC that Councilmember Scott Overton left office in mid-December and Vice Chair Hipolito has been covering the duties of Chair in the interim. The Board will hold officer elections at the meeting on January 23rd.

ii. 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 reviewed the FY2019 and FY2020 meeting dates with the TAC. The TAC will not be asked to meet in the months we have joint meetings with the Board of Directors. The Advance has been moved to October in FY2020. The TAC was supportive of these changes. There were no apparent conflicts regarding the TAC meeting dates. Ms. Mazza noted the Advance agenda often tends to include work on the strategic work plan for the following year. The budget is due to the City in early January. Currently, the Board won't meet again before going to the City with the proposed budget. This creates a disconnect. Changing the Advance date allows for further input from the Board and TAC on developing a work plan and building it into the budget.

iii. INTERGOVERNMENTAL AGREEMENT WITH NORTHERN ARIZONA UNIVERSITY FOR MCCONNELL DR. AND SIDEWALK MULTIMODAL IMPROVEMENTS PROJECT

-Anne Dunno, Capital Project Manager

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

Ms. Dunno explained the draft IGA is in the agenda packet and the map of the area from page 34 was on the screen. In November, she shared the outcome of the feasibility study. NAIPTA will contribute \$400,000 to the design phase toward engineering and some environmental costs. NAU will seek future construction funding. NAU will be the lead and NAIPTA will have some project management oversight. This project will be federalized. This is NAIPTA's second highest volume stop. Capital improvements can help move transit along. There was some further discussion of specifics regarding the project. Overall, the TAC was supportive of the IGA.

iv. 2019 STRATEGIC WORK PLAN

-Erika Mazza, CEO and General Manager



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

Ms. Mazza reviewed the Key Recommendations from page 41 of the agenda packet, which was shown on screen. She wants to make sure we have a robust work plan that is more in line with partner agency and community goals. She recommended developing long range objectives and recognized it is an iterative process. She read through the Key Recommendations, per Chair Thomas' request. There was a question about what is involved with branding. It was mentioned that there is a dichotomy between public and agency perception. People know Mountain Line, not NAIPTA. The TAC was supportive of this idea. Under cooperative relationships, it was suggested to work with others and make the DCC a true hub for all modes of transportation. It was also suggested to not call out increased fare box return, but to find alternative revenue sources. If the Key Recommendations are approved, objectives will be determined, and staff assignments will be done for each of the them. The TAC was supportive of this process.

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

-James Wagner, Operations Director

Staff recommends the Board of Directors: Approve Task Order #14, Autonomous Bus Feasibility Study with AECOM in the amount not to exceed \$100,000.

Mr. Wagner reviewed a PowerPoint presentation with the TAC. The purpose of the Autonomous Bus Feasibility Study is to see if this technology will work for Flagstaff and if our community will accept this concept. AECOM suggests a two-phase process: 1) the study and 2) a possible joint procurement. NAIPTA will have no obligation to phase two. Autonomous shuttles are working well in some parts of the country so far. Autonomous buses are being tested in other countries to work out the bugs. There was an extensive discussion about the impacts on NAIPTA and the community. Overall, the TAC was supportive of participating in the study to research the possibilities. They asked Mr. Wagner to provide an update in February with the Board's decision on this item.

vi. 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 reviewed a PowerPoint presentation with the TAC. She explained the project scope and description, as well as the public outreach that was done in conjunction with the Arizona Department of Transportation (ADOT). NAIPTA has a planning role and ADOT has an infrastructure role. High quality data was obtained from Streetlight and the history of travel times was reviewed. She described the proposed Alternate Access Routes; the process of elimination and the field was narrowed to three possibilities. A transit management plan was developed with a



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transit focus on the Arizona Snowbowl, carpool incentives and paid parking on peak days at the ski resort. Transit Demand Management (TDM) strategies were reviewed with estimated traffic reduction projections. It was pointed out that you cannot total the TDM impacts. Ms. Morley agreed, there is diminishing return. Mitigation of illegal parking along U.S. 180 and trash reduction are important goals of the plan implementation. Multiple agencies have responsibilities assigned in the implementation plan, as well as designing a marketing and information management plan. It was recommended on slide 10 to have the header match the color of the routes on the map and to clearly identify Wing Mountain as the final recommendation for alternate access. The ADOT study will probably be completed in the fall. TAC members were supportive of the plan.

vii. FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION AND NAIPTA COORDINATED PUBLIC TRANSIT HUMAN SERVICES TRANSPORTATION PLAN OVERVIEW

-Estella Hollander, Associate Transit Planner

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

Ms. Hollander reviewed a PowerPoint presentation with the TAC. She explained this plan is mandatory for 5310 grant funds and she outlined the funding uses. The Coordinated Mobility Council (CMC) meets quarterly. Both the Chair and Vice Chair of this group are Mountain Lift clients. There are multiple agencies in attendance. There is existing coordination with some gaps that she identified, as well as strategies to remedy those gaps. The next steps are to finalize the priorities with the CMC at the next meeting in February. The proposed Flagstaff Metropolitan Planning Organization (FMPO) adoption is scheduled for March 19th. The proposed NAIPTA adoption is scheduled for April 17th. It was recommended that if there is data regarding level of coordination and level of demand that could be incorporated, it may be helpful. It was suggested to get this plan identified in City planning discussions. This plan will be presented to the Inclusion and Adaptive Living Commission on January 23rd. TAC members were supportive of the plan.

viii. BUS STOP AMENITY DISTRIBUTION UPDATE

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

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

This report was tabled until the February meeting.

c. **PROGRESS REPORTS:**

i. COMMERCIAL DRIVERS LICENSE TRAINING AND TESTING SITE AGREEMENT

-Heather Dalmolin, Administrative Director

NAIPTA, Coconino County and NAU are considering signing a Memorandum of Understanding (MOU) for use and cost-sharing of the Fort Tuthill CDL testing site.



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NAIPTA and NAU have approved the agreement and it is with the County for review and approval. If moving forward, the NAIPTA and County 3rd Amendment to the IGA will need to be cancelled. Ms. Mazza asked Advisor Tressler to pass this information along to County staff assigned to this project. The TAC was supportive of this arrangement.

ii. NEW YEAR'S EVE MARKETING AND RIDERSHIP UPDATE

-Jacki Lenners, Marketing Manager

Ms. Mazza provided this report in Ms. Lenners absence. A PowerPoint presentation was shared with the TAC. Service was free all day and extended until 1:15am. Advertising for this event was online, in print, and on social media. Bar coasters were given out as reminders that the bus service could provide a safe ride home.

Advisor Parkes left the meeting at approximately 11:57am.

A chart of ridership numbers was shown in the presentation. Advisor Paul Wagner noted the great service on New Year's Eve. He was out there riding the bus. Ms. Mazza stated everyone also appreciated the warming bus while they waited. It was a cold and snowy night.

iii. SUMMARY OF CURRENT EVENTS

-Erika Mazza, CEO and General Manager

Ms. Mazza reported the snow event on December 31st was without any incidents. All routes were running, as well as the increased service that night in winter weather conditions. Mountain Express has had increased ridership, effectively helping to take cars off Highway 180.

Advisor Paul Wagner left the meeting at approximately 12:03pm.

The government shutdown is not causing NAIPTA any issues for now. We are federally and locally funded, so we can offer service. A Staff Advance was held on January 10th. Ridership is up 5 percent. Our Training Staff is holding Train the Trainer classes for our operators that help to train new operators in the field.

ITEMS FROM COMMITTEE AND STAFF:

7. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

February/March Working Agenda

Strategic Workplan

The next TAC meeting will be February 7, 2019 and will be a WebEx meeting based in Flagstaff in the NAIPTA VERA Conference room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. February agenda items will include, but not be limited to a Possible Public Hearing for Service Changes, Transportation Decision 2018 Report Out with Dr. Fred Solop, Financial Management Policy Discussion,



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Quarterly Performance Report, Review Performance Measures, Capital Project Group Update, Downtown Connection Center Update, Job Order Contracting Update, 5310/5311 Grant Applications, Safety Management Systems, Mountain Express Marketing and Ridership Update and the Fare Study 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 TAC.

8. ADJOURNMENT -Chair Gillian Thomas adjourned the meeting at 12:04pm.

Gillian Thomas, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

Rhonda Cashman, Clerk of the Board



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