



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, April 17, 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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- 4. APPROVAL OF MEETING MINUTES 3/20/2019 -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.

PROGRESS REPORTS:

- 6. UPDATE ON TRANSIT GUIDELINES -page 14
-Estella Hollander, Mobility Planner
- 7. FY2019 BUS STOP SHELTER REPLACEMENT -page 15
-Wade Forrest, Facilities Manager
- 8. SUMMARY OF CURRENT EVENTS
-Erika Mazza, CEO and General Manager

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.

- 9. CONSIDER AN INTERGOVERNMENTAL (IGA) WITH NORTHERN ARIZONA UNIVERSITY (NAU) AND COCONINO COUNTY FOR SHARED USE AT FORT TUTHILL -pages 16-18
-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors: Approve an intergovernmental agreement (IGA) by and between NAIPTA, Northern Arizona University (NAU) and Coconino County for shared use of Coconino County parking area at Fort Tuthill for Commercial Drivers' License (CDL) training and testing course.

DISCUSSION / ACTION ITEMS:

- 10. REVIEW FY2020 BUDGET MESSAGE -pages 19-21
-Erika Mazza, CEO and General Manager



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

11. CONSIDER THE FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO) AND NAIPTA COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN -pages 22-24
-Estella Hollander, Mobility Planner
Staff recommends the Board of Directors adopt the FMPO & NAIPTA Coordinated Public Transit-Human Services Transportation Plan.
12. CONSIDER REQUEST FOR PROPOSAL (RFP) 2019-106 FOR JOB ORDER CONTRACTING SERVICES – HORIZONTAL CONSTRUCTION OF TRANSIT FACILITIES ASSOCIATED WITH BUS STOPS -pages 25-27
-Anne Dunno, Capital Project Manager
Staff recommends the Board of Directors: Award RFP 2019-106 to Kinney Construction Services, Inc. (KCS) and SWP Contracting & Paving as follows; 1) Approve contracts for Job Order Contracting Services: Horizontal Construction of Transit Facilities Associated with Bus Stops; and 2) Authorize NAIPTA CEO & General Manager to execute the Job Orders in an amount not to exceed \$226,000.
13. CONSIDER THE CITY OF FLAGSTAFF LICENSING AGREEMENT FOR THE DOWNTOWN CONNECTION CENTER -pages 28-35
-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors: 1) Approve the City of Flagstaff Licensing Agreement for the continued use of the transit improvements constructed in 2009 for the purpose of the Downtown Connection Center and 2) Authorize the CEO and General Manager to execute the Agreement.
14. CONSIDER PROCLAMATION FOR GET ON BOARD DAY -pages 36-38
-Jacki Lenner, Marketing Manager
Staff recommends the Board of Directors: Read and Adopt the Get on Board Day Proclamation that complements the joint proclamation scheduled to be approved by the Flagstaff City Council and was approved by the Coconino County Board of Supervisors.
15. UPDATE ON THE BUS RAPID TRANSIT (BRT) PROJECT -pages 39-42
-Bizzy Collins, Transit Planner
The Board may provide direction, but there is no recommendation from staff at this time.
16. UPDATE ON THE DOWNTOWN CONNECTION CENTER (DCC) RELOCATION -pages 43-44
-Anne Dunno, Capital Project Manager



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Staff is seeking guidance from the Board on additional information needed to make a site selection decision and next steps for agency and public engagement.

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

May/June Working Agenda	-pages 45-46
Strategic Workplan	-pages 47-48

The next meeting will be the Joint Board and TAC meeting on Wednesday, May 15, 2019 in the NAIPTA Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004. Parking will be at 3773 N. Kaspar Dr., Flagstaff, AZ 86004. Lunch will be served. The public is invited to attend. May agenda items will include but not be limited to Governance and Rules of Order Discussion, FY2020 Board Officer Elections, 2019 Strategic Work Plan Review of Key Recommendations and Roadmap, Budget Presentation, Kaspar/Route 66 Intersection IGA Amendment, Winslow Regional Service Request, DCC Programming and Next Steps, FMPO Executive Board Membership, Mountain Express Close Out/Survey Results, Update on Fare Strategies and a possible executive session for DCC Site Selection/Analysis and the CEO Review and Benchmarks. The May 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 and TAC.

The next Board meeting will be June 19, 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. June agenda items will include but not be limited to FY2020 Budget Adoption, FY2020 Calendar Review, Consider 3 Contracts for Kaspar Intersection, Award 3rd Year Contract to AECOM, FY2020 Grant Resolution, Bus Rapid Transit (BRT Update), DCC Update, Annual Contract Renewals for Fuel and General Liability Insurance, Line of Credit, Personnel Policy Updates and the Never Rider Survey Results. The June 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



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Board of Directors Minutes for Wednesday, March 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, March 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:

Jamie Whelan, (Vice Chair) City Councilor, City of Flagstaff, acting Chair of this meeting;
Joanne Keene, (Secretary), Executive Vice President and Chief of Staff, NAU;
Jim McCarthy, City Councilor, City of Flagstaff
**Three of our five Board member seats must be present to constitute a quorum.*
***The City of Flagstaff holds two seats.*

BOARD MEMBERS EXCUSED:

Art Babbott, Board of Supervisors, Coconino County;
Matt Ryan, Board of Supervisors, Coconino County, alternate;
Emily Allen, Assistant Vice President of Community Relations, NAU, alternate;
Colleen Smith, President, CCC
Steve Peru, Chief Development and Government Affairs Officer, CCC, designee;
Austin Aslan, City Councilor, City of Flagstaff, alternate;
Adam Shimoni, Vice Mayor, City of Flagstaff, alternate

NAIPTA STAFF IN ATTENDANCE:

Erika Mazza, CEO and General Manager;
Heather Dalmolin, Administrative Director;
Jim Wagner, Operations Director;
Kate Morley, Development Director;
Jon Matthies, IT Manager;
Lauree Battice, Business Manager;
Anne Dunno, Capital Project Manager;
Bizzy Collins, Transit Planner;
Estella Hollander, Mobility Planner;





Rhonda Cashman, Clerk of the Board

GUESTS PRESENT:

Martin Ince, FMPO Multimodal Planner, left meeting at approximately 10:29am

1. CALL TO ORDER -Vice Chair Whelan called the meeting to order at 10:03am.
2. ROLL CALL AND INTRODUCTIONS
3. SAFETY BRIEFING

Mr. Wagner reported it is Spring Break in Flagstaff and statewide. Please take extra care in traveling around town. Visitors are not familiar with our surroundings, one-way streets and directions. He recommended allowing additional time to get to your destination.

4. APPROVAL OF MINUTES 2/20/2019

Secretary Keene moved to approve the February 20, 2019 Board meeting minutes. Director McCarthy seconded. Director McCarthy requested an addition of the word “parking” in reference to the NAU vehicle permits noted at the end of page 2. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Joanne Keene	X	
Jim McCarthy	X	

5. CALL TO THE PUBLIC

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

CONSENT ITEMS:

There were no items for the consent agenda.

DISCUSSION / ACTION ITEMS:

6. PRESENTATION ON THE FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO) ACTIVE TRANSPORTATION MASTER PLAN

-Kate Morley, Development Director

This item is for discussion only.

Ms. Morley introduced Mr. Ince with the FMPO. She noted that all transit trips begin with bike or pedestrian modes and this is an exciting opportunity for NAIPTA to work with the FMPO on this master plan. Mr. Ince shared a PowerPoint presentation with





the Board. He estimates this plan will go back to City Council for approval in early fall. Mr. Ince was able to confirm that the Montoya Fellow shared by NAIPTA and the FMPO does work on this plan. Bike parking near bus stops was suggested by Director McCarthy. Mr. Ince let Board members know that some stops do have bike racks, but there may be consideration for bike lockers at the new Downtown Connection Center (DCC). Secretary Keene commented on the communication between NAU and Mr. Ince being stronger, and she appreciates him evaluating campus needs. Vice Chair Whelan said now is the time to get these things done. There was no further discussion.

Mr. Ince left the meeting at approximately 10:29am.

7. FY2019 SPECIAL ELECTION OF BOARD OFFICERS

-Rhonda Cashman, Clerk of the Board

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

Ms. Cashman explained Chair Hipolito has accepted a position at another community college and she will be moving at the end of the month as mentioned when the agenda packet was sent out. Vice Chair Whelan suggested waiting until all Board members were in attendance to elect Board officers again. Two members were not at the meeting. There was consensus on this matter. Secretary Keene mentioned she cannot be at the April meeting; perhaps the Joint meeting in May would work. There was no further discussion.

8. CONSIDER APPROVAL OF THE PROPOSED AUGUST 2019 SERVICE CHANGES

-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.

Ms. Morley reviewed a PowerPoint presentation with the Board. The public comment period should be closed effective tomorrow. Eighteen comments were received. She reviewed the changes in detail, along with specific comments related to each change that were received. Ms. Mazza noted NAIPTA staff are meeting with BASIS staff tomorrow, but they were provided the information in advance. If the recommended changes are approved, there is a lot of work to be done prior to implementation with updating the ride guide and marketing the changes prior to August. There was a brief discussion as to whether 18 comments were an adequate amount or not. Ms. Mazza stated it is a reasonable number of comments. It goes back to the 5-Year Plan, where a reasonable number of comments were received under that public outreach campaign a couple years ago. Some concern was expressed about the one fare riders with the split of Route 7 into two routes, but Board members understand fare strategies will be addressed in the study. Director McCarthy moved to close the public comment period effective March 21st at 5pm and approve the proposed service changes. Secretary Keene seconded. All approved, none opposed. Motion carried.





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NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Joanne Keene	X	
Jim McCarthy	X	

9. CONSIDER THE FY2018 FINANCIAL AUDIT REPORT

-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.

Ms. Battice asked all Board members to review the draft report. They had a handout in front of them. The audit submission deadline is March 31, 2019. There were no findings and no advisory comments. There was no discussion. Director McCarthy moved to approve the recommended action. Secretary Keene seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Joanne Keene	X	
Jim McCarthy	X	

10. CONSIDER THE COLLECTIVE GRANT RESOLUTION AND TRANSPORTATION IMPROVEMENT PROGRAM

-Heather Dalmolin, Administrative Director

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.

Ms. Dalmolin asked for the Transportation Improvement Program (TIP) table to be shown on screen and this was done. She explained the TIP table contains items that are "in progress." Vice Chair Whelan asked if that was the most effective way to do this and Ms. Dalmolin replied it is. It is helpful to staff to have it included. Ms. Mazza offered the DCC as an example. The award was received a couple years ago, and it will remain on the table "in progress" as the grant is spent down. She explained all grants NAIPTA would apply for should be listed on the TIP table, except possible planning grants to support the others. This allows staff to keep moving projects forward. Secretary Keene stated she was appreciative of this information. Ms. Dalmolin further explained the TIP table is a handle for the Federal Transit Administration (FTA) and it aligns with FTA requirements. Secretary Keene moved to approve the grant resolution and TIP. Director McCarthy seconded. All approved, none opposed. Motion carried.



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NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Joanne Keene	X	
Jim McCarthy	X	

11. REVIEW NAIPTA FY2020 BUDGET PROCESS

-Erika Mazza, CEO and General Manager

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

Ms. Mazza noted the biggest change will be to start strategic planning in October to align with the budget process. She reviewed the timeline in the staff report. The City budget presentation was done this month. The County process is changing. They have our request which is not changing. She also reviewed the items typically included in the budget presentation. Secretary Keene commented on flexibility being key, in reference to the process. Director McCarthy stated there may be some changes to the process, depending on the new City Manager. There has been talk about changes with City staff. There was a brief discussion about transparency and how the governance process is different for City Council versus the NAIPTA Board.

12. REVIEW THE NAIPTA FINANCIAL MANAGEMENT PLAN

-Heather Dalmolin, Administrative Director

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

Ms. Dalmolin reviewed a PowerPoint presentation with the Board and noted the plan is in need of updating. Sections 1-4 out of 10 were discussed at this meeting and she will bring back the other sections at a later date. Section 1 is related to Revenue Management. She noted the General Fund has no specific use; however, it was used to fund the General Manager recruitment. The plan does outline some prescribed things that can be done with the money in the General Fund. Section 2 is Cash and Investments. Section 3 is Reserves. Section 4 is Cost Allocation and Cost Sharing. She explained how several NAIPTA staff positions are funded from different pots of money and can work on shared projects. There were no questions.

PROGRESS REPORTS:

13. REPORT ON FARE STRATEGIES STUDY

-Heather Thornton, Purchasing Specialist

Ms. Dalmolin presented this item in Ms. Thornton's absence. The procurement was done. The study will include many factors. The contract award went to LTK Engineering and they should complete the study in approximately 4.5 months. The implementation plan will be brought to the Board for action.



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14. UPDATE ON KASPAR/ROUTE 66 INTERSECTION INTERGOVERNMENTAL AGREEMENT (IGA) AMENDMENT

-Anne Dunno, Capital Project Manager

Ms. Dunno explained NAIPTA received grant funds last fall for design and construction at the intersection of Route 66 to tie into Kaspar for the efficiency of our buses to link to the arterial road. There are some planning funds for a future extension to Linda Vista, but only for planning. Staff from NAIPTA and the City of Flagstaff are working to draft an IGA amendment with roles and responsibilities. This item will be brought to the Board for consideration in May. The plan is for the City to provide project management and NAIPTA would be a stakeholder.

15. INTRODUCTION TO CITY OF WINSLOW TRANSIT REQUEST

-Erika Mazza, CEO and General Manager

Ms. Mazza reported the City of Winslow has made a formal request for NAIPTA to run service for them or procure buses. NAIPTA staff met with Winslow staff a couple weeks ago for a discussion, but there are still many questions. Another meeting is needed with Winslow staff before this comes back for Board action. Vice Chair Whelan commented that other communities will probably be contacting NAIPTA. Ms. Mazza stated the Arizona Department of Transportation (ADOT) doesn't want new rural transit systems. They are looking for existing systems to partner; in northern Arizona that will be NAIPTA.

16. REPORT ON EMPLOYEE SATISFACTION SURVEY

-Erika Mazza, CEO and General Manager

Ms. Mazza stated this survey is done twice a year, in July and January. She shared a PowerPoint presentation with the Board. As a trend, July results are generally higher than January. This may be due to communication of potential budgeted pay for performance or market wage increases in July versus coming off the holidays in January. There was a good response rate with 84 surveys completed. The overall scores are good, but there is one area in particular that the Leadership Team is going to dig into a little deeper. There are six sections of questions and the scale is blown up to show a 3 to 5-point scale in more detail. Job Performance is very similar across the board. Feedback is lower than she would like, and this is where she has asked the Leadership Team to take a closer look. She has some suggestions. Job Satisfaction in July was after the pay and/or market increase and January was after the management change. This area will be watched. Management, she felt, goes back to communication. The Mission and Goals question will be changed. The mission is well known and referred to regularly. Goals are a different story. They vary by position and department. She noted there are comments to be addressed and planned to be done in a way of myth busting. NAIPTA email will be available for all employees by the new fiscal year. Operators have not had email access in the past. She has asked the





Leadership Team to ask their teams what communication means to them. There was a suggestion to move the survey taking times to March and October so there may be less influence from the fiscal year change and the holidays. Ms. Dalmolin noted the survey is done at department meetings with no leadership present. It is anonymous and a 3rd party is hired to enter the data.

17. SUMMARY OF CURRENT EVENTS

-Erika Mazza, CEO and General Manager

Ms. Mazza provided the following updates;

- Snowmageddon 2019 – Ms. Mazza was pleased to report we had no accidents, no injuries, and no incidents during this historic snow event! We ran weekend service on Thursday and boarded over 3,500 passengers that day. Due to the State of Emergency on Friday, we did not run service. The last time we canceled service was 7 years ago.
- Thank you to all our partners for their communication, interest, assistance, and overall support during this major snow event. She found the coordination during this event to be outstanding. Congratulations to all!
- Even with all our snow during February, we ended the month down 1% in ridership from last year and we operated 1.5 days less. Mountain Express continues to impress with over 26,000 boardings recorded for the year.
- Transit Driver Appreciation Day was held on Monday, March 18th. It is a national appreciation day and this year we had goodies at the DCC, each person in operations received a postcard that had a movie ticket attached and a thanks for all they do note from staff.
- Ms. Morley and Ms. Mazza traveled to Washington DC (March 14-19), highlights for the trip are as follows:
 - Ms. Morley and Ms. Mazza met with our delegation and discussed future infrastructure, grants, the upcoming reauthorization and infrastructure bills.
 - Ms. Mazza also presented to the Senate Banking Roundtable on the Small Transit Intensive Cities (STIC) program and its positive impact on our funding/system. This year we received an additional \$300,000 over our FY2018 apportionment due to the STIC program increasing from 1.5 percent to 2 percent. This program rewards high performing small transit systems that outperform average mid-size cities. In the reauthorization, we are recommending STIC increase to 3% which would generate an additional \$450K or a total of \$750k over what was received last year.
 - Federal Transit Administration (FTA)/Department of Transportation (DOT): Staff met with our Project lead on the Bus Rapid Transit (BRT) grant and dug into local match requirements a bit more. There is an opportunity to couple the Downtown Connection Center (DCC) at (the) location along Milton (BRT), and utilize funds that were provided by Arizona





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Department of Transportation (ADOT) as part of local match. Staff learned that we can also use public-private partnership leverage from the DCC or additional developments along the corridor to include in our match. The team will be back with more information in the coming months. Staff also met with Deputy Assistant Secretary for Congressional Affairs, Anthony Bedell. They talked strategy for Reauthorization and how the administration will work to fund smart transit systems. He was impressed with our track record and encouraged us to send in support letters for our projects not when we need an ask, but during our planning process.

- American Public Transportation Association (APTA): Ms. Morley and Ms. Mazza participated in many committee meetings including the new Connected and Autonomous Committee, Technology Advancement – they were impressed with how many demo projects that are out there from public and private industry. There is a lot we can learn participating in these committees and learning from the industry. This may change our approach to the Autonomous Bus Consortium.
- Ms. Mazza participated in the Federal Reauthorization process, as she is appointed to the APTA Legislative Steering Committee. They worked hard to re-establish bus funding at a ratio that works for bus expansion and replacement. They will be drafting our recommended legislation at our April 12th meeting.
- Staff are trying to find partners to purchase StreetLight. Ideally 6-10 (including FMPO and us, each at \$15,000) to make regional purchase. The hard deadline for finding partners is April 29. Staff is willing to present to anyone who is interested in exploring. It's been really valuable for historic data, the 180 Plan, understanding traffic on Milton and McConnell and route planning.
- Get on the Bus Day is April 25th – please let Ms. Cashman know and staff will get more information out shortly.
- Completed recruitments to fill vacant positions.
 - Ms. Collins started earlier this month as our new Transit Planner. We have already put her to work on the Service Planning and August Service Changes.

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

April/May Working Agenda

Strategic Workplan

The next Board meeting will be the meeting on Wednesday, April 17, 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. April agenda items will include but not be limited to the Commercial Driver's License (CDL) Site IGA with Coconino County and Northern Arizona University (NAU), The Coordinated Plan, The Transit Guidelines, The Budget Message, DCC Leasing Agreement with the City, Kaspar/Route 66 Intersection IGA



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Amendment with the City, Job Order Contracting Award, Shelter Rehabilitation Project Report, Plan for Get On Board Day, Bus Rapid Transit (BRT) Update and possible Executive Session for CEO Performance Review and 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.

17. ADJOURNMENT -Vice Chair Whelan adjourned the meeting at 11:50am.

Jamie Whelan, Vice Chair of the NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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NAIPTA MEMORANDUM

DATE: April 17, 2019

TO: Honorable Chair and Members of the Board

FROM: Estella Hollander, Mobility Planner

SUBJECT: Update on Transit Guidelines

On March 20, 2017, NAIPTA was awarded a Section 5305 planning grant from ADOT for First and Last Mile(s) Implementation Plan. Part of this scope of work is to complete Transit Guidelines that will provide objective and consistent criteria to evaluate transit service and related transit facilities and infrastructure for new developments and roadway projects. The goals of the Transit Guidelines include promoting coordination of transit facilities with private and/or public-sector development, developing consistent transit infrastructure and operations evaluation criteria to better integrate transit and land use, and to create an easy to use manual of design criteria. These guidelines will enable staff to better coordinate with jurisdictional agencies, and developers to integrate transit into the built environment.

NAIPTA has signed a Task Order with AECOM to help with the development of the guidelines. To date, AECOM has completed Task 1, which includes a review of other peer and aspirational cities' transit guidelines. The purpose of Task 1 is to document lessons learned as well as pros and cons of peer agencies' documents. The final deliverable of Task 1 is Working Paper #1, which includes a peer city comparison and identifies guidelines and policies that will be updated to fit the context of Flagstaff and will feed into the final Transit Guidelines document.

AECOM is currently working on Task 2, which is developing the technical components of the Transit Guidelines document. This task includes incorporating design and construction guidance, fleet characteristics, considerations for connections to adjacent land uses, including City approved plans - such as the City of Flagstaff's High Occupancy Housing Specific Plan and Regional Plan. The Transit Guidelines will also incorporate AECOM's expertise to develop warrant criteria for bus stop amenities and design. The final deliverable, Task 3 will incorporate information from Task 2 and present it in an easy to navigate and concise document and will include charts and visual representations of desired elements.

The timeline for Transit Guidelines is to have a completed document by the end of September 2019. The budget for this project is \$90,072.18. The Section 5305 grant provides funding at an 80/20 split.





NAIPTA MEMORANDUM

DATE: April 17, 2019

TO: Honorable Chair and Members of the Board

FROM: Wade Forrest, Facilities Manager

SUBJECT: FY2019 Bus Stop Shelter Replacement

NAIPTA will replace eight bus stop shelters this fiscal year with our most recent shelter design. Bus stop amenity condition assessments and priority determinations have been ongoing since identifying paint failures in FY15. In FY16, staff worked closely with our shelter manufacturer, Southwest Fabrication, LLC., and Johnson Walzer and Associates to identify a rehabilitation process, that included a more durable paint coating option. We now use a direct to metal industrial paint instead of powder coating because it performs better against the elements and allows us to treat rust on site, when first detected.

The eight shelter replacements in FY19 represent the last of the Priority 1 list, Priority 1 being those in most need of repair among the shelter amenities in our system. All of the shelters being removed were installed in FY07 or before and have exceeded their useful life. \$125,000 was requested and approved in the FY19 budget process for bus stop shelter and amenity rehabilitation and replacement which consists primarily of Section 5307 and STP apportionments along with the local match of approximately 20%.

The shelters are approximately 80% through assembly and we are looking forward to starting removals and installation of replacements at the end of April to early May. The project will be completed no later than June 30, 2019.





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DATE PREPARED: April 9, 2019

MEETING DATE: April 17, 2019

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Consider an IGA with NAU and Coconino County for shared use at Fort Tuthill

RECOMMENDATION:

Staff recommends the Board of Directors: Approve an intergovernmental agreement (IGA) by and between NAIPTA, Northern Arizona University (NAU) and Coconino County for shared use of Coconino County parking area at Fort Tuthill for Commercial Drivers' License (CDL) training and testing course.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

Guiding Principles:

- ❖ Strive for continuous improvement in all we do
- ❖ Collaborate to enhance service delivery
- ❖ View Risks as Opportunities
- ❖ Be environmental stewards

5 Year Horizon:

- ❖ Apply imagination, creativity, and innovation to improve the service we deliver.
- ❖ Build cooperative relationships regionally to expand and enhance NAIPTA's positive impact.

BACKGROUND:

As presented in a progress report on January 23, 2019, NAIPTA has been working with both NAU and Coconino County to identify the right contracting document to set roles, responsibilities, and financial commitments for the use a Coconino County facility by both NAIPTA and NAU to support respective CDL training and testing programs. The use of this site by NAIPTA has been in place since 2016 and all want to see NAU have same access and usage rights.

The original agreement was signed in September of 2016 when NAIPTA and Coconino County executed the Third Amendment to the NAIPTA-Coconino County Service Agreement. The Third Amendment was put together by County Parks and Recreation staff along with NAIPTA Operations staff to assign an unused portion of a parking lot located at Fort Tuthill for NAIPTA's use as a Commercial Driver's License (CDL) training and testing site. In exchange, NAIPTA provides transit service from the City of Flagstaff to Fort Tuthill for the annual Coconino County Fair.

This past year, NAIPTA and Northern Arizona University (NAU) began discussing ways to partner and further NAU's driver training program, including shared use of the lot at Fort Tuthill. NAIPTA proposed a three-party agreement that would include NAIPTA, NAU, and Coconino County. Under this agreement NAIPTA will continue to assign use of parking area to NAU, NAIPTA will continue to provide transit service



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to the County for the Fair, and NAU will have permission to use the lot by scheduling use through NAIPTA in exchange for County's free use of a parking lot on campus during the Fair.

When the progress report was developed and presented in January 2019, staff were looking at a Memorandum of Understanding (MOU); however, NAIPTA legal brought forward concerns with format of the agreement, identifying that a MOU was not the right tool in consideration of legal clauses necessary and fee arrangements. All parties met on February 28 to review concerns and determined that an IGA was the correct tool. NAIPTA revised the MOU to again reflect elements of an IGA and sent to all on March 5, 2019.

As of April 9, 2019, approval of agreement by all parties is still pending but we expect to have resolved in time to seek approval from Board of Directors on April 17, 2019.

TAC DISCUSSION:

The TAC supported this item without discussion or concern.

ALTERNATIVES:

- 1) **Approve the IGA between NAIPTA, Northern Arizona University (NAU) and Coconino County for the CDL Testing and Training site (recommended):** This agreement provides necessary definition of roles and responsibilities as well as captures fees and liabilities associated with our shared use of property owned by Coconino County. The CDL course is a key aspect of both NAIPTA and NAU driver training programs making this agreement important to our hiring process necessary to support operations of transit programs. The shared use of existing space also reduces environmental impact of constructing another asphalt surface specific for CDL course.
- 2) **Do not approve the proposed IGA (not recommended):** This alternative is not recommended as staff would need to spend additional time and resources to identify an alternative and if no alternative leased space is available, both NAU and NAIPTA would potentially need to expend resources to purchase land and construct necessary facility for the CDL course.

FISCAL IMPACT:

The agreement includes that NAIPTA will provide service to Coconino County Fair at a reduced rate of \$39 per hour. This fee structure is same as prior agreement and is captured in NAIPTA's FY2020 budget as well as 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) IGA Draft NAIPTA-NAU-Coconino County

-separate from packet



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DATE PREPARED: April 9, 2019
DATE: April 17, 2019
TO: Honorable Chair and Members of the Board
FROM: Erika Mazza, CEO and General Manager
SUBJECT: Review FY2020 Budget Message

RECOMMENDATION:

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

RELATED STRATEGIC WORKPLAN OBJECTIVE:

- ❖ FY2020 budget supports all aspects of the Strategic Plan and Key Objectives

BACKGROUND:

The Annual Budget Message is a key part of NAIPTA's annual budget process. The budget message as represented, lays out major themes, issues and projects for the Board and TAC to consider as part of the FY2020 budget development. We will also have a budget presentation at the Joint May 2019 meeting and will request budget adoption in June 2019.

NAIPTA adopts a budget prior to the start of the following fiscal year; whereas, a main objective is to align financial resources with organizational objectives. The FY2020 budget builds on the successes of previous years. For example, in FY2019 NAIPTA is projecting continued increases in ridership, strong support from the electorate to continue and expand service, and over \$3,800,000 of additional grant funding. Each of these successes' positions NAIPTA for more success in FY2020.

The FY2020 budget allocates resources to deliver NAIPTA's current work plan. The work plan is focused on maintaining excellent service, while preparing for a more robust transit future. For example, for FY2020 we are recommending an increase of services hours, the first time we are increasing frequency and making significant modifications since 2016. We are putting less service out than desired, as the service expansion ballot measure did not pass in 2018. NAIPTA continues to pursue partnerships and grant funding for capital and operations expansion.

Operating Budget



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Even with our service expansion, our overall operating budget will increase by approximately 4.5%. This contrasts with FY2019 budget increase of 6.4% without service increases. Much of the FY2020 requested increase is due to the delivery of the FY2019 approved pay plan. Specifically, the operating budget is projected to increase from \$8.748 million to approximately \$9.144 million. This number will be finalized as each member agency adopts their budget.

- Wage and Employee Related Expenses are increasing by a total of \$162,711. Increases are related to the following changes:
 - Employee Related Expenses increase: Health cost up by 2% and ASRS by .31%, totaling a \$69,942 increase.
 - Wage costs related to changes in total fulltime equivalent employees in FY2020 are increasing by \$124,434.
 - Continuing with the FY2019 approved pay plan: costs are included at a total cost of \$214,438.
 - Increasing cost are offset by identified wage and ERE savings related to 1) change in the CEO-GM wages, 2) elimination of the Deputy GM in favor of the Development Director, and 3) capitalization of Planning positions for a total savings of \$246,012.
- Fuel, oil, and vehicle maintenance are budgeted to increase by approximately \$56,494.
- Other changes in program costs, services and travel are an additional increase of \$28,493.
- Service Expansion of approximately 4,000 service hours are budgeted for an increase of \$148,164.

Capital Budget

The FY2020 Capital Budget provides the fleet and facilities we need to provide the service we have historically committed to and the service expansion approved by the NAIPTA Board in March 2019. NAIPTA has purchased 28 buses in the past 10 years including six 60-foot articulated buses. We also purchased 8 new paratransit vans during this time, and we maintain a small fleet of support vehicles. Storing and maintaining both revenue and nonrevenue vehicles requires adequate work space to maintain these vehicles, as well as providing workspace for the employees who bring the service to life.

Highlights of the Capital Budget include:

- Downtown Connection Center - feasibility, design of \$1,195,426;
- Capital Programs and Partnerships – planning and design of \$634,750;
- Route 66/Kaspar Intersection - initiate design/build of \$1,792,814;
- Mountain Lift Vans (2 replacement vehicles) - purchase of \$240,000;
- Mountain Line Vehicle Rehab/Refurbishment – parts and service of \$220,000;
- Passengers Shelters – maintenance and refurbishment of \$125,000;
- Planning and Feasibility Studies – planning efforts of \$118,534; and



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- Other (Autonomous Study, IT-Server, Fares, Facility Maintenance) – equipment and planning of \$173,420.
- \$4.3 million is anticipated in carryforward of FY2019 projects: (federal grant and local funding previously approved)
 - \$1.9 million for BRT environmental and engineering;
 - \$1 million for DCC acquisition, design, and engineering;
 - \$985,000 for Kaspar/Route 66 design, engineering, and construction;
 - \$123,000 for planning and outreach (US180, 1st Mile/Last Mile); and
 - \$226,000 for Passenger Shelter and Stop Improvements.

People

The FY2020 budget recognizes that team members need a good work environment, quality supervision, and reasonable pay for NAIPTA to stay competitive and continue to attract and retain the best employees. The NAIPTA Board adopted a pay plan and market adjustment in FY2019. It is the intention that we will provide the second year of the pay plan. The programs are detailed below:

- FY2020 step plan for an average wage increase of 4% for those meeting or exceeding performance goals at annual evaluation;
- FY2020 pay-for-performance plan providing up to 4% for staff not on step plan that are exceeding performance goals at annual evaluations.

TAC DISCUSSION:

The TAC was supportive of the budget message as presented.

FISCAL IMPACT:

There is no fiscal impact associated with this budget message. The budget items discussed will impact the recommended FY2020 budget to be presented at upcoming meetings.

SUBMITTED BY:

Erika Mazza
CEO and General Manager

ATTACHMENTS:

1. Strategic Workplan -pages 47-48



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DATE PREPARED: April 5, 2019

DATE: April 17, 2019

TO: Honorable Chair and Members of the Board

FROM: Estella Hollander, Mobility Planner

SUBJECT: Consider the FMPO & NAIPTA Coordinated Public Transit- Human Services Transportation Plan

RECOMMENDATION:

Staff recommends the Board of Directors adopt the FMPO & NAIPTA Coordinated Public Transit - Human Services Transportation Plan.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Collaborate to enhance service delivery
- ❖ Strive for Continuous improvement in all we do
- ❖ Be fiscally responsible and responsive to changing demographics

5 Year Horizon:

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

BACKGROUND:

Starting in 2007, all Metropolitan Planning Organizations (MPO's) and Councils of Governments (COG's) in Arizona were required to adopt and annually update a Coordinated Public Transit - Human Services Transportation Plan to satisfy the federal requirements for Section 5310 grant funds. These plans must inventory existing transportation services for elderly individuals, individuals with disabilities, and low-income individuals, identify unmet transportation needs, and provide strategies for improving coordination to meet those needs. To meet this requirement, NAIPTA and the FMPO partnered to develop the FMPO & NAIPTA Coordinated Public Transit - Human Services Transportation Plan (Coordination Plan).

The Coordinated Plan serves two purposes: 1) Serves as a framework to improve coordination among transportation service providers and human service agencies to enhance transportation services for disadvantaged populations; 2) The Coordinated Plan meets federal requirements for a "locally developed, coordinated human services transportation plan". The Coordinated Plan was developed in collaboration with Coordinated Mobility Council (CMC). NAIPTA and the FMPO co-host quarterly CMC meetings. The CMC meetings are publicly noticed and have regular participation by seniors, people with disabilities, members of human service agencies, the City of Flagstaff, and Coconino County. At each meeting, specific items of the Coordinated Plan are discussed, and feedback is incorporated into the Coordinated Plan. During the most recent meeting on February 15, 2019, the CMC recommended both NAIPTA's Board of Directors and FMPO's Executive Board adopt the Coordinated Plan.



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Coordinated Plan's Components

The Coordinated Plan includes the following information:

- Key demographics related to seniors and people with disabilities from the City of Flagstaff, FMPO/NAIPTA boundary, Arizona, and National;
- Significant origins and destinations in the Flagstaff area for seniors or people with disabilities;
- A transportation inventory including description of service, hours of operation, eligibility requirements, and type of fleet (public, private, and non-profit);
- A summary of existing coordination efforts in the region;
- An assessment of transportation needs for individuals with disabilities, older adults, and people with low incomes;
- Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery;
- Priorities for implementation based on resources and feasibility for implementing.

Identified Transportation Gaps and Strategies

Below are the five identified transportation gaps with identified strategies included. The Coordinated Plan contains additional strategies for each gap and provides additional detail. Each strategy below is not exclusively NAIPTA's responsibility, but as the public transportation provider in the region, implementation often requires some level of NAIPTA's participation.

- Information Gaps:
 - Strategies: Develop travel training tools for agency personnel to introduce Mountain Line services, continue outreach for NAIPTA wide programs, share CMC activities and outcomes to all stakeholders;
- Temporal Gaps (Times during the day when service is not provided):
 - Strategies: Increase money for operations to fund expanded hours through partnerships;
- Spatial Gaps:
 - Develop volunteer driving program, targeted expansion of fixed route or other transportation options to identified and unserved neighborhoods, encourage new partnerships with other transportation providers;
- Infrastructure Gaps:
 - Increase awareness of mobility issues due to inadequate infrastructure design and expand the use of Universal Design principles in the built environment, secure additional funding to expand infrastructure improvements;
- Human Capital Gaps:
 - Share NAIPTA and other statewide trainings with CMC and Mobility Managers group, identify and develop vehicle-sharing trip options with 5310 grantees.

In previous years, all updates were reviewed and recommended first by the CMC and then by the FMPO Technical Advisory Committee (TAC) and adopted by the FMPO Executive Board. Since NAIPTA and the FMPO have a Memorandum of Understanding which identifies joint development of medium-term transportation plans, including a partnership history towards the development of the Coordinated Plan, staff are proposing that the NAIPTA's Board of Directors adopt the Coordinated Plan as well. This action will further strengthen this Coordination Plan development partnership, enhance NAIPTA's ownership - as many policies and strategies influence NAIPTA's programs, identify projects for our Section 5310 application funding, and further solidify NAIPTA's commitment to coordinated mobility within the FMPO. The FMPO TAC, on March 7, 2019, recommended the Executive Board





adopt the FMPO & NAIPTA Coordinated Public Transit - Human Services Transportation Plan, which is scheduled for April 3, 2019.

TAC DISCUSSION:

The TAC was supportive of the work done to complete the FMPO & NAIPTA Coordinated Public Transit - Human Services Transportation Plan and is supportive of NAIPTA adopting the plan.

ALTERNATIVES:

- 1) **Adopt the FMPO & NAIPTA Coordinated Public Transit - Human Services Transportation Plan (recommended):** Staff recommends that the Board of Directors adopt the FMPO & NAIPTA Coordinated Public Transit - Human Services Transportation Plan. If adopted, it will further strengthen the partnership between FMPO and NAIPTA, enhance NAIPTA's ownership as many policies and strategies influence NAIPTA's programs, identify projects for our Section 5310 application funding, and further solidify NAIPTA's commitment to coordinated mobility within the region.
- 2) **Do not adopt the FMPO & NAIPTA Coordinated Public Transit - Human Services Transportation Plan (not recommended):** If not adopted, the Board could direct staff to modify the Coordinated Plan for future consideration.

FISCAL IMPACT:

The completion of the Coordinated Plan is done internally and supported by Mobility Management funding through the ADOT Section 5310 Program at an 80/20 split. Although the Coordinated Plan has no immediate costs associated, the implementation of the identified projects may have financial impacts to NAIPTA's current and future budgets. The details of the impacts will be explored more specifically on a case by case basis prior to implementation of a project and would be identified in future NAIPTA budgets.

SUBMITTED BY:

APPROVED BY:

Estella Hollander
Mobility Planner

Erika Mazza
CEO and General Manager

ATTACHMENTS:

- 1. FMPO & NAIPTA Coordinated Public Transit - Human Services Transportation Plan
-available upon request





DATE PREPARED: April 9, 2019

DATE: April 17, 2019

TO: Honorable Chair and Members of the Board

FROM: Anne Dunno, Capital Project Manager

SUBJECT: Consider RFP 2019-106 for Job Order Contracting Services - Horizontal Construction of Transit Facilities Associated with Bus Stops

RECOMMENDATION:

Staff recommends the Board of Directors: Award RFP 2019-106 to Kinney Construction Services, Inc. (KCS) and SWP Contracting & Paving as follows; 1) Approve contracts for Job Order Contracting Services: Horizontal Construction of Transit Facilities Associated with Bus Stops; and 2) Authorize NAIPTA CEO & General Manager to execute the Job Orders in an amount not to exceed \$226,000.

RELATED STRATEGIC WORKPLAN OBJECTIVE

- ❖ Strive for continuous improvement in all we do
- ❖ Be fiscally responsible and responsive to changing demograph

BACKGROUND:

NAIPTA often has small capital projects that require timely procurement of contractors to complete work such as bus stop pad replacements and repairs, modifications to existing or new bus stops. A typical procurement process can take months and with an already short construction season, time is often of the essence. A preferred method in managing procurement delays and being timely with our construction needs is to contract with Job Order Contractors (JOCs) who are originally chosen through a competitive procurement process and are able to quickly bid on projects as requested by NAIPTA. These JOCs will support NAIPTA with the bus shelter rehabilitation program and annual service changes. Having JOCs will enable NAIPTA to address minor bus stop facility related items on a Job Order (as-needed) basis, providing efficiency in timing project delivery.

NAIPTA staff conducted an open and competitive procurement process reflective of NAIPTA and Federal Transit Administration procurement policies with a Request for Proposals (RFP) that included evaluation of both qualifications and price (proposal pricing based on typical items) and selection based on best value to NAIPTA.

The Request for Proposal (RFP) timeline was as follows:

RFP Timeline:

Release RFP 2019-106	November 16, 2018
In Person Pre-Proposal Meeting (optional)	December 7, 2018
Deadline for Questions	December 14, 2018
Close RFP 2019-106	December 21, 2018
Contractor Selection	January 23, 2019





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Recommendation to NAIPTA Board of Directors	April 17, 2019
Notice to Proceed (contingent on BOD approval)	April 17, 2019 or after

NAIPTA received and scored two submittals from Kinney Construction Services and SWP Contracting & Paving. Submissions were evaluated by staff and scored according to firm and staff experience, project approach, price, and past performance.

Results

GENERAL CONTRACTOR	SCORE (100 maximum)	RANK
Kinney Construction Services	100	1
SWP Contracting & Paving	92.5	2

Both vendors met all requirements of the RFP and provided good value. The scoring committee is therefore recommending both firms be awarded JOC contracts. The contract duration is from the effective date thru October 1, 2021 with renewal up to two (2) additional (12) month periods.

NAIPTA will initiate Job Orders for projects by requesting proposals from both awarded contractors for a specific scope of work. Contractors will provide unit costs based on the Job Order scope of work and apply a Contractor coefficient to calculate the total value of the Job Order. Selection per Job Order will be based on best value to NAIPTA in terms of cost and schedule for that project. NAIPTA's CEO & General Manager may authorize one or more Job Orders up to total value of not to exceed annual approved budget capacity. Staff will return annually to request NAIPTA Board approval of not to exceed value, similar to General Consulting Services contract with AECOM.

TAC DISCUSSION:

The TAC was supportive of the recommendation.

ALTERNATIVES:

1) Award RFP 2019-106 to Kinney Construction Services, Inc. (KCS) and SWP Contracting & Paving; 1) Approve contracts for Job Order Contracting Services: Horizontal Construction of Transit Facilities Associated with Bus Stops, and 2) Authorize CEO & General Manager to execute the Job Orders in an amount not to exceed \$226,000. (recommended). If approved, NAIPTA can begin development of FY2019 Job Order(s) to support shelter rehabilitation and service changes that are planned for summer 2019 construction. JOC contractors will enable NAIPTA to complete small projects in a timely manner and find project scaling efficiencies.

2) Do not award RFP 2019-106 and subsequent contracts to Kinney Construction Services, Inc. (KCS) and SWP Contracting & Paving (not recommended). If not approved, NAIPTA will need to do competitive procurements for upcoming shelter rehabilitations and stop improvements which will add delays to anticipated schedules. Additionally, small projects such as ADA concrete improvements have been difficult to attract bidders to without the economies of scale found in JOC contracts and risk being not awarded. Finally, working with several vendors to understand needs related to stop closures and traffic controls can make service delivery more difficult.



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FISCAL IMPACT:

Job Orders will be limited to projects as approved annually during budget process. Project specific funding will include combination of federal, as available, and local funds. The draft FY2020 budget includes \$226,000 for new bus stops and related infrastructure. Historically NAIPTA’s annual budget for bus stop rehabilitation is approximately \$103,000 and the 10-year Financial Plan includes this as a reoccurring need. Job Orders will be issued as appropriate funds are identified from each annually approved budget. Staff will return annually for Board approval of not to exceed amount that is reflective of the approved budget for the forthcoming fiscal year.

SUBMITTED BY:

APPROVED BY:

Anne Dunno
Capital Project Manager

Erika Mazza
CEO and General Manager

ATTACHMENTS:

- 1. JOC Contracts
- 2. RFP 2019-106
- 3. Contractor responses to RFP

- separate from packet
- available upon request
- available upon request





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DATE PREPARED: April 9, 2019

MEETING DATE: April 17, 2019

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Consider the City of Flagstaff Licensing Agreement for the Downtown Connection Center

RECOMMENDATION:

Staff recommends the Board of Directors: 1) Approve the City of Flagstaff Licensing Agreement for the continued use of the transit improvements constructed in 2009 for the purpose of the Downtown Connection Center and 2) Authorize the CEO and General Manager to execute the Agreement.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

Guiding Principles:

- ❖ Strive for continuous improvement in all we do
- ❖ Collaborate to enhance service delivery
- ❖ View Risks as Opportunities

5 Year Horizon:

- ❖ Apply imagination, creativity, and innovation to improve the service we deliver.
- ❖ Build cooperative relationships regionally to expand and enhance NAIPTA's positive impact.

BACKGROUND:

In 2008, staff and the City of Flagstaff developed the 1st Amendment to our 2006 Intergovernmental Agreement (Service IGA) for purpose of designating Mountain Line would participate in the funding of capital improvements to be made at the City of Flagstaff owned property on Phoenix Avenue for the creation a City parking lot and Mountain Line transit center. NAIPTA obtained federal funds for the construction of the transit improvements and the City agreed to designate use of the constructed improvements for transit purposes as required by the Federal Transit Administration (FTA) and acknowledged the requirement to repay FTA the residual value of the investment if transit use was terminated before meeting the 30-year use requirement. These agreements were captured in the 1st Amendment to the 2006 Service IGA. The intent was for this site to be a temporary location and all parties had acknowledged use may be limited in duration and/or impacted by continuation of the Rio de Flag project that would require modification to this specific site.

In 2016, staff and the City of Flagstaff updated and executed a new Intergovernmental Agreement (Service IGA) however failed to capture the commitments made in the 1st Amendment, leaving Mountain Line at risk of authorization to continue operations at the transit center and the City at risk for having discontinued transit use of the improvements.



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Staff have met with City staff several times over the last several months to confirm 1) NAIPTA still needs the use of the transit center; and 2) the City has no intent of changing authorization granted in the 1st Amendment. As a result of those conversations, the City of Flagstaff proposed a Licensing Agreement to capture the agreements of the 1st Amendment and authorize Mountain Line's ongoing use of the transit center.

As of April 9, 2019, NAIPTA legal has approved the Licensing Agreement however City of Flagstaff approval is still pending. We expect to have all concerns resolved in time to seek approval from the Board of Directors on April 17, 2019.

TAC DISCUSSION:

The TAC supported this item without discussion or concern.

ALTERNATIVES:

- 1) **Approve the Licensing Agreement and Authorize execution of Agreement (recommended):**
This Licensing Agreement provides the necessary agreement for Mountain Line's continued use to the transit center on Phoenix Ave. The transit center serves as our Downtown Connection Center and is key to connecting passengers to jobs, schools, and services. Mountain Line has built the existing routing structure based on ongoing use of this location.
- 2) **Do not approve the proposed Agreement (not recommended):** This alternative is not recommended as there is no immediate or available alternative for Mountain Line. Loss of the connection center impacts passengers negatively and creates a potentially financial repercussion that both Mountain Line and the City have not budgeted for in the current fiscal year.

FISCAL IMPACT:

The Licensing Agreement does not create any unanticipated financial impact as the transit improvements are already constructed and Mountain Line's ongoing operating budget accounts for operation at this location, including repair and maintenance of transit improvements if needed.

SUBMITTED BY:

Heather Dalmolin
Administrative Director

APPROVED BY:

Erika Mazza
CEO and General Manager

ATTACHMENTS:

1) Licensing Agreement Draft, COF-NAIPTA

-pages 30-35



LICENSE AGREEMENT FOR NAIPTA TRANSFER CENTER

THIS LICENSE is entered into this ____ day of _____ 2019, by and between Northern Arizona Intergovernmental Public Transportation Authority (“NAIPTA” or “Licensee”), and the City of Flagstaff, a municipal corporation (“City”).

WHEREAS, the City owns real property located along West Phoenix Avenue near downtown Flagstaff (“the Property”);

WHEREAS, NAIPTA and the City jointly constructed a parking lot and transfer center on the property in 2009 using federal funds from the Federal Transit Administration (“FTA”);

WHEREAS, NAIPTA and the City agreed to use the improved area for transit purposes for 30 years and agreed to reimburse FTA for 80% of residual value if the Property is changed to non-transit use;

WHEREAS, NAIPTA operates a transfer center for public busses on the Property pursuant to an agreement with the City (the “Transfer Center”) reflected in the First Amendment to the Transit Service Intergovernmental Agreement dated June 18, 2008 (“the First Amendment”);

WHEREAS, the City and NAIPTA entered into a new Intergovernmental Agreement for Transportation dated July 1, 2016 (“New Service IGA”) that replaced prior agreements, including the First Amendment, but the New Service IGA did not specifically memorialize their agreement for use of the Property, although use of the Property is necessarily included in the operation of the transfer center for public busses on the Property;

WHEREAS, the parties desire to enter into this License Agreement for use of the Property to memorialize the agreement under the New Service IGA for use of the Property to operate the Transfer Center.

NOW, THEREFORE, the Parties agree as follows:

1. Grant of License. City hereby grants to Licensee, its officials, employees, agents, contractors and subcontractors (hereafter collectively referred to as “Licensee”) a non-exclusive license to use the Property for a Transfer Center and for parking as depicted in *Exhibit A*. The use is limited to public transportation. The Property may not be used for repairs or fueling.
2. Maintenance. City and Licensee agree to maintain the property as follows:

NAIPTA obligations:

- a. NAIPTA will maintain the bus parking and tracking area of the Property. Maintenance as used in this section and in same section under City obligations, includes litter pick-up, snow removal and graffiti removal.
- b. NAIPTA will be responsible for cost of repairs to concrete and asphalt in the bus parking and tracking area of the Property. At the City’s direction, NAIPTA will procure necessary repair services.

- c. NAIPTA will notify the City of lighting fixtures that are not working properly. NAIPTA may participate in cost of materials or labor to repair the lights as they are essential to NAIPTA operations at the Transfer Center and in the vehicle parking lot.

City obligations:

- a. City will maintain the private vehicle parking lot area of the Property. Maintenance for purposes of this section shall have the same meaning as in same section of NAIPTA's obligations. City shall also maintain all landscaping on the Property, including but not limited to watering, fertilizing, pruning, protection as appropriate from the elements, and replacement of plantings when necessary, in City's reasonable discretion.
 - b. City will grant and sign a minimum of three parking stalls in the City parking lot for NAIPTA's designated use.
 - c. City will be responsible for all lighting fixtures in the vehicle parking lot and agrees to keep the units in good working order.
 - d. City will designate additional bus parking stall at 'Home Alternatives site' for NAIPTA's use, as depicted on Exhibit A. City agrees that NAIPTA may block parking stalls in the vehicle parking lot as needed and when available if the spot at Home Alternatives is temporarily blocked or unavailable.
3. Safe Operations. Licensee is responsible for safe operations of all its vehicles and in compliance with traffic regulations. Licensee shall use the Property with care, so as not to create any inconvenience to City operations, and to residents and visitors. Any accident involving Licensee on the Property shall be immediately reported to the City Risk Manager, at (928) 213-____.
 4. Assumption of Risk. Licensee may use the City parking lot at Licensee's sole cost and risk. The licensed area is accepted by Licensee AS IS WITH ALL FAULTS basis and City hereby disclaims any and all representations and warranties with respect to the suitability and/or condition of the Property.
 5. License Term. This License is for two (2) years, and is renewable by the City Manager, unless sooner terminated.
 6. Federal Repayment. In the event that the Phoenix Avenue Property is used for non-transit purposes (as defined by the FTA) within 30 years after the completion of the Center, City shall, within 60 days of the change in use, reimburse NAIPTA 80% of the Residual (the "City Reimbursement"). The Residual Value shall be calculated as provided by federal regulations.
 7. Termination. This License may be terminated by either party upon at least one year's prior notice for convenience. The License may be terminated for cause after written notice to the other party of the violation and reasonable opportunity to cure.
 8. Encumbrances. The License is subject to all easements, reservations, and restrictions of record and all other utility services currently in place. City may install, construct, repair and maintain

improvements, including, without limitation, parking areas, roads, and drainage and utility lines over, under and across the City parking lot, and may grant easements and other rights to third parties.

9. Insurance. NAIPTA shall maintain insurance as required by the 16.1 of the NAIPTA Master IGA, as well as any other insurance required by law, including but not limited to Workers Compensation insurance.
10. Indemnification. Each party (as 'Indemnitor') agrees to indemnify, defend, and hold harmless the other party (as 'Indemnitee') from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the Indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.
11. Notices. Any notice permitted or required under this License must be given in writing and delivered personally (including by any nationally recognized overnight service):

To Licensee: NAIPTA
 3773 N Kaspar Dr.
 Flagstaff, AZ 86004
 Attn: CEO and General Manager

With a copy to: NAIPTA
 3773 N Kaspar Dr.
 Flagstaff, AZ 86004
 Attn: Administrative Director

To City: City of Flagstaff
 211 W. Aspen Avenue
 Flagstaff, AZ 86001
 Attn:

With a copy to:

Notice of any change in a Party's address will be given as stated above.

12. Entire Agreement. This License, including all Exhibits, constitutes the parties' final and complete agreement and terminates all the prior oral and written agreements regarding this subject. Each party's obligations will survive the Term's end and be fully enforceable thereafter to the full extent necessary to protect the other Party.

13. General Provisions. If any term of this Agreement is held invalid, illegal, or unenforceable by a tribunal of competent jurisdiction, this Agreement will be deemed severable and the rest of the Agreement will remain enforceable and valid.
14. No Waiver. No single or multiple failure or delay in exercising any right or remedy under this License will waive that party's subsequent right to require strict performance.
15. Assignment. This Agreement is binding on each party and their successors and assigns. This License may not be assigned or transferred without the prior written approval of the other party.
16. Governing Laws. This Agreement shall be governed by the laws of the State of Arizona.

IN WITNESS WHEREOF, the parties have executed this License.

CITY OF FLAGSTAFF

By: _____
Barb Goodrich, Interim City Manager

Attest:

Stacy Salzburg, City Clerk

Approved as to form:

City Attorney's Office

LICENSEE

By: _____

Name: _____

Title: _____

Approved as to form:

NAIPTA General Counsel

EXHIBIT A

Site Map for Transfer Center Operations and

Parking Area on 216 W. Phoenix Avenue

PHOENIX 53963-1 538597v1

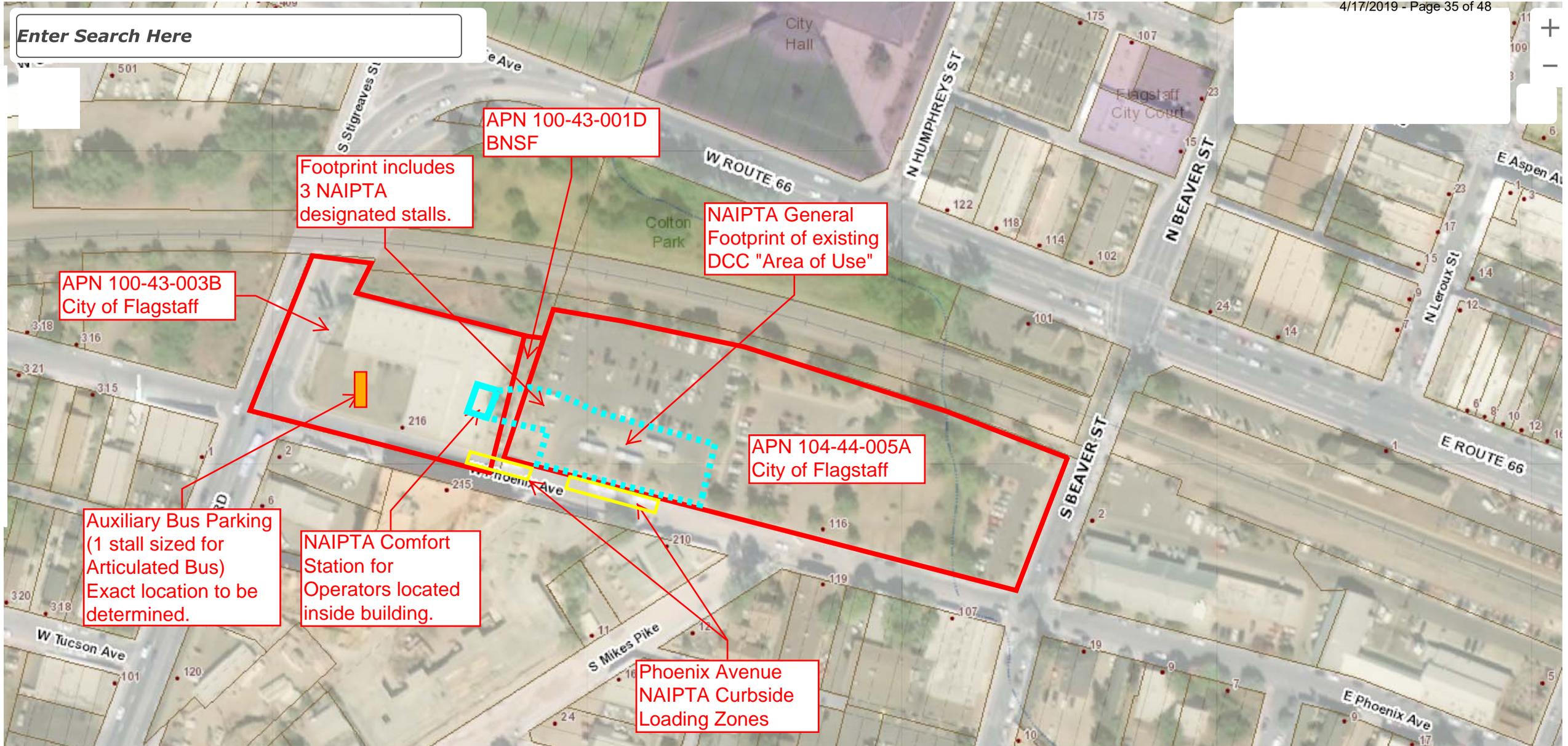


EXHIBIT A:
Downtown Connection Center (DCC)
License Agreement Map

Lat/Long: 35.1985/-111.6547

40m

200ft



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DATE PREPARED: April 8, 2019

MEETING DATE: April 17, 2019

TO: Honorable Chair and Members of the Board

FROM: Jacki Lenners, Marketing Manager

SUBJECT: Consider Proclamation for Get On Board Day

RECOMMENDATION:

Staff recommends the Board of Directors: Read and Adopt the Get on Board Day Proclamation that complements the joint proclamation scheduled to be approved by the Flagstaff City Council and was approved by the Coconino County Board of Supervisors.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

Guiding Principles:

- ❖ Strive for continuous improvement in all we do
- ❖ Show initiative, imagination, and creativity

5 Year Horizon:

- ❖ Evaluate the effectiveness of our brand, name and image in creating stronger ties with the public

BACKGROUND:

The American Public Transportation Association (APTA) announced the creation of a new national transit event – Get on Board Day. The inaugural event will take place on April 25, 2019 and will replace Dump the Pump Day. Get on Board Day is a national awareness and advocacy day that is all about generating awareness of and increasing support for public transportation among riders and non-riders, elected officials, and stakeholders. With a unified voice, the transit industry will come together to highlight the many benefits public transit provides to communities.

In Flagstaff, Mountain Line will celebrate Get on Board Day by offering a fare-free day for both Mountain Line and Mountain Lift. In addition, there will be a free coffee and reusable coffee mug giveaway at the Downtown Connection Center from 7-9 a.m., followed by a meet and greet with Mountain Line staff at Mother Road Brewery from 4-6 p.m. Mountain Line staff will also ride several routes throughout the day and give away free t-shirts. The NAIPTA Board and TAC are invited to participate in any of the above listed activities, and an invitation was extended to the Flagstaff City Council and the Coconino County Board of Supervisors.

In order to generate additional publicity and interest in Get on Board Day, the Flagstaff City Council (April 16 meeting) and the Coconino County Board of Supervisors (signed at April 2 meeting) will also consider signing a joint proclamation in support of the event.

Participating in events like Get on Board Day is an integral part of Mountain Line’s community outreach efforts to attract new ridership.



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TAC DISCUSSION:

The TAC was supportive of the Proclamation.

ALTERNATIVES:

- 1) **Adopt the Get on Board Day Proclamation (recommended):** A proclamation signed by the NAIPTA Board will complement the joint proclamation that is anticipated to be signed by the Flagstaff City Council and was signed by the Coconino County Board of Supervisors and collectively these proclamations will assist in generating publicity about the event.
- 2) **Do not adopt the Get on Board Day Proclamation (not recommended):** This alternative is not recommended as it is important that Mountain Line receive Board support for Get on Board Day.

FISCAL IMPACT:

There is no fiscal impact directly related to the proclamation. Other costs associated with Get on Board Day, such as the t-shirts and coffee mugs, are part of the Marketing budget.

SUBMITTED BY:

APPROVED BY:

Jacki Lenners
Marketing Manager

Erika Mazza
CEO and General Manager

ATTACHMENTS:

- 1) Get on Board Day Proclamation 2019-300 -page 38



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NAIPTA – Proclamation 2019-300
A PROCLAMATION ESTABLISHING
NATIONAL GET ON BOARD DAY
IN Flagstaff, AZ
ON APRIL 25, 2019

WHEREAS April 25, 2019, marks National Get on Board Day, a day to showcase the benefits and build support for public transportation, as public transit offers economic opportunity and powers community growth by driving economic development and revitalizing neighborhoods;

WHEREAS every \$1 invested in public transportation generates approximately \$4 in economic returns;

WHEREAS public transportation is a \$71 billion industry that directly employs 420,000 people and supports millions of private sector jobs;

WHEREAS 87 percent of public transit trips directly impact the economy by connecting people to jobs or retail and entertainment venues;

NOW, THEREFORE, THE NAIPTA BOARD OF DIRECTORS RESOLVES AS FOLLOWS:

SECTION 1. Declares that MOUNTAIN LINE will join with public transportation systems across the country and participate in National Get on Board Day on April 25, 2019, by showcasing the benefits and building support for public transportation;

SECTION 2. That MOUNTAIN LINE declares that public transportation is an important part of our nation's transportation system and provides citizens with travel options;

SECTION 3. That MOUNTAIN LINE declares that public transportation, helps people save money, helps the environment, and improves America's quality of life;

SECTION 4. Further orders that MOUNTAIN LINE participate in National Get on Board Day by offering free service, conducting a coffee giveaway event at the Downtown Connection Center, holding an afternoon meet and greet with staff, and having staff and Board members ride routes and give away t-shirts.

PASSED AND ADOPTED THIS ___ DAY OF _____, 2019

(NAME, TITLE)

(LIST BOARD VOTE)



DATE PREPARED: April 8, 2019
DATE: April 17, 2019
TO: Honorable Chair and Members of the Board
FROM: Bizzy Collins, Transit Planner
SUBJECT: Update on the Bus Rapid Transit (BRT) Project

RECOMMENDATION:

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

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- Show initiative, imagination and creativity
- Collaborate to enhance service delivery
- Be fiscally responsible and responsive to changing demographics

5 Year Horizon:

- Apply imagination, creativity and innovation to improve the service we deliver.

BACKGROUND:

In 2016, NAIPTA completed the Spine Study Locally Preferred Alternative (LPA) Report which identified the need for a high capacity transit corridor in Flagstaff, commonly referred to as Bus Rapid Transit or BRT. The Spine Study was the basis of an application for the Federal Transit Administration (FTA) Small Starts Project Development program to bring the BRT project to 30% design. This phase of the project is known as Project Development.

The purpose of the grant-funded project is to identify, evaluate, and select a strategy and set of transit and multimodal transportation improvements to:

- Connect key activity centers by transit,
- Reduce transit travel times,
- Improve transit operations,
- Improve transit ridership connectivity, and
- Reduce the reliance on the single automobile vehicle.

BRT improvements include a variety of tools from which a community can draw upon to achieve these goals, including but not limited to: off-board fare collection, Transit Signal Priority (TSP) and Intelligent Transportation Signals (ITS), bus only lanes, high quality bike and pedestrian connections, wayfinding and unique marketing and high levels of visibility. Tools can be applied as they make sense throughout the corridor.





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While the original Spine Study identified a 13-mile BRT route from the airport to the Flagstaff Mall, the decisions outlined in the 5-Year Transit Plan have led NAIPTA to focus the initial BRT alignment from Woodlands Village to the Flagstaff Medical Center (see attached map). NAIPTA has adjusted the scope of the Small Starts Project Development accordingly. The BRT is shown in the FMPO Transportation Improvement Program (TIP) illustrative year and the adopted Regional Transportation Plan (RTP) 20-year program of projects.

Project Development of the BRT officially began in November 2018 when NAIPTA signed a Task Order with AECOM to achieve the following deliverables (*timeline in parentheses*):

- Outreach (*January 2019 to August 2020*)
 - Stakeholder Workshops (*February 1, April 16*)
 - BRT Meetings with Impacted Groups (*underway*)
 - Board of Directors Updates and Recommendations (*on-going*)
 - Public Meetings (*early 2020*)
- Environmental (*December 2018 to June 2019*)
 - Traffic Modeling (*underway*)
 - Environmental Analysis (*September 2019*)
- Engineering (*November 2018 to November 2019*)
 - Utility Impact (*underway*)
 - Right-of-Way Evaluation (*underway*)
 - Alignment & Bus Station Design
 - Traffic Signal Improvements

Coordination with agency partners is critical to successful BRT Project Development and is ongoing in many ways. Traffic modeling has been completed with FMPO and ADOT agency input and review to ensure all projections are agreed upon. Major businesses with key activity centers along the BRT—such as the Flagstaff Medical Center (NAHealth) and Downtown Business Alliance—are key stakeholders in the Project Development and meetings have been initiated. The Milton Corridor Master Plan (CMP) is a vital coordination piece to ensure ADOT's long-range plans include NAIPTA's BRT service enhancement project. As the synchronization of the Milton CMP with BRT is an important component, delays in the progress of the Milton CMP have impacted the schedule and timeline of the BRT Project Development phase.

TAC DISCUSSION:

The TAC was supportive of the outlined process.

FISCAL IMPACT:

NAIPTA's BRT Project Development phase costs \$2.2 million and is 80% funded by a Federal Transit Administration (FTA) Grant. The project is included in the NAIPTA FY2019 and draft FY2020 budgets.

This Project Development phase of the BRT will be completed by September 2020, if not sooner. At that time, the report will be submitted to FTA for evaluation, rating, and approval for a Small Starts



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Grant Agreement. FTA rating and approval recognizes that NAIPTA's BRT project has sufficient engineering and design detail, firm and reliable cost estimates, and detailed scope and schedule for the project, thus making it eligible for a construction grant agreement. With these components in place, FTA may choose to recommend the project for funding under the Capital Investment Grant (CIG) program. Local funding details of the BRT will be explored more specifically as part of the Project Development process and would be identified in future NAIPTA budgets.

SUBMITTED BY:

APPROVED BY:

Bizzy Collins
Transit Planner

Erika Mazza
CEO and General Manager

ATTACHMENTS:

1. BRT Alignment Alternatives

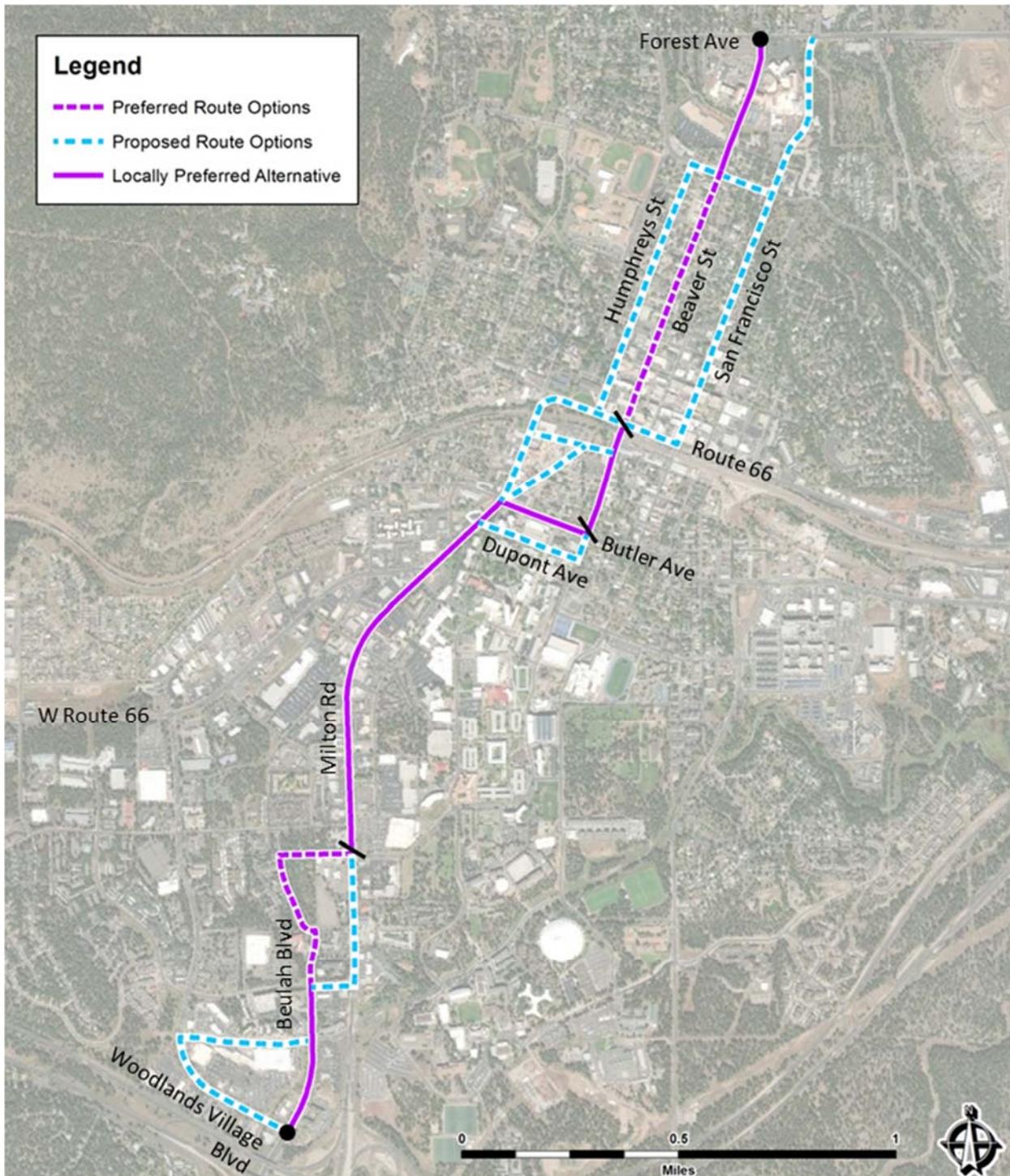
-page 42



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Attachment: BRT Alignment Alternatives





DATE PREPARED: April 9, 2019
MEETING DATE: April 17, 2019
TO: Honorable Chair and Members of the Board
FROM: Anne Dunno, Capital Project Manager
SUBJECT: Update on the Downtown Connection Center (DCC) Relocation

RECOMMENDATION:

Staff is seeking guidance from the Board on additional information needed to make a site selection decision and next steps for agency and public engagement.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

Guiding Principles:

- ❖ Strive for continuous improvements in all we do
- ❖ Be environmental stewards

Strategic Work Plan:

- ❖ 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.

BACKGROUND:

The Downtown Connection Center (DCC) is identified on NAIPTA's 2019 Strategic Work Plan as the primary capital project to expand and enhance NAIPTA's service to the community. In December, NAIPTA signed a Task Order with AECOM for site selection and initial design of a permanent DCC. Since then, a variety of steps towards completing the site selection analysis are underway.

In December 2018, NAIPTA staff completed an internal analysis of needs and opportunities to create high-level programming for the future DCC site. In February 2019, the NAIPTA Board of Directors confirmed the programming and directed staff to continue with the site alternative analysis of three downtown locations.

An initial evaluation of the three locations using a screening criteria matrix for site access (buses, pedestrians, bicycles), route network impacts, land use and zoning, community support, railroad/utility impacts, environmental, cost and partnership opportunities has been completed. The sites are also further evaluated to make a recommendation to the NAIPTA Board regarding property acquisition.

The DCC project is funded with Federal funds meaning that requirements of National Environmental Policy Act (NEPA) must be met. As a part of this process an agency and public scoping period must occur. Planning and background work to meet these requirements is underway.





Staff is seeking NAIPTA Board guidance on what other information is needed to make an acquisition decision, including, but not limited to, the potential for public input, appraisals, environmental risks, site access options or other information.

TAC DISCUSSION:

The TAC was supportive of the alternative analysis process.

FISCAL IMPACT:

In FY2018, NAIPTA received a \$6,777,938 FTA 5307/5339 grant (80% federal/20% local) awarded through ADOT for acquisition, design and construction of a new DCC. In FY2018, NAIPTA expended \$69,636 towards development of the DCC for staff time and concept renderings. The remainder of the grant, including local match is included in FY2019 and draft FY2020 budgets.

NAIPTA is working with AECOM under the General Consulting Services Contract Task Order #8, valued at \$739,371. Depending on real estate acquisition costs and strategy, additional funding may be necessary to complete construction.

SUBMITTED BY:

APPROVED BY:

Anne Dunno
Capital Project Manager

Erika Mazza
CEO and General Manager

ATTACHMENTS:

None



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

ITEMS:	WHO & WHAT:
Safety Briefing	
Governance and Rules of Order Discussion	Scott Holcomb
Election of FY2020 Board Officers	Rhonda/Vice Chair - D/A
Review 2019 Strategic Work Plan Key Recommendations and Road Map	Erika - D/A
Budget Presentation	Heather D - D/A
Kasper/Route 66 Intersection IGA Amendment	Anne - D/A
DCC Programming and Next Steps	Anne - D/A
FMPO Executive Board Membership	Erika - D/A
Winslow Regional Request for Service	Kate - D/A
CEO Performance Review and Benchmarks – Possible Executive Session	Erika/Board Chair or Board Secretary
Mountain Express Close Out/Survey Results	Jacki - PR
Current Events	Erika - PR
June/July/August Agenda Calendar	
Strategic Workplan	

June: TAC Meeting is Thursday, 6/6 Board Meeting is Wednesday, 6/19

ITEMS:	WHO & WHAT:
Safety Briefing	
FY2020 Budget Adoption	Heather D - D/A
FY2020 TAC Officers Elections (TAC Only)	Rhonda/Chair - D/A
FY2020 Meeting Calendar Review	Rhonda - D/A
Kasper Intersection – 3 Possible Contracts: Kasper Design, Kasper Construction and Linda Vista Extension Plan	Kate - D/A
Award 3 rd Year Contract to AECOM	Kate - D/A
FY2020 Grant Resolution	Heather D - D/A
Update on BRT	Bizzy - D/A
Update on DCC	Anne - D/A
Annual Contract Renewals: Fuel, etc.	Heather D - D/A

General Liability Insurance	Heather D - D/A
Line of Credit	Heather D - D/A
Personnel Policy Manual Updates	Heather D - D/A
Never Rider Survey Results	Jacki - PR
Current Events	Erika - PR
July/August Agenda Calendar	
Strategic Workplan	



2019 Strategic Work Plan

MISSION

Getting You Where You Want To Go

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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