



## Northern Arizona Intergovernmental Public Transportation Authority

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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;



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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



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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 Lenner, Marketing Manager

Ms. Lenner 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



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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



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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. Lenners 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.



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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



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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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