



## Transit Advisory Committee Minutes for Thursday, February 7, 2019

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

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

The Transit Advisory Committee met in Regular Session on Thursday, February 7, 2019 at 10am in a WEB BASED meeting. Members of the TAC attended in person, by telephone or internet conferencing. NAIPTA staff were present in the NAIPTA Conference Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004. The public was invited to observe and participate in the meeting at the address above.

### *TAC MEMBERS PRESENT:*

Gillian Thomas, (Chair), Citizen Representative, Coconino County;  
Dave Wessel, (Vice Chair), Manager, FMPO;  
Lucinda Andreani, Deputy County Manager, Coconino County, designee, (WebEx), left at approximately 11:48am;  
Christopher Tressler, County Engineer, Coconino County, alternate;  
Jeff Bauman, City Engineer, City of Flagstaff, alternate;  
Paul Wagner, Citizen Representative, City of Flagstaff;  
Kevin Parkes, Citizen Representative, City of Flagstaff, alternate;  
Aaron Tabor, Biology Faculty, CCC;  
Dylan Graham, ASNAU President, NAU, (WebEx)

*\*Five of our eight TAC member seats must be present to constitute a quorum.*

### *TAC MEMBERS EXCUSED*

James Jayne, County Manager, Coconino County;  
Barbara Goodrich, City Manager, City of Flagstaff;  
Shane Dille, Deputy City Manager, City of Flagstaff, designee;  
Erin Stam, Director of Parking and Shuttle Services, NAU, designee;  
Martin Ince, Multi-Modal Planner, FMPO, alternate;  
T. Paul Thomas, Business Representative, Northern Arizona Leadership Alliance;  
Tim Kinney, Business Representative, Northern Arizona Leadership Alliance, alternate;

### *NAIPTA STAFF IN ATTENDANCE:*

Erika Mazza, CEO and General Manager;  
Heather Dalmolin, Administrative Director;  
Jim Wagner, Operations Director;  
Jacki Lenners, Marketing Manager;





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Wade Forrest, Facilities Manager;  
Jon Matthies, IT Manager;  
Anne Dunno, Capital Project Manager;  
Estella Hollander, Mobility Planner;  
Robert Martinez, Technical Specialist;  
Rhonda Cashman, Clerk of the Board

## GUESTS PRESENT:

Dr. Fred Solop, GlobalLocal Vision, LLC, left the meeting at approximately 11:10am.

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

Mr. Forrest noticed there were some new folks in the room and reviewed our evacuation plan. If 9-1-1 needs to be called, he will do so. Ms. Mazza would be his back up. Advisor Paul Wagner, Advisor Tabor and Mr. Matthies acknowledged they are CPR certified and willing to assist, if needed. Some defensive driving tips were shared.

4. APPROVE TAC MINUTES 1/3/2019

Advisor Paul Wagner moved to approve the minutes from January 3, 2019. Vice Chair Wessel seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Gillian Thomas	X	
Dave Wessel	X	
Jeff Bauman	X	
Paul Wagner	X	
Lucinda Andreani	X	
Aaron Tabor	X	

5. CALL TO THE PUBLIC

There were no members of the public present.

6. TAC AGENDA

### a. PROGRESS REPORTS:

- i. BUS STOP AMENITY DISTRIBUTION UPDATE

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

Ms. Dunno and Mr. Forrest shared a PowerPoint presentation with the TAC. Mr. Forrest reviewed the stop types and the maintenance and rehabilitation of shelters. Ms. Dunno pointed out on the map of Bus Stop Amenities, which compares West



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versus East, the number of stops is fairly equivalent. She also provided some history on bus stop development. Vice Chair Wessel asked if NAIPTA wanted to pursue condemnation, then Board approval would be required. Ms. Dunno confirmed, the Board would have to approve and NAIPTA would have to work with the jurisdictional agency. Vice Chair Wessel also asked how many shelters Mountain Line has and the cost of each type of stop. Ms. Dunno replied approximately 50 percent of our stops have shelters, which is really good for our size system. Our current shelter design costs approximately \$15,000 each and the logo stop costs approximately \$3,000 each. It is also about \$15,000 per concrete pad. Advisor Tabor asked about the process for determining which stops receive a shelter. Ms. Dunno responded that ridership and budget capacity are evaluated. Ms. Mazza stated ideally, every stop would have at least a logo stop, but all considerations have to be weighed. Advisor Paul Wagner asked about the trash can removal from the True North stop. Mr. Forrest said he would be glad to discuss that with him after the meeting.

ii. UPDATE TO TAC ON THE BOARD OF DIRECTORS' OUTCOME FOR THE AUTONOMOUS BUS FEASIBILITY STUDY

-James Wagner, Operations Director

Mr. Wagner reported the Board approved NAIPTA's participation in the Autonomous Bus Feasibility Study. It will help NAIPTA determine if this technology will work in Flagstaff. There are no 40-foot autonomous buses operating in the U.S. right now. Ms. Mazza added that this will be a year-long study. Chair Gillian Thomas commented that this is a unique opportunity.

7. REVIEW OF THE DRAFT BOARD BUSINESS AGENDA

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

a. **CONSENT ITEMS:**

There were no items for the consent agenda.

b. **PROGRESS REPORTS:**

i. FY2019 2<sup>ND</sup> QUARTER PERFORMANCE REPORT

-Heather Dalmolin, Administrative Director

Ms. Dalmolin reviewed a PowerPoint presentation with the TAC. She reported Mountain Line ridership has been up month over month and Mountain Lift ridership has been down. Student ridership represents the majority of the growth. Chair Gillian Thomas asked staff to find out the percentage of transit ridership on NAU campus related to car ownership for the Board presentation. Mountain Line is 91 percent on-time. The same peer agencies have been used for comparison since 2010. Ms. Dalmolin stated that NAIPTA intends to take a look and see if they need to



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change. Peer comparisons were reviewed. Mountain Lift is 99 percent on-time and 30 percent of bookings are ADA Plus. The City Taxi Program has seen a 30 percent ridership increase and it is much less costly than Mountain Lift. The County Taxi Program has had decreased ridership since 2017, as expected, due to the changes in the program. The Vanpool Program has had a 36 percent increase in demand. There are currently 5 vans operating and we have a capacity for 15 vans.

### ii. MOUNTAIN EXPRESS MARKETING/RIDERSHIP UPDATE

-Jacki Lenner, Marketing Manager

Ms. Lenner shared a PowerPoint presentation with the TAC. She noted the ridership on Mountain Express has increased this year. She attributed it to great partnerships and communication. U.S. 180 has not seen the delays that it has historically seen in the past. The main marketing piece was handed out. About 90 percent of people are getting their information from the Arizona Snowbowl website. The service is more convenient this year and it is attracting more out of town riders, as well as more locals. The Flagstaff Unified School District (FUSD) partnership for the park and ride has been incredible. We have bus signs and a Mountain Express landing page on our website.

### c. **DISCUSSION / ACTION ITEMS:**

#### i. TRANSPORTATION DECISION 2018 REPORT OUT 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. Dr. Solop reviewed a PowerPoint presentation with the TAC. Proposition 421 lost by 293 votes. Why did voters oppose? He surveyed a very specific slice of Flagstaff voters. The proposition was lower on the ballot, which resulted in a reduction of votes cast. He calculated an approximate 7.2 percent voter drop off. Voter turn out was up. More resources were needed to get through the noise. A map of voter support/opposition was shown on screen with an overlay of bus routes. The demographics were reviewed. His focus groups revealed the types of opposition were related to 1) car travel is convenient, 2) they needed more information, and 3) no taxes. He reviewed his conclusions: 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. Vice Chair Wessel asked what the opportunity is to get the vote in areas of opposition. Dr. Solop replied that precinct level support is needed, and he recommended to try to sway the "weak opposed". We are at somewhat of a disadvantage, in that NAIPTA staff can educate but cannot advocate. Chair Gillian Thomas noted the analysis is good for staff to understand. Advisor Andreani commented on historical support areas that weren't as



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supportive in this election. She asked about future strategies. This will have to be a discussion at some point in the future.

Dr. Solop let the meeting at approximately 11:10am.

ii. 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. Mazza presented this item in Ms. Morley's absence. A PowerPoint presentation was reviewed with the TAC. The 5-Year Plan was approved by the Board in December 2017. The plan incorporated a zero-based approach in case there was no new funding. The Board will be asked to open a public comment period. She reviewed the proposed changes: decrease the number of deviations to BASIS School on Route 2 to improve on-time performance, add one more lap to Route 5 in the evenings to be consistent with hours of operation for other routes, split Route 7 into two: Route 7 to the east and new Route 8 to the west, both will go into the Downtown Connection Center (DCC), add one bus for Route 14 to increase reliability and move a couple of the timepoints on Route 66 to where we have pull outs for dwell time instead of current in road stops. These changes will improve service for a little cost, which has been budgeted. The next step is outreach. Railroad Springs is key to keep our promise. Vice Chair Wessel stated this is great work and all members agreed.

iii. FINANCIAL MANAGEMENT PLAN

-Heather Dalmolin, Administrative Director

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

Ms. Dalmolin reported there is information in the document that needs to be updated. This plan was developed in 2009. A highlighted version of the document was reviewed with the TAC. She noted she will make the necessary updates and bring the plan back for further review and feedback. Changes are needed. The TAC was appreciative of this item being brought forward.

iv. AECOM GENERAL CONSULTING SERVICES CONTRACT TASK ORDER UPDATE

-Kate Morley, Development Director

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

Ms. Mazza presented this item on behalf of Ms. Morley. She reviewed a one-slide PowerPoint presentation with the TAC. Each task order status was shared. Projects are under budget so far. Some projects are behind on the timeline due to some requirements with partners. Vice Chair Wessel recommended the addition of a



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projected end date for each task order on the chart. Ms. Mazza stated this information could be added as it is known.

v. 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 stated this item is being brought to the Board to allow NAIPTA to apply for grants that are in the work plan and budget, so staff can be agile in the application process. The TAC was supportive of this effort.

vi. SECTION 5310 APPROVAL OF APPLICATION AND EXECUTION OF CONTRACT

-Estella Hollander, Associate Transit Planner

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

Ms. Hollander reviewed the funding request types with the TAC. Ms. Mazza noted the regional training piece is new and would allow NAIPTA to host trainings and open them up to partners. This is one more step in partnering with regard to our work plan. Ms. Hollander noted this is the first-time operations and capital are being offered on a two-year cycle. The TAC was supportive of applying for this grant.

Ms. Andreani left the meeting at approximately 11:48am and Mr. Tressler stepped in to cover the County seat for the remainder of the meeting.

vii. APPROVE MUTUAL CANCELLATION AGREEMENT FOR NAIPTA-COCONINO COUNTY 3<sup>RD</sup> AMENDMENT

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve a mutual cancellation agreement to cancel the NAIPTA - Coconino County Intergovernmental Agreement (IGA) 3<sup>rd</sup> Amendment.

Ms. Dalmolin noted the agreed upon Memorandum of Understanding (MOU) will contain language to replace and cancel the 3<sup>rd</sup> Amendment to the Intergovernmental Agreement (IGA). The Board will be asked to authorize the CEO and General Manager to execute the MOU, since the Board had approved the 3<sup>rd</sup> Amendment. This item will be brought to the Board, but not as written. The TAC understood and supported this effort.

viii. DOWNTOWN CONNECTION CENTER (DCC) UPDATE

-Anne Dunno, Capital Project Manager



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

Ms. Mazza prefaced this item, letting the TAC know that the Board will have the opportunity to go into executive session to discuss potential properties specifically. Ms. Dunno reviewed a PowerPoint presentation with the TAC. The DCC is a very busy location for Mountain Line with approximately 50,000 boardings per month. This location is at max capacity. The Rio de Flag project will displace the current Downtown Connection Center. Staff has been working to determine how it will be used and what it will look like. Will it be transit only, mixed use or transit with office space? The key objectives, constraints, programming and project delivery: scope, schedule and budget were reviewed. The target for certificate of occupancy is early 2022 (due to current timeline for the Rio De Flag). NAIPTA has a \$6.8 million grant for this facility. There was a recommendation to consider the urban design and historical character of downtown. A route impact analysis will be done because minutes and seconds count. There is not an obvious location. Updates will be provided as the process continues. Chair Gillian Thomas suggested getting information to visitors who could ride the bus to places in town they aren't likely to walk to.

### EXECUTIVE SESSION (BOARD ONLY)

Executive sessions are closed to the public.

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

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

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

#### d. PROGRESS REPORTS:

##### i. SUMMARY OF CURRENT EVENTS

-Erika Mazza, CEO and General Manager

Ms. Mazza reported:

- NAIPTA's Board makeup – Veronica Hipolito, Chair; Jamie Whelan, Vice Chair; Joanne Keene, Secretary; Jim McCarthy and Art Babbott. Alternates for the City – Adam Shimoni and Austin Aslan.



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- President's weekend (Saturday and Sunday) Mountain Express will run at 15-minute frequency. Plan to have an intercept sign on Humphreys.
- Get on the Bus day is April 25<sup>th</sup> – confirming Representative O'Halleran will be with us for our festivities. If you are interested in joining us, please let Rhonda know and we will get more information out shortly.
- We were asked to host the Regional Transit Authority from Pierre, SD – logistics are being worked out, but we are planning on having 8 of their staff with us all day on April 3<sup>rd</sup>. They want to see our Operations and focus on Safety.
- Letter of Intent for ecompasses with development on Butler Avenue including donation of \$41K for passes to be coordinated and dispersed to human service and homeless providers. We are partnering with Flagstaff Shelter Services (FSS) and Catholic Charities (Front Door Program) to broaden our bus pass reach. We will be bringing these items to the Board.
- Completed several recruitments to fill vacant positions.
  - Josh Stone Payroll Specialist hired January 28<sup>th</sup>.
  - Operations has hired 4 new operators for Mountain Line. Their training begins next week. We are at 38 FTEs and 7 VHEs.
  - Ms. Hollander has accepted the position of Mobility Planner, filling Ms. Morley's previous role.
  - The Transit Planner position has been filled by Elizabeth Collins with a start date of March 4<sup>th</sup>.
- The 2<sup>nd</sup> quarter employment report was completed and shows we have 5 voluntary leaves since the beginning of the year, bringing our turnover to 5.6% for FY2019 with only 2 fulltime operator resignations, as compared to FY2018 turnover total of 17% and included 12 operators.
- Received notification that we won first place for "Mountain Line Back to School Safety Campaign" Jacki will accept this award at the American Public Transportation Association (APTA) Marketing Conference next month. Now we are in the running for the Grand Award winner to be announced at APTA's Annual Meeting in October.
- Awarded procurement for a new Payroll provider and began implementation, expected Go Live date is March 24.

### ITEMS FROM COMMITTEE AND STAFF:

#### 8. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

March/April Working Agenda

Strategic Workplan

The next TAC meeting will be March 7, 2019 and will be a WebEx meeting based in Flagstaff in the NAIPTA VERA Conference room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. March agenda items will include but not be limited to Active Transportation and Flagstaff Urban Trail System (FUTS) Master Plan Presentation, Financial Audit, Downtown Connection Center (DCC) Licensing Agreement, Fare Study Report, Approve Transportation Improvement Program (TIP) Table and Grant Resolution, Budget Process, August 2019 Service Changes-Review Public Comments, Kaspar/Route 66 Intersection IGA with City, Bus Rapid Transit (BRT)



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Update, Job Order Contracting (JOC) Award, Strategic Workplan Objectives, Mountain Express Close Out Report/Survey Results and the Employee Satisfaction Survey. The March agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the TAC.

9. ADJOURNMENT -Chair Gillian Thomas adjourned the meeting at 12:07pm.

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Gillian Thomas, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

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Rhonda Cashman, Clerk of the Board



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