



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, March 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 1-4

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



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## **Northern Arizona Intergovernmental Public Transportation Authority**

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4. APPROVAL OF MEETING MINUTES 2/20/2019 -pages 5-13
5. CALL TO THE PUBLIC  
The public is invited to speak on any item or any area of concern that is within the jurisdiction of the NAIPTA Board. Comments relating to items on the agenda will be taken at the time the item is discussed. The Board is prohibited by the Open Meeting law from discussing, considering or acting on items raised during the call to the public, but may direct the staff to place an item on a future agenda. Individuals are limited to a five-minute presentation.

### **CONSENT ITEMS:**

There are no items for the consent agenda.

### **DISCUSSION / ACTION ITEMS:**

6. PRESENTATION ON THE FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO) ACTIVE TRANSPORTATION MASTER PLAN  
-Kate Morley, Development Director and Martin Ince, FMPO Multimodal Planner  
This item is for discussion only. -pages 14-15
7. FY2019 SPECIAL ELECTION OF BOARD OFFICERS  
-Rhonda Cashman, Clerk of the Board -pages 16-17  
Staff recommends the Board of Directors elect officers for the remaining FY2019 term.
8. CONSIDER APPROVAL OF THE PROPOSED AUGUST 2019 SERVICE CHANGES -pages 18-21  
-Kate Morley, Development Director  
Staff recommends the Board of Directors: 1) Review the public comments received to date, 2) Close the public comment period effective March 21, 2019 at 5pm, and 3) Approve proposed service changes for August 2019.
9. CONSIDER THE FY2018 FINANCIAL AUDIT REPORT -pages 22-24  
-Lauree Battice, Business Manager  
Staff recommends the Board of Directors approve the FY2018 Financial Audit Report as completed by Fester and Chapman P.C. and authorize staff to file report as required by March 31, 2019.
10. CONSIDER THE COLLECTIVE GRANT RESOLUTION AND TRANSPORTATION IMPROVEMENT PROGRAM -pages 25-29  
-Heather Dalmolin, Administrative Director



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Staff recommends the Board of Directors: 1) Approve the FY2019 Collective Grant Resolution for federal and state transit grant applications and subsequent executions as necessary to support transit programs within the 5-year financial plan and 2) Approve the Transit Program from the regional Transportation Improvement Program.

11. REVIEW NAIPTA FY2020 BUDGET PROCESS -pages 30-31  
-Erika Mazza, CEO and General Manager  
The Board may provide direction, but there is no recommendation from staff at this time.
12. REVIEW THE NAIPTA FINANCIAL MANAGEMENT PLAN -pages 32-34  
-Heather Dalmolin, Administrative Director  
The Board may provide direction, but there is no recommendation from staff at this time.

### **PROGRESS REPORTS:**

13. REPORT ON FARE STRATEGIES STUDY -page 35  
-Heather Thornton, Purchasing Specialist
14. UPDATE ON KASPAR/ROUTE 66 INTERSECTION INTERGOVERNMENTAL AGREEMENT (IGA) AMENDMENT -page 36-37  
-Anne Dunno, Capital Project Manager
15. INTRODUCTION TO CITY OF WINSLOW TRANSIT REQUEST  
-Erika Mazza, CEO and General Manager -page 38
16. REPORT ON EMPLOYEE SATISFACTION SURVEY -page 39  
-Erika Mazza, CEO and General Manager
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 40  
Strategic Workplan -pages 41-42



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The next Board meeting will be April 17, 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. April agenda items will include but not be limited to Commercial Driver's License (CDL) Site IGA with Coconino County and Northern Arizona University (NAU), August 2019 Service Changes, Winslow Regional Service Request, The Coordinated Plan, The Transit Guidelines, The Budget Message, Possible 1<sup>st</sup> Amendment to the IGA with the City for the Downtown Connection Center (DCC), Kaspar/Route 66 Intersection IGA Amendment and Job Order Contracting Award, Shelter Rehabilitation Project Report, McConnell Contract Update, Plan for Get On Board Day, Bus Rapid Transit (BRT) Update and possible Executive Session for CEO Evaluation and Contract/Benchmarks. The April 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, February 20, 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, February 20, 2019 at 10:00 am 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 (Chair), Dean of Students, CCC, designee;  
Joanne Keene, (Secretary), Executive Vice President and Chief of Staff, NAU;  
Art Babbott, Board of Supervisors, Coconino County;  
Jim McCarthy, City Councilor, City of Flagstaff;  
Austin Aslan, City Councilor, City of Flagstaff, alternate, attending for Jamie Whelan, (WebEx);  
Adam Shimoni, Vice Mayor, City of Flagstaff, alternate, (WebEx)

*\*Three of our five Board member seats must be present to constitute a quorum.*

*\*\*The City of Flagstaff holds two seats.*

### **BOARD MEMBERS EXCUSED:**

Jamie Whelan, (Vice Chair) City Councilor, City of Flagstaff;  
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;  
Heather Dalmolin, Administrative Director;  
Jim Wagner, Operations Director, left the meeting at approximately 10:05am;  
Kate Morley, Development Director;  
Jacki Lenner, Marketing Manager;  
Jon Matthies, IT Manager;  
Lauree Battice, Business Manager;  
Anne Dunno, Capital Project Manager;  
Estella Hollander, Mobility Planner;







Rhonda Cashman, Clerk of the Board;  
Scott Holcomb, NAIPTA Attorney

**GUESTS PRESENT:**

Dr. Fred Solop, GlobalLocal Vision, LLC

1. CALL TO ORDER -Vice Chair Hipolito called the meeting to order at 10:02am.
2. ROLL CALL AND INTRODUCTIONS
3. SAFETY BRIEFING

Mr. Wagner mentioned the expected snow storm. He recommended allowing 4 seconds travel distance between your vehicle and the vehicle in front of you. Slips, trips and falls are a significant cause of accidental death. Please be safe.

Mr. Wagner left the meeting at approximately 10:05am.

4. APPROVAL OF MINUTES 1/23/2019

Secretary Keene moved to approve the January 23, 2019 Board meeting minutes. Director McCarthy seconded. All approved, none opposed. Motion carried.

NAME		YES VOTE	NO VOTE
Veronica Hipolito		X	
Joanne Keene		X	
Art Babbott		X	
Jim McCarthy		X	
Austin Aslan		X	

5. CALL TO THE PUBLIC

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

**PROGRESS REPORTS:**

6. REPORT ON FY2019 2<sup>ND</sup> QUARTER PERFORMANCE  
-Heather Dalmolin, Administrative Director

Ms. Dalmolin reviewed a PowerPoint presentation with the Board. The Mountain Line and Mountain Lift Performance and Goal chart was shown. Mountain Line is on track for a record ridership year. Northern Arizona University (NAU) is seeing growth on their shuttle system as well and they have not seen a decline in vehicle permits sold. A Mountain Line peer comparison graph was shown with data from 2017. Staff plan to





re-evaluate peer criteria and determine if these are still the correct peers to be using. Revenue has not been one of the criteria in the past. Mountain Lift demand is down. In the past it was determined that we had no peers for our paratransit service. It was hard to find a peer with the likeness of system, but we will try again. The City Taxi Program is strong. The County Taxi Program has had decreased ridership since the change in policies, as expected. Declining balance credit cards are being used and the client pays 20 percent of the requested value loaded. It is a monthly, use it or lose it arrangement. The program is beginning to increase again. Vanpools are expected to increase by 18 percent in FY2019.

**7. UPDATE ON MOUNTAIN EXPRESS MARKETING/RIDERSHIP**

-Jacki Lenners, Marketing Manager

Ms. Lenners shared a PowerPoint presentation with the Board. Mountain Express is seeing huge ridership increases this year. The Flagstaff High School Park and Ride has been extremely successful. Arizona Snowbowl and their marketing team has been very responsive this year. Marketing has been done through Facebook, a special landing page on our website, side of bus ads and a print ad. Arizona Snowbowl is really promoting our service and most people are getting their information from Snowbowl's website. It was just decided that Mountain Express would run 30-minute service this Saturday and Sunday. Continuing Mt. Express service will be evaluated as requests come in. There was a brief discussion about who is using the service, and we do know it's mostly tourists who are afraid to drive up the mountain and some NAU students. Ms. Mazza stated we will try to get a highway intercept sign for next year. Citizens agree, the congestion on U.S. 180 has been less this year. Per Director Babbott, the snow park has seen 43,000 customers at the Ft. Tuthill snow park this year. Arizona Snowbowl will consider paid parking next year. That may steer more customers to Mountain Express. He requested we thank FUSD for their partnership. Chair Hipolito commented on the great service.

**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

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 3<sup>rd</sup> Amendment to the NAIPTA and Coconino County Intergovernmental Agreement (IGA).

Ms. Dalmolin reported the Memorandum of Understanding (MOU) will not work and it will be changed to an Intergovernmental Agreement (IGA). NAIPTA's attorney, Mr. Holcomb, added that due to the terms, though there is no problem with the terms, the document needs to be reformatted into an IGA to meet required statutes. A reformatted document will go to all parties next week and there is hope for quick resolution. This item will not be brought back in its current format.

#### **DISCUSSION / ACTION ITEMS:**

**9. REPORT ON TRANSPORTATION DECISION 2018 WITH DR. FRED SOLOP**

-Jacki Lenner, Marketing Manager

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

Ms. Lenner introduced Dr. Fred Solop from GlobalLocal Vision, LLC. A PowerPoint presentation was reviewed with the Board. Dr. Solop stated Proposition 421 lost by 293 votes. His analysis of the results included: Macro, Precinct and Focus Groups. On a macro level, placement on the ballot matters. There was significant voter drop off. Voter turnout is increasing as Flagstaff's population has grown. Mountain Line has support out there. There is a trend toward greater voter participation, and it is more complex now. At the precinct level, geographical division is very clear. A map of the precincts with an overlay of bus routes was shown on screen. There was greater support where the buses run. He looked at the demographics of support versus opposition, including income, age, and rental versus owned housing. The focus groups concentrated on the voters that opposed Proposition 421. The top reasons for opposition were noted as "car travel is convenient", "needs more information" and "never met a tax I like". There was a lengthy discussion about these reasons and others heard by Board members such as no new taxes, Mountain Line just received continued funding (in 2016), and confusion over the connection to NAU. Dr. Solop shared his thoughts: participants are happy there is a bus system, but says it is not for them, the burden is on Mountain Line to educate, which is a bit more difficult since unable to advocate, they are looking for a benefit to themselves, and the voting population is educated and committed to community. In conclusion, he stated ballot placement affects voter drop off, the electorate is changing over time, with greater volume of votes being cast, precinct support is geographically based, and approval tracked with access to the bus routes, precinct support tracks income, age and housing demographics and there were three types of opposition justification as stated. Overall, voters are sophisticated, and they want to evaluate a clear, well-developed plan before agreeing to increase taxes. Several recommendations were made to aid the efforts in a future election, such as start earlier, educate citizens about bus service on an







ongoing basis, not just at the time of the election, need for clear, understandable message, not buried in other information, and room for improvement in outreach with social media, etc. Ms. Lenner closed with letting the Board know staff is digesting this information. She will be initiating a never-rider survey in the coming months and that will lay the groundwork for the future.

Mr. Solop left the meeting at approximately 11:04am.

**10. CONSIDER OPENING PUBLIC COMMENT PERIOD FOR AUGUST 2019 SERVICE CHANGES**

-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.

Ms. Morley communicated some of the history and shared a PowerPoint presentation with the Board. The 5-Year Plan was approved and since Proposition 421 did not pass, we are looking to implement those changes recommended in the zero-based funding scenario. The public comment period is required by Title VI. She reviewed the proposed service changes in detail. The operations cost will increase by approximately \$148,000 per year and the capital cost will be approximately \$50,000 for the new stop. She noted the return of this item in March for approval. She reviewed the timeline. BASIS school has been notified of the decreased number of deviations on Route 2. Director Babbott made a motion to open the public comment period as requested through March 21, 2019. Secretary Keene seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Veronica Hipolito	X	
Joanne Keene	X	
Art Babbott	X	
Jim McCarthy	X	
Austin Aslan	X	

**11. UPDATE ON AECOM GENERAL CONSULTING SERVICES CONTRACT TASK ORDERS**

-Kate Morley, Development Director

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

No action is needed. Due to shortness on time, Board members may review the staff report and ask questions of Ms. Mazza or Ms. Morley directly, if they wish.

**12. REVIEW THE NAIPTA FINANCIAL MANAGEMENT PLAN**

-Heather Dalmolin, Administrative Director





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

No action is needed. Due to shortness on time, this item will be brought back at a future meeting. Vice Chair Whelan had requested this item and it would be best to have her present at the meeting for this discussion, possibly in May at the joint meeting.

### **13. CONSIDERATION OF ECOPASS CONTRACT AND DONATION TO NAIPTA'S DISCOUNTED PASS PROGRAM**

-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.

Ms. Mazza requested to table this item since Council did not approve the McGrath Group housing project at their meeting last night. NAIPTA does not currently have a residential pass program. Through our fare study, we will consider development of such a program so we may pursue opportunities as they arise. Director McCarthy doubted that this specific developer would be back. Director Babbott said there is no date certain, so he recommended to not table to item.

### **14. CONSIDER DEVELOPING A COLLECTIVE GRANT RESOLUTION**

-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.

Ms. Mazza reported NAIPTA was told about the option of developing a collective grant resolution when our application, submitted in conjunction with NAU, was not successful. One strike against us was that we did not have Board approval due to the short turnaround time for the grant submission and our Board was on recess. The purpose of the grant resolution is to assure NAIPTA is operating in good faith if the timing doesn't allow for Board review. Chair Babbott recommended staff proceed with drafting a resolution. Per Ms. Dalmolin, the resolution would allow application and execution with an update to the Board at the next meeting. The other Board members, Secretary Keene, Director McCarthy and Director Aslan, were supportive of this approach. A grant resolution will be brought back for review at a future meeting.

### **15. CONSIDERATION OF SECTION 5310 GRANT APPLICATION**

-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



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the continuation of the Mobility Management and Mountain Lift Taxi Programs, ADA Plus Operations, Regional Training Program, and Bus Stop Mobility Improvements.

Ms. Hollander reviewed a PowerPoint presentation with the Board. She outlined what the funds would be used for: Mobility Management, the Taxi Voucher Program, the ADA Plus Program, Regional Training and Stop Improvements. The last two categories are new. The local match comes from the City Transit Tax funding. Ms. Dalmolin clarified the federal dollars add capacity and local dollars are reduced. Director Babbott moved to approve as presented. Secretary Keene seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Veronica Hipolito	X	
Joanne Keene	X	
Art Babbott	X	
Jim McCarthy	X	
Austin Aslan	X	

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

-Anne Dunno, Capital Project Manager

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).

Ms. Dunno shared a PowerPoint presentation with the Board. The existing DCC on Phoenix Avenue is at maximum capacity, it is challenging for buses, it lacks customer service options and amenities, as well as limitations related to the future Rio de Flag project. The goals of the project are to deliver reliable, safe, and efficient transportation services, reflect who we are and how we treat customers, establish a physical presence in the community, and location and access are key, sited in a highly accessible core downtown location with compatible existing and future land use. NAIPTA has approximately \$6.5 million in grant funds for this project. AECOM was hired to work on the design. The soonest possible occupancy of the facility would be 2022, primarily due to the Rio de Flag project. Ms. Dunno reviewed photos of construction types and the programming needs versus desires. There was a brief discussion about the DCC facility possibilities. Director Babbott recommended engaging the downtown business owners, which should be carefully managed. Ms. Dalmolin noted she is working on obligation of the grant funds at this time. The Federal Transit Administration (FTA) allows 3 years from the time of apportionment and it was granted in 2017. ADOT allows 120 days from receipt of award.

At approximately 11:44am, Director Babbott made a motion to move into executive session. Secretary Keene seconded. All approved, none opposed. Motion carried.





NAME	YES VOTE	NO VOTE
Veronica Hipolito	X	
Joanne Keene	X	
Art Babbott	X	
Jim McCarthy	X	
Austin Aslan	X	

The WebEx portion of the meeting was disconnected.

Director Aslan and Attorney Scott Holcomb were contacted to participate in the executive session. The executive session began at approximately 11:47am.

#### **EXECUTIVE SESSION:**

Executive sessions are closed to the public.

The Board considered 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 Executive Session, the Board reconvened the public meeting at approximately 12:27pm.

#### **PROGRESS REPORTS:**

##### **17. SUMMARY OF CURRENT EVENTS**

-Erika Mazza, CEO and General Manager

This item was skipped. Ms. Mazza will be sending an update to Board members regarding current events.

#### **ITEMS FROM COMMITTEE AND STAFF:**

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

March/April Working Agenda

Strategic Workplan

The next Board meeting will be the meeting on Wednesday, March 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. 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) 1<sup>st</sup> Amendment to the City Intergovernmental Agreement (IGA), CDL Site IGA with Coconino County and NAU, Approve Transportation Improvement Plan Table and Grant Resolution, Budget Process, Fare Strategies Contract, Kaspar/Route 66 Intersection IGA with the City, Strategic Work Plan Objectives 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.

17. ADJOURNMENT -Chair Hipolito adjourned the meeting at 12:27pm.

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Jamie Whelan, Vice Chair of the NAIPTA Board of Directors

ATTEST:

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Rhonda Cashman, Clerk of the Board



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**DATE PREPARED:** March 11, 2019

**DATE:** March 20, 2019

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

**FROM:** Kate Morley, Development Director

**SUBJECT:** Presentation on the FMPO Active Transportation Master Plan

**RECOMMENDATION:**

None. This item is for information and discussion only.

**RELATED STRATEGIC WORKPLAN OBJECTIVE:**

Guiding Principles:

- ❖ Collaborate to enhance service delivery

5 Year Horizon:

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

**BACKGROUND:**

The City of Flagstaff is finalizing the Active Transportation Master Plan and the Flagstaff Urban Trails System (FUTS) Master Plan (Master Plans) to serve as detailed guides to enhance walking, biking, and trail development in Flagstaff. The availability of adequate walking and biking infrastructure is important to Flagstaff, highly supported by the community, and critical to the delivery of Mountain Line service.

These Master Plans make specific recommendations for strategies, actions, projects, and programs to improve the pedestrian and bicycle environment and implement the Active Transportation goals and policies of the Flagstaff Regional Plan 2030.

There are a number of benefits to having these Master Plans in place. They:

- Provide a detailed framework to make Flagstaff more walk and bike-friendly;
- Position the City to take advantage of grants, transportation tax dollars, and other sources of funding as opportunities become available;
- Help ensure that walking, biking, and trails are accommodated in new development and new capital projects.

City staff have outlined a process and schedule for completion of the Master Plans, ending with consideration by the City Council this summer. Over the next several months, the planning process includes presentations to a variety of boards and commissions, targeted stakeholder engagement, and a check-in with the public via planned open houses and a community survey.





High quality walking and biking infrastructure are important to making first and last mile connections to transit. Not only do sidewalk and FUTS connectivity make travel times and walking distance shorter, but the quality and attractiveness of this infrastructure can encourage riders to choose transit. Similarly, biking is also an important mode. NAIPTA has already invested in this first last mile(s) mode choice by providing bike racks as standard equipment on all Mountain Line buses.

More information on the Master Plans can be found on the project web page: [www.flagstaff.az.gov/atmp](http://www.flagstaff.az.gov/atmp)

**TAC DISCUSSION:**

The TAC appreciated seeing the Active Transportation Master Plan presentation and were supportive of the public process moving forward.

**FISCAL IMPACT:**

None. This is a presentation by Martin Ince, FMPO's Multimodal Planner. Once these plans are approved by City Council, there may be recommendations to enhance access to bus stops and staff will update the TAC and Board once transit access projects are identified.

**SUBMITTED BY:**

**APPROVED BY:**

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Kate Morley  
Development Director

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Erika Mazza  
CEO and General Manager

**ATTACHMENTS:**

None.





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**DATE PREPARED:** March 5, 2019

**MEETING DATE:** March 20, 2019

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

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

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

### **RECOMMENDATION:**

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

### **BACKGROUND:**

In accordance with the Amended and Restated Master IGA Section 3, *“NAIPTA shall be governed by a Board of Directors consisting of at least five (5) and not more than nine (9) members. Upon the approval and execution of this Restated Master IGA by all Parties, the Board shall be comprised of five (5) directors, consisting of one (1) member of the Coconino County Board of Supervisors or designee; two (2) members of the Flagstaff City Council or designees; one (1) member of the Northern Arizona University administration appointed by the Northern Arizona University President, and the President of Coconino County Community College District or designee.”*

The Board currently has five (5) directors. Chair Hipolito has resigned her position at Coconino Community College (CCC) effective at the end of March. We expect a new CCC Board member to be designated within the month and potentially an appointment of an alternate as well.

#### Electing Officers:

According to NAIPTA's Rules of Procedure Section 5.3, *“Officers shall be elected each year in June and take office effective July 1. An officer who has served in the same office for two consecutive terms shall be ineligible for nomination or election to that office for the term immediately following the completion of the said consecutive terms. The said officer shall, however, become eligible for nomination and election to the same office for later terms, subject always to the aforementioned limit of two consecutive terms.”*

The Board Chair position is technically not vacant until the end of March. Vice Chair Whelan will Chair the 3/20 meeting due to Chair Hipolito's planned absence over spring break. The remaining Board members are eligible for nomination to the Board Chair position. Please proceed with nominations for FY2019 officers for the NAIPTA Board of Directors.

### **FISCAL IMPACT:**

Board appointments and election of officers have no fiscal impact.



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**SUBMITTED BY:**

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

**APPROVED BY:**

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

**ATTACHMENTS:**

None.



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**DATE PREPARED:** March 11, 2019

**DATE:** March 20, 2019

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

**FROM:** Kate Morley, Development Director

**SUBJECT:** Consider Approval of the Proposed August 2019 Service Changes

**RECOMMENDATION:**

**Staff recommends the Board of Directors:** 1) Review the public comments received to date, 2) Close the public comment period effective March 21, 2019 at 5pm, and 3) Approve proposed service changes for August 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:

- ❖ 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:**

Staff is recommending the NAIPTA TAC and Board of Directors review the proposed service changes anticipated for August 2019 implementation. This review includes public comments received and ultimately take action on the proposed service enhancements.

The NAIPTA Board of Directors officially opened public comment on the proposed service changes on February 20, 2019. A variety of outreach efforts were conducted including posting notices at all affected stops, mailing to all addresses along the Route 7/Route 8 corridor, contacting Basis School, setting up a unique landing page on the website regarding the changes, developing a comment database and advertising changes on social media and NAIPTA distribution lists. The proposed changes are also in line with the NAIPTA 5-Year and Long-Range Plan (December 2017) Zero-Based Funding approach to improving the Mountain Line fixed route service which also had robust public involvement.

A detailed list of proposed changes for August includes:

- 1) **Route 2:** Remove six of the ten weekday deviations to the Gemini Road (BASIS) stop. These deviations have low ridership and delay existing on board through trips. The goal of this change is to improve on-time performance.







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- 2) **Route 3:** Add a stop at East Route 66 and County Club Drive. There is already an existing bus pull out at this location for Route 66. The new stop will increase access to origins and destinations on Route 3 and formalize a stop already 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 Route 7 (Sunnyside and Huntington), and Route 8 (West Rt. 66) - (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 hours. No frequency changes are proposed for Route 8, which will continue to run at 30-minute frequency. The stop at Barnes and Noble (new Route 8) will be relocated to the west near W. Riordan Road in association with The Standard multi-family development. Staff are also proposing to add on Route 7 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 except minor timepoint adjustments.
- 6) **Route 66:** Move timepoints from Ponderosa Parkway and Steves Boulevard to Switzer Canyon and 4<sup>th</sup> Street. This change enables buses to dwell (wait for their departure time), in pullouts instead of at in-traffic stops.

The following schedule is proposed:

- 1) March: Officially close public comment period, take action on proposed changes;
- 2) April-July: Prepare for changes, do outreach and awareness campaign;
- 3) August 4: Implement service.

### TAC DISCUSSION:

The TAC continued to be supportive of the proposed changes.

### ALTERNATIVES:

- 1) **Approve the proposed service changes for August 2019 (recommended):** Approving the proposed service changes is in line with NAIPTA's 5-Year Plan. These changes will improve on-time performance, increase transit access and improve frequency of the system.
- 2) **Do not approve the proposed changes for August 2019. (not recommended):** Not approving the proposed service changes will result in not meeting our FTA requirements and we will not be able to make service changes this August, resulting in continued poor on-time performance and limited access for riders.

### FISCAL IMPACT:

The proposed annual operating costs of these service changes are \$148,164 and have been included in



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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 stops and adding two shelters. NAIPTA is also committed to \$10,000 worth of improvements associated with The Standard. NAIPTA has a budget of approximately \$220,000 for stop improvements.

### **SUBMITTED BY:**

### **APPROVED BY:**

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Kate Morley  
Development Director

---

Erika Mazza  
CEO and General Manager

### **ATTACHMENTS:**

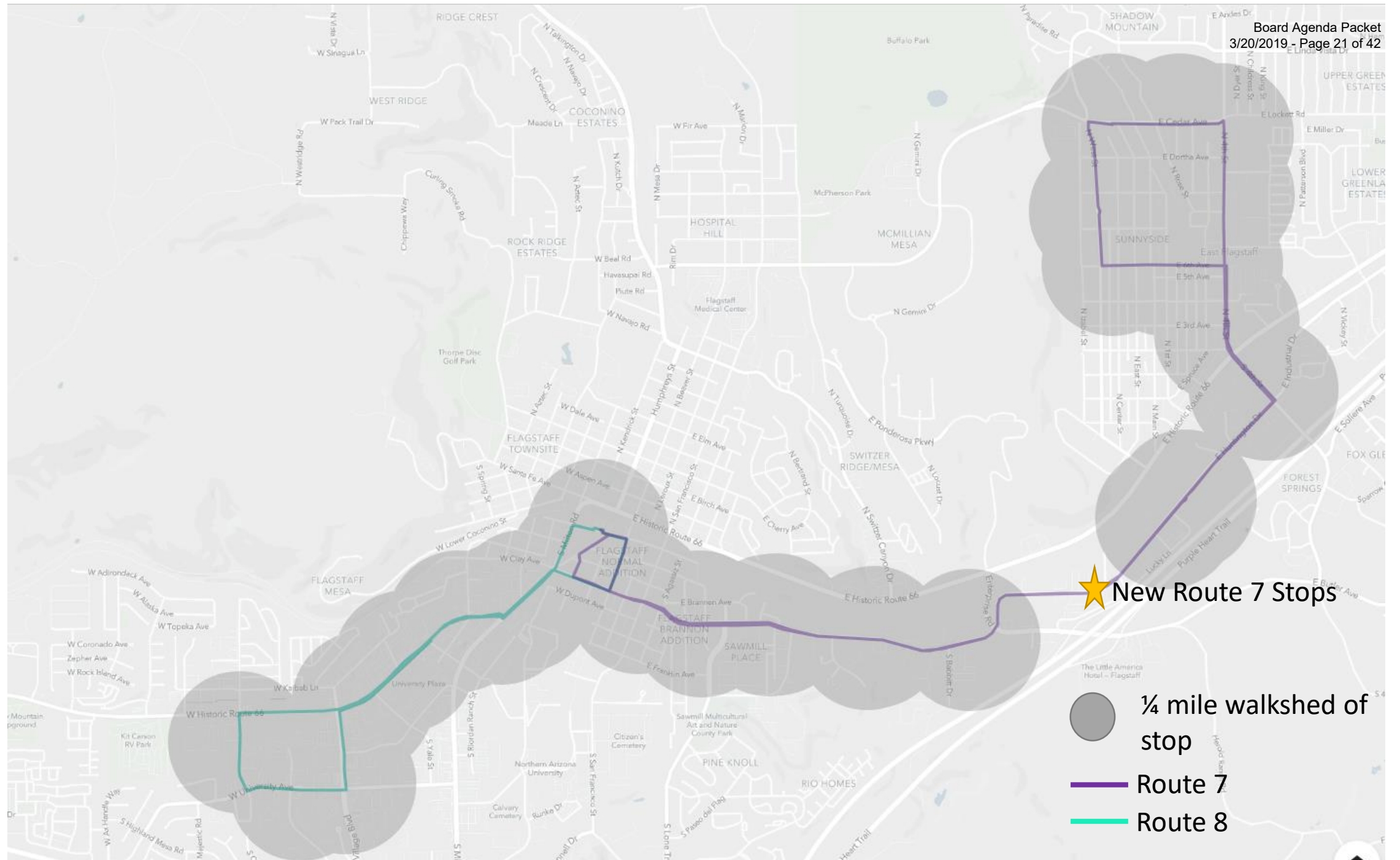
Service Change Map

-page 21



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**DATE PREPARED:** March 11, 2019

**MEETING DATE:** March 20, 2019

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

**FROM:** Lauree Battice, Business Manager

**SUBJECT:** Consider the FY2018 Financial Audit Report

**RECOMMENDATION:**

**Staff recommends the Board of Directors** approve the FY2018 Financial Audit Report as completed by Fester and Chapman P.C. and authorize staff to file report as required by March 31, 2019.

**RELATED STRATEGIC WORKPLAN OBJECTIVE**

**Guiding Principles:**

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

**Goals:**

**5 Year Horizon:**

- Establish financial policies and seek revenue sources to maintain fiscal strength.

**BACKGROUND:**

In accordance with A.R.S. 28-9101 et seq. to establish an intergovernmental public transportation authority and the Master IGA, the Board will initiate an annual audit within 120 days of the end of each fiscal year and formally approve the report before submitting a certified copy to the Auditor General's Office.

In Spring 2018, NAIPTA completed a procurement process that identified Fester and Chapman P.C. as best value contractor to perform financial audit services and staff awarded the contract in March 2018. The performance of the FY2018 Financial Audit is the first year of the awarded 5-year agreement.

The FY2018 audit began in October with initial off-site document testing, followed by an on-site visit in February. The audit covered many areas of review to test the conformity of NAIPTA's prepared financial statements with U.S. generally accepted accounting principles (GAAP). During the on-site visit and through electronic document collection and review, staff from the auditing firm reviewed various topics of the financial statements, including but not limited to examination of grant expenditures, fixed asset recording, purchase policy compliance, and internal controls.

During the normal course of work completed during the audit, NAIPTA staff was available and responsible for timely submission of documents and information.







As of the writing of this report, the Report to the Board of Directors, including the Financial Reports is pending. Based on feedback from the auditors during the site visit, staff anticipates the following conclusions:

1. No transactions were entered into during the year without appropriate authorization.
2. All significant transactions have been recognized in the financial statements in the proper period.
3. Reasonable estimates were developed by staff for amounts due to other governments and depreciation of assets.
4. No difficulties were experienced in dealing with management.
5. There were identified misstatements that were determined to be immaterial to the financial statements. Correcting entries for some transactions were prepared by Fester and Chapman P.C. and posted by staff prior to completion of audit.
6. There were no disagreements with management.
7. NAIPTA did not consult another firm for a 2<sup>nd</sup> opinion on any matters.
8. There were not significant findings in internal controls.

Staff does anticipate one client advisory comment with regard to the quarterly grant reports made to the Federal Transit Administration (FTA). The reports are due 30 days after the end of each quarter and NAIPTA internal controls identifies that the Administrative Director will review the reports with the CEO and General Manager prior to submission. Although the reports were filed on-time, there was at least 1 quarter in which the review with the CEO and General Manager took place after the reports were filed with FTA. Staff have already determined necessary reporting timelines to ensure there is adequate time for review of the reports with the CEO and General Manager prior to submission to FTA.

#### **TAC DISCUSSION:**

The TAC was provided an update by staff on progress made with Fester and Chapman on completing the FY2018 Financial Audit. There was no discussion.

#### **ALTERNATIVES:**

- 1) Approve the FY2018 Financial Audit report (**recommended**): Approval of the report is consistent with the Master IGA and allows staff to continue implementing changes needed for good internal controls.
- 2) Do not approve the FY2018 Financial Audit report (**not recommended**): If the report is not approved, staff would need to engage in a second or an independent audit of the work completed by Fester and Chapman P.C.

#### **FISCAL IMPACT:**

Approval of the FY2018 Financial Audit has no fiscal impact.







**SUBMITTED BY:**

**APPROVED BY:**

\_\_\_\_\_  
Lauree Battice  
Business Manager

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

**ATTACHMENTS:**

1. FY2018 Report to the Board of Directors -available at the meeting



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**DATE PREPARED:** March 11, 2019

**MEETING DATE:** March 20, 2019

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

**FROM:** Heather Dalmolin, Administrative Director

**SUBJECT:** Consider the Collective Grant Resolution and Transportation Improvement Program

**RECOMMENDATION:**

**Staff recommends the Board of Directors:** 1) Approve the FY2019 Collective Grant Resolution for federal and state transit grant applications and subsequent executions as necessary to support transit programs within the 5-year financial plan and 2) Approve the Transit Program from the regional Transportation Improvement Program.

**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:**

Per the information presented in February 2019, NAIPTA is a direct recipient of Federal Transit Administration Section 5307 funding and regularly competes for other federal funds, including those administered by the Arizona Department of Transportation. Due to timing of many of our applications, NAIPTA faces delays in submitting applications or misses opportunities as the Board of Directors support for applications is lacking at time of deadline. As a result, staff is proposing an annual resolution, a Collective Grant Resolution, that 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. The resolution addresses the following elements:

- FTA or ADOT anticipated appropriations and awards of federal financial assistance for transit projects as detailed in the Transportation Improvement Program (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.

The proposed resolution would allow NAIPTA CEO and General Manager to submit transit grant applications to both ADOT and FTA for projects identified in the Transit Program within the TIP and the 5-year financial plan, and to execute subsequent contracts or awards. The Board of Directors will continue to receive regular updates on applications made and awards granted; however, the resolution allows NAIPTA to be more agile in meeting deadlines and to be competitive in demonstrating support and readiness.

#### **TAC DISCUSSION:**

The TAC continues to be supportive on developing the Grant Resolution. There were no further questions on the TIP.

#### **ALTERNATIVES:**

- 1) **Adopt the FY2019 Collective Grant Resolution and approve the Transit Program as identified in the TIP (recommended):** This resolution is in line with recommendations from FTA on being responsive and agile to changing conditions. Adopting of the resolution will afford staff the opportunity to be efficient and timely in making transit grant applications.
- 2) **Do not adopt 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 adoption of the resolution however 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.

#### **SUBMITTED BY:**

\_\_\_\_\_  
Heather Dalmolin  
Administrative Director

#### **APPROVED BY:**

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





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**ATTACHMENTS:**

- 1) Resolution 2019-100 -page 28
- 2) FY2019-FY2023 Transit Program, excerpt of the FMPO TIP -page 29



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Resolution 2019-100

A RESOLUTION authorizing the submittal of Arizona Department of Transportation (ADOT) and Federal Transit Administration (FTA) transit grant applications and the subsequent execution of transit grant agreements and contracts by the CEO and General Manager on behalf of NAIPTA.

WHEREAS NAIPTA has a responsibility to carry out transit planning, operations, and capital investment activities on behalf of its partners; and,

WHEREAS NAIPTA believes itself to be qualified, and is willing and able to carry out all activities described in transit grant application; and,

WHEREAS NAIPTA has confirmed technical, legal, and financial capacity required to carryout all grant activities and has met all requirements of the transit grant applications including FTA requirement for execution of the Master Certification and Assurances as well as annual certification of same; and,

WHEREAS NAIPTA adopts an annual budget and maintains a 5-year financial plan to manage and confirm matching funds are available; and,

WHEREAS NAIPTA has submitted a Transit Program to the Flagstaff Metropolitan Planning Organization (FMPO) which illustrates anticipated projects to be funded by federal transit grants; and,

WHEREAS the FMPO has included ADOT transit programs and NAIPTA's Transit Program in the approved the FY2019 – FY2023 Transportation Improvement Program (TIP); and

WHEREAS Arizona Department of Transportation and the Federal Transit Administration provides appropriation and award of various transit grants annually,

IT IS THEREFORE RESOLVED that the NAIPTA Board of Directors requests the funds and assistance available from ADOT and FTA transit grant applications and will comply with all regulations, and,

HEREBY AUTHORIZES NAIPTA CEO and General Manager to act on behalf of NAIPTA to submit and sign transit grant applications, sign related documents, and,

HEREBY AUTHORIZES NAIPTA CEO and General Manager to act on behalf of NAIPTA to sign the grant agreement and contracts if the grant funds are awarded.

Adopted this day \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_

BY: \_\_\_\_\_  
Chair, NAIPTA Board of Directors

ATTEST:

BY: \_\_\_\_\_  
Clerk of the Board



## FMPO Bus Amendment

Table 5. FY2019-2023: Transit Projects within the FMPO-area  
updated: January 3, 2019, Administrative Amendment

Line #	Agency	Fiscal Year *	ALI Code	Location	Project Description	Fund Type	Local Cost **	Federal Cost	Total Cost	Notes
In Progress Projects										
1	NAIPTA	2017	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2017-STP State-Flex	\$ 15,658	\$ 62,633	\$ 78,291	AZ2019-009
2	NAIPTA	2017	11.32.10	Flagstaff	High-Capacity Transit Route - Preliminary Engineering /NEPA	2015-5307 (ADOT Competitive Award)	\$ 580,000	\$ 1,701,919	\$ 2,281,919	AZ-2017-005
3	NAIPTA	2017	11.76.96	Flagstaff	Building Construction - Office Remodel	5339 ADOT	\$ 100,000	\$ 400,000	\$ 500,000	AZ-2017-007
4	NAIPTA	2018	30.09.00	Region	Operating Assistance, including Project Management	2018-5307	\$ 4,419,765	\$ 1,201,193	\$ 5,620,958	AZ2019-009
5	NAIPTA	2018	11.32.10	Flagstaff	Downtown Connection Ctr - Acquire/Design	2017-5307 (ADOT Competitive Award)	\$ 461,366	\$ 1,845,463	\$ 2,306,829	AZ2019-009
6	NAIPTA	2018	11.32.10	Flagstaff	Downtown Connection Ctr - Acquire/Design	5339 ADOT	\$ 904,222	\$ 3,616,887	\$ 4,521,109	PENDING 6743-2019-002
7	NAIPTA	2018	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2018-5307	\$ 5,000	\$ 20,000	\$ 25,000	AZ2019-009
8	NAIPTA	2018	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2018-STP State-Flex	\$ 15,658	\$ 62,633	\$ 78,291	
TOTAL ALL CATEGORIES-IN PROGRESS							\$ 6,501,669	\$ 8,910,728	\$ 15,412,397	
1	NAIPTA	2019	30.09.00	Region	Operating Assistance, including Project Management	2019-5307	\$ 4,736,713	\$ 1,213,933	\$ 5,950,646	
2	NAIPTA	2019	30.09.00	Region	Operating Assistance, including Project Management	2018-5307	\$ 590,347	\$ 852,910	\$ 1,443,257	AZ2019-009
3	NAIPTA	2019	11.7A.00	Flagstaff	Preventative Maintenance	2018-STBG Local	\$ 70,750	\$ 283,000	\$ 353,750	FMPO funding swap, AZ2019-009
4	NAIPTA	2019	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2019-5307	\$ 5,000	\$ 20,000	\$ 25,000	
5	NAIPTA	2019	11.71.01	Flagstaff	Planning, Transpo Improvement Plan	2018-5307	\$ 44,000	\$ 220,000	\$ 264,000	CYPMO TransImprovPlan
6	NAIPTA	2019	11.21.01	Flagstaff	Route 66/Kaspar Intersection - Design	5339 ADOT Sm Urban	\$ 61,037	\$ 244,148	\$ 305,185	
7	NAIPTA	2019	11.21.01	Flagstaff	Route 66/Kaspar Intersection - Design	2018-5307 (ADOT Competitive Award)	\$ 66,463	\$ 265,852	\$ 332,315	
8	NAIPTA	2019	11.21.23	Flagstaff	Route 66/Kaspar Intersection - Construction	2018-5307 (ADOT Competitive Award)	\$ 428,063	\$ 1,712,251	\$ 2,140,314	
9	NAIPTA	2019	11.71.01	Flagstaff	NAU Milton Rt 66 Campus Entry Study	5339 ADOT Statewide	\$ 3,388	\$ 13,551	\$ 16,939	
10	NAIPTA	2019	11.71.01	Flagstaff	NAU Milton Rt 66 Campus Entry Study	5339 ADOT Sm Urban	\$ 26,612	\$ 106,449	\$ 133,061	
11	NAIPTA	2019	11.21.01	Flagstaff	NAU McConnell Dr. and Sidewalk Multimodal Improv. - Design	5339 ADOT Sm Urban	\$ 88,950	\$ 355,800	\$ 444,750	
12	NAIPTA	2019	11.12.04	Flagstaff	Replacement Paratransit Vehicles (2 Cutaway Buses)	5339 ADOT Sm Urban	\$ 48,000	\$ 192,000	\$ 240,000	
13	NAIPTA	2019	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2019-STBG State-Flex	\$ 15,644	\$ 62,575	\$ 78,219	
TOTAL ALL CATEGORIES-2019							\$ 6,184,967	\$ 5,542,469	\$ 11,727,436	
16	NAIPTA	2020	30.09.00	Region	Operating Assistance, including Project Management	2020-5307	\$ 4,968,723	\$ 1,348,413	\$ 6,317,136	
17	NAIPTA	2020	30.09.00	Region	Operating Assistance, including Project Management	2019-5307	\$ 590,347	\$ 840,170	\$ 1,430,517	
18	NAIPTA	2020	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2020-5307	\$ 5,000	\$ 20,000	\$ 25,000	
19	NAIPTA	2020	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2020-STBG State-Flex	\$ 15,644	\$ 62,575	\$ 78,219	
TOTAL ALL CATEGORIES-2020							\$ 5,579,714	\$ 2,271,158	\$ 7,850,872	
22	NAIPTA	2021	30.09.00	Region	Operating Assistance, including Project Management	2021-5307	\$ 4,968,723	\$ 1,348,413	\$ 6,317,136	
23	NAIPTA	2021	30.09.00	Region	Operating Assistance, including Project Management	2020-5307	\$ 590,347	\$ 840,170	\$ 1,430,517	
24	NAIPTA	2021	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2021-5307	\$ 5,000	\$ 20,000	\$ 25,000	
25	NAIPTA	2021	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2021-STBG State-Flex	\$ 15,644	\$ 62,575	\$ 78,219	
TOTAL ALL CATEGORIES-2021							\$ 5,579,714	\$ 2,271,158	\$ 7,850,872	
28	NAIPTA	2022	30.09.00	Region	Operating Assistance, including Project Management	2022-5307	\$ 4,968,723	\$ 1,348,413	\$ 6,317,136	
29	NAIPTA	2022	30.09.00	Region	Operating Assistance, including Project Management	2021-5307	\$ 590,347	\$ 840,170	\$ 1,430,517	
30	NAIPTA	2022	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2022-5307	\$ 5,000	\$ 20,000	\$ 25,000	
31	NAIPTA	2022	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2022-STBG State-Flex	\$ 15,644	\$ 62,575	\$ 78,219	
TOTAL ALL CATEGORIES-2022							\$ 5,579,714	\$ 2,271,158	\$ 7,850,872	
34	NAIPTA	2023	30.09.00	Region	Operating Assistance, including Project Management	2023-5307	\$ 5,103,203	\$ 1,348,413	\$ 6,451,616	
35	NAIPTA	2023	30.09.00	Region	Operating Assistance, including Project Management	2022-5307	\$ 590,347	\$ 705,690	\$ 1,296,037	
36	NAIPTA	2023	30.09.00	Region	Operating Assistance, including Project Management	unfunded	\$ 144,000	\$ 144,000	\$ 288,000	Mtn Express
37	NAIPTA	2023	11.42.10	Flagstaff	Bus Support Equip - Fare Collection	unfunded	\$ 50,000	\$ 200,000	\$ 250,000	UPASS - technology, marketing
38	NAIPTA	2023	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2023-5307	\$ 5,000	\$ 20,000	\$ 25,000	
39	NAIPTA	2023	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2023-STBG State-Flex	\$ 15,644	\$ 62,575	\$ 78,219	
40	NAIPTA	2023	11.76.96	Flagstaff	Building Construction - Bus Storage	unfunded	\$ 200,000	\$ 800,000	\$ 1,000,000	
41	NAIPTA	2023	11.32.10	Flagstaff	New Bus Stop Amenities	unfunded	\$ 30,000	\$ 120,000	\$ 150,000	
42	NAIPTA	2023	11.32.10	Flagstaff	Downtown Connection Ctr - Construction	unfunded	\$ 1,100,000	\$ 4,400,000	\$ 5,500,000	
43	NAIPTA	2023	11.76.91	Flagstaff	Acquisition of Property for NAIPTA Expansion	unfunded	\$ 500,000	\$ 2,000,000	\$ 2,500,000	
44	NAIPTA	2023	11.32.10	Flagstaff	High-Capacity Transit - R/W Acquisition	unfunded	\$ 1,131,987	\$ 4,527,949	\$ 5,659,936	reduced due to Amendment, 01.03.2019
45	NAIPTA	2023	11.32.10	Flagstaff	High-Capacity Transit - Construction	unfunded	\$ 4,087,500	\$ 16,350,000	\$ 20,437,500	
46	NAIPTA	2023	11.32.10	Flagstaff	High-Capacity Transit - Fleet Expansion	unfunded	\$ 2,000,000	\$ 8,000,000	\$ 10,000,000	
47	NAIPTA	2023	11.32.10	Flagstaff	Route Improvements	unfunded	\$ 600,000	\$ 2,400,000	\$ 3,000,000	
48	NAIPTA	2023	11.32.11	Flagstaff	Route Improvements	unfunded	\$ 300,000	\$ 1,200,000	\$ 1,500,000	
49	NAIPTA	2023	11.12.02	Flagstaff	Replacement Campus Shuttle Buses (40 ft Electric, total of 6)	unfunded	\$ 1,020,000	\$ 4,080,000	\$ 5,100,000	MtnCampusShuttle buses
50	NAIPTA	2023	11.12.04	Flagstaff	Replacement Paratransit Vehicles (Cutaway Buses, total of 3)	unfunded	\$ 62,000	\$ 248,000	\$ 310,000	reduced due to Amendment, 01.03.2019
51	NAIPTA	2023	11.43.04	Flagstaff	Bus Storage Facility (Campus Location)	unfunded	\$ 3,611,944	\$ 14,447,775	\$ 18,059,719	MtnCampusShuttle facility
52	NAIPTA	2023	11.76.96	Flagstaff	New Shop 2 Maintenance Bay Facility	unfunded	\$ 200,000	\$ 800,000	\$ 1,000,000	
53	NAIPTA	2023	11.76.96	Flagstaff	Park n Ride Transit Center	unfunded	\$ 600,000	\$ 2,400,000	\$ 3,000,000	
TOTAL ALL CATEGORIES-2023							\$ 21,351,625	\$ 64,254,402	\$ 85,606,027	

Fiscal Year is local fiscal year of July 1 thru June 30 to express year of obligation.

\*\*Local Match increases by an average of 2% annually. Local match is combination of City taxes and University IGA funds



**DATE PREPARED:** March 11, 2019

**MEETING DATE:** March 20, 2019

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

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

**SUBJECT:** Review NAIPTA FY2020 Budget Process

**RECOMMENDATION:**

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

**RELATED STRATEGIC WORKPLAN OBJECTIVE**

**Guiding Principles:**

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

**Goals:**

**5 Year Horizon:**

- Establish financial policies and seek revenue sources to maintain fiscal strength.

**BACKGROUND:**

NAIPTA has typically adopted the next year's fiscal budget at the June meeting, which allows for programming and staff time to launch the new budget on July 1 – the start of NAIPTA's new fiscal year. As we move towards budget review and subsequent adoption, it is important to provide information on our typical budget process and ensure adequate information is presented. The goal of this iterative process should provide the NAIPTA TAC and Board of Directors with a level of confidence in the information shared, the development of the proposed budget, and identified funding sources, ultimately leading to the approval of the NAIPTA FY2020 Budget.

A typical timeline for the budget process is as follows:

January/February	Budget requests to partner agencies
March	Presentations to partners (To Be Determined)
April	Final revisions and carryovers; Budget Message to NAIPTA Board (April 17 <sup>th</sup> )
May	Presentation to TAC/Board at Joint Meeting (May 15 <sup>th</sup> )
June	NAIPTA budget adoption (June 19 <sup>th</sup> )

Information typically presented and reviewed in the process:

Prior year performance, Budget to Actual information



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Review of projects and proposed changes for the new budget year  
Review of employee benefit programs  
Review of carryover and potential capital programs  
Summary Budget review, with percentage change per subcategory  
Summary of Financial Plan and sustainability of budget

Bringing this process to the TAC and Board in March, affords staff the ability to incorporate additional information into future presentations and within budget documents. Staff is seeking input from the TAC and Board regarding information presented and additional information that may be included to improve our presentations.

**TAC DISCUSSION:**

The TAC received an overview of the budget process. There was no discussion and no additional input was provided to staff.

**FISCAL IMPACT:**

The budget process shall result in adoption of the FY2020 Budget. The process itself has no anticipated fiscal impact as staffing and resources exist to facilitate this process.

**APPROVED BY:**

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Erika Mazza  
CEO and General Manager

**ATTACHMENTS:**

None.



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## **Northern Arizona Intergovernmental Public Transportation Authority**

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**DATE PREPARED:** February 11, 2019

**MEETING DATE:** March 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:**

\_\_\_\_\_  
Heather Dalmolin  
Administrative Director

### **APPROVED BY:**

\_\_\_\_\_  
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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## NAIPTA MEMORANDUM

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**DATE:** March 20, 2019

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

**FROM:** Heather Thornton, Purchasing Specialist

**SUBJECT:** Report on Fare Strategies Study

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NAIPTA was awarded a federal grant, through the Arizona Department of Transportation (ADOT), in the fall of 2017 for completing a Fare Strategy Study (Study) for the overall fare system, including established fares, and the impacts of fare collection on operational efficiencies. Our original fare structure was evaluated and created by the Mountain Line marketing effort during the rebranding and expansion from Pine Country Transit to Mountain Line in 2001 and a full study of this magnitude has not been conducted by NAIPTA. Staff developed and released a Request for Proposals (RFP) to identify a qualified vendor to conduct the Study. The evaluation and scoring criteria as identified in the procurement document was as follows:

- Experience on Similar Projects (20 pts possible)
- Staff Qualifications and Resumes (20 pts possible)
- Product Understanding and Approach (20 pts possible)
- Best and Final Offer (60 pts possible)

NAIPTA received 5 submissions and after narrowing selection to two finalist received best and final submissions. Final evaluation identified LTK Engineering as the most qualified and best value proposal.

LTK Engineering provided a proposal that addressed all required tasks at a cost of \$99,980 and a timeline for completing the study of four and a half months. Next step will be to hold the project kick off meeting in March. The timeline and process include several opportunities for staff and the Board to engage in discussions with the contractor to determine a reasonable implementation plan and timeline for various identified strategies.

The outcome of the study will be an implementation plan that will include recommendations on changes to our fare collection system, potentially new fare rates (the last fare change was implemented in 2012, changing one-way regular fare from \$1.00 to \$1.25), and the impact of changes on fare revenue and operational efficiency. Staff will bring the implementation plan to the Board for consideration of changes to our existing fare structure.





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## NAIPTA MEMORANDUM

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**DATE:** March 20, 2019

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

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

**SUBJECT:** Update on Kaspar/Route 66 Intersection IGA Amendment

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In fall 2018, NAIPTA received grant funding for final design and construction of the Kaspar Drive/ Route 66 Intersection. The grant also provided funding for planning activities for the Linda Vista Drive connection including environmental, public outreach and preliminary design.

NAIPTA is seeking partnership with the City through an Intergovernmental Agreement (IGA) with the following framework:

- NAIPTA will provide procurement and contracting services, with anticipated 3 procurements:
  - RSOQ DP (Design Professional) design Kaspar Drive/ Route 66 Intersection
  - CMAR (Construction Manager at Risk) for construction Kaspar Drive/ Route 66 Intersection
  - RSOQ Planning, Environmental and Preliminary Design Linda Vista Extension
- City will provide project management for Kaspar Drive/Route 66 Intersection Design and Construction Project. NAIPTA will participate as key stakeholder.
- NAIPTA is project sponsor and will provide funding for the project.

Environmental and public outreach will be included with extent of outreach based on the environmental class of action.

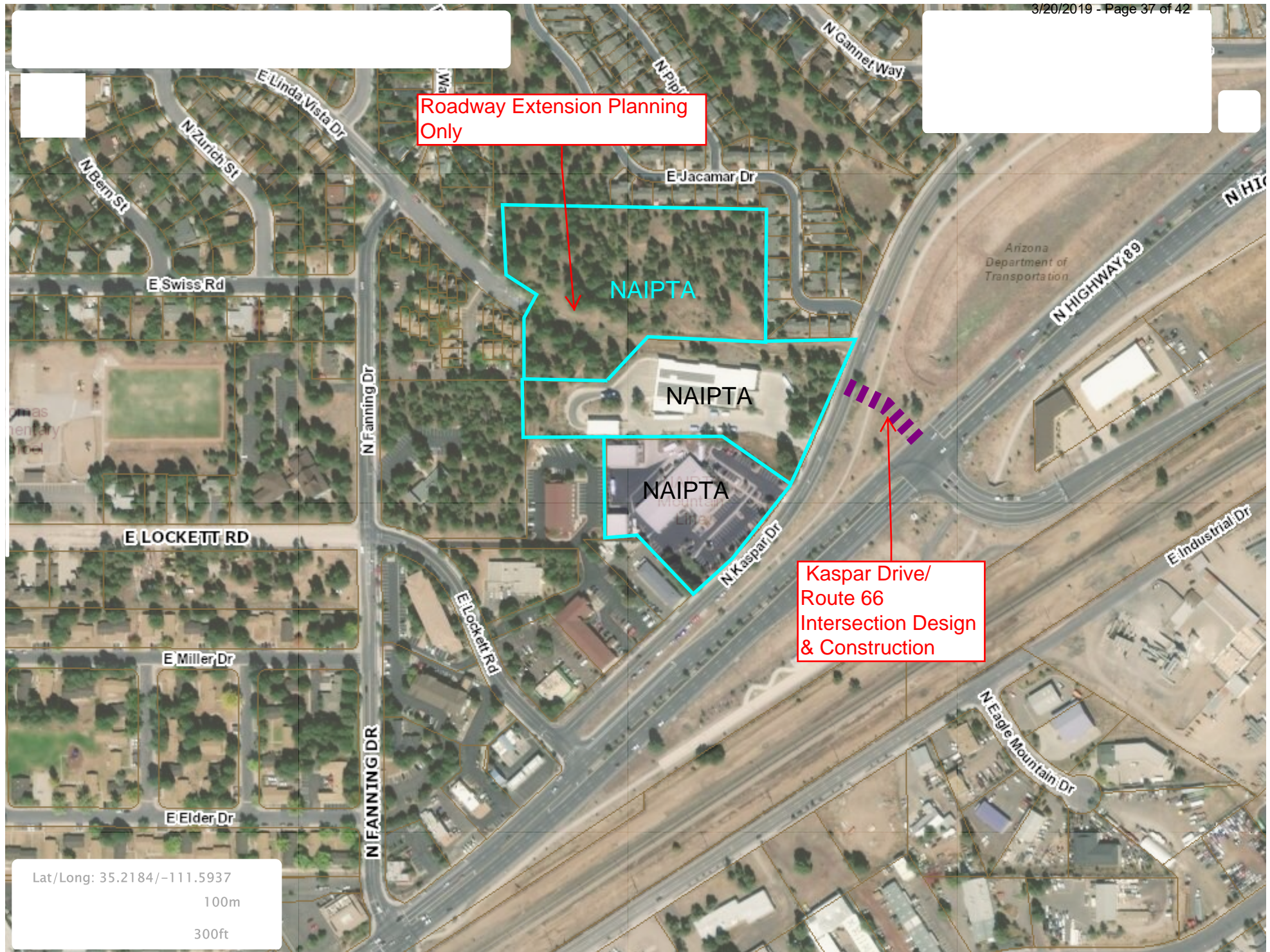
NAIPTA anticipates providing a draft IGA for NAIPTA Board review and approval followed by project procurements in spring 2019.



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## NAIPTA MEMORANDUM

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**DATE:** March 20, 2019

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

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

**SUBJECT:** Introduction to City of Winslow Transit Request

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The NAIPTA Board of Directors approved the Winslow Transit Plan on November 14, 2017 and within the past year, the City of Winslow has been analyzing their next steps with a newly hired part-time Transit Manager. Staff received a formal request of NAIPTA to provide transit service on behalf of the City of Winslow. Winslow staff, including the new City Manager met with NAIPTA staff on Thursday, March 7. Staff has begun analyzing this request and subsequent information provided at the March 7 meeting. We will bring this information to the NAIPTA TAC and Board for a Service Provision Outside NAIPTA Boundary Policy discussion. It is anticipated that staff will bring information back to the NAIPTA TAC and Board in April.



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## NAIPTA MEMORANDUM

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**DATE:** March 20, 2019

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

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

**SUBJECT:** Report on Employee Satisfaction Survey

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NAIPTA conducts an employee satisfaction survey every 6 months and has done so for the past 19+ years. The survey has proven to be an excellent tool for measuring trends, gaining feedback, and responding to changes in employee satisfaction over time. The survey is based on a policy that ensures anonymity and confidentiality. Specifically, employees do not sign their name, surveys are tabulated by a third party, and survey results are shared with the entire staff team. The NAIPTA Leadership team then reviews for trends and comments regarding opportunities to enhance the existing work environment.

Staff will make a presentation at the March TAC and Board meetings on the trends and findings for the January 2019 Employee Satisfaction Survey.



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

ITEMS:	WHO & WHAT:
Safety Briefing	
August 2019 Service Changes – Status Update	Bizzy - D/A
CDL Site IGA with Coconino County and NAU	Heather D - D/A
Winslow Regional Request for Service	Kate - D/A
Adoption of the Coordinated Plan	Estella - D/A
Approval of the Transit Guidelines	Estella - D/A
Budget Message	Erika - D/A
DCC 1 <sup>st</sup> Amendment to IGA with City	Heather D - D/A
Approve Kaspar/Route 66 Intersection IGA Amendment	Anne - D/A
Approve 3 Contracts for Kaspar Intersection: Kaspar Design, Kaspar Construction and Linda Vista Extension Plan	Kate - D/A
Award Job Order Contract (JOC)	Anne - D/A
CEO Evaluation and Contract – Possible Executive Session	Erika/Board Chair or Board Secretary
Shelter Rehab Project Update	Wade - PR
Update on McConnell/SBS Contract	Heather T - PR
Review Plan for Event: Get on Board Day – April 25 <sup>th</sup>	Jacki - PR
Update on the BRT	Anne - PR
Current Events	Erika - PR
May/June Agenda Calendar	
Strategic Workplan	

**May: Board and TAC Joint Meeting is Wednesday, 5/15**

ITEMS:	WHO & WHAT:
Safety Briefing	
Budget Presentation	Heather D. - D/A
5339 Grant Application	Kate - D/A
Review 2019 Strategic Work Plan	Erika - D/A
CEO Evaluation and Pay Adjustment – Possible Executive Session	Erika/Board Chair or Board Secretary
Mountain Express Close Out/Survey Results	Jacki - PR
Workforce Utilization Report	Heather D. - PR
AECOM Update	Kate - PR
Current Events	Erika - PR
June/July/August 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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### 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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