



Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.mountainline.az.gov

Board of Directors Minutes for Wednesday, April 17, 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, April 17, 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/Acting Chair) City Councilor, City of Flagstaff;
Jim McCarthy, City Councilor, City of Flagstaff;
Emily Allen, Assistant Vice President of Community Relations, NAU, alternate;
Steve Peru, Chief Development and Government Relations Officer, CCC, designee;
Art Babbott, Board of Supervisors, Coconino County, (WebEx), joined the meeting at approximately 10:48am;
Austin Aslan, City Councilor, City of Flagstaff, alternate, (WebEx);
Adam Shimoni, Vice Mayor, City of Flagstaff, alternate, (WebEx), joined the meeting at approximately 10:04am
**Three of our five Board member seats must be present to constitute a quorum.*
***The City of Flagstaff holds two seats.*

BOARD MEMBERS EXCUSED:

Joanne Keene, (Secretary), Executive Vice President and Chief of Staff, NAU;
Matt Ryan, Board of Supervisors, Coconino County, alternate;
Colleen Smith, President, CCC

NAIPTA STAFF IN ATTENDANCE:

Erika Mazza, CEO and General Manager;
Heather Dalmolin, Administrative Director;
Kate Morley, Development Director;
Jacki Lenner, Marketing and Communications Manager;
Wade Forrest, Facilities Manager;
Jon Matthies, IT Manager;
Lauree Battice, Business Manager;



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Anne Dunno, Capital Project Manager;
Bizzy Collins, Transit Planner;
Estella Hollander, Mobility Planner;
Lisa Connor, Eligibility Specialist;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Scott Holcomb, NAIPTA Attorney, (WebEx), joined the meeting at approximately 10:03am

GUESTS PRESENT:

None.

1. CALL TO ORDER -Vice Chair Whelan called the meeting to order at 10:00am.
2. ROLL CALL AND INTRODUCTIONS
3. SAFETY BRIEFING

Mr. Forrest reported on it being the time for spring cleaning. He recommended checking fire extinguishers. It is a good idea to have one in the kitchen and in the garage. He also suggested replacing batteries in smoke detectors and carbon monoxide detectors. He stated it is generally good to do this inspection on a reoccurring schedule.

Mr. Holcomb joined the meeting via WebEx at approximately 10:03am.

4. APPROVAL OF MINUTES 3/20/2019

Director McCarthy moved to approve the March 20, 2019 Board meeting minutes. Director Allen seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Steve Peru	X	
Emily Allen	X	

5. CALL TO THE PUBLIC

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

Director Shimoni joined the meeting via WebEx at approximately 10:04am.

PROGRESS REPORTS:

6. UPDATE ON TRANSIT GUIDELINES
-Estella Hollander, Mobility Planner



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Ms. Hollander reviewed a PowerPoint presentation with the Board. She noted NAIPTA received a planning grant two years ago from the Arizona Department of Transportation (ADOT) for a first/last mile implementation plan. Transit guidelines are part of the scope of work. AECOM is working with NAIPTA staff on this project. The goal is to create an easy to use manual for developers. Guiding principles and the project progress were reviewed. City staff have been supportive and NAIPTA will ask for elements of the transit guidelines to be codified. The timeline of the project was reviewed. There was a question about development along transit. Ms. Hollander responded that yes, that is usually the case and it is helpful to have the Permanent Transit Network (PTN) in place. Ms. Mazza stated she and FTA have looked at before and after land use development patterns for Mountain Link and it is economically impressive. Our system has been one of five systems showcased to Congress. Staff was urged to remind current businesses along the routes, and at existing stops, of the positive aspects and benefits of transit.

7. FY2019 BUS STOP SHELTER REPLACEMENT

-Wade Forrest, Facilities Manager

Mr. Forrest shared a PowerPoint presentation with the Board. In FY2016, NAIPTA implemented a Bus Stop Amenity and Replacement Plan. This year we will complete our next phase priority one shelter replacements. The powder coating failed in the older shelters; and therefore, the new shelters have an industrial paint coating. The locations of the shelters being replaced this year were shown on a map. All the shelters being replaced were installed in either 2006 or 2007. There were questions about how the new shelters are holding up and how well they protect riders from the weather. Mr. Forrest stated they are holding up very well. They are a simpler design and less expensive. They protect riders from the rain and the sun. There was another question about installing real time arrival displays at every stop. Mr. Forrest explained this was tried with Mountain Link and due to our extreme temperatures, it was difficult to keep them working well. He thought NAIPTA may consider starting with displays at our connection centers and highest use stops at some point in the future.

8. SUMMARY OF CURRENT EVENTS

-Erika Mazza, CEO and General Manager

Ms. Mazza provided the following updates:

She explained staff are trying a slide deck approach for presentations for the first time. She asked Board member to provide feedback. Several staff members attended the Arizona Transit Association (AzTA) Conference early last week. NAIPTA, Coconino County, Arizona Snowbowl and Flagstaff Unified School District (FUSD) won the Partnership of the Year Award for our Highway 180 partnership. A photo was shown on screen of Supervisor Babbott, Ms. Morley, Rob Linde from Arizona Snowbowl and





Ms. Mazza holding their awards. This was one of the best state conferences with informative sessions of interest to our staff members. She attended the American Public Transportation Association (APTA) CEO Seminar in Chicago later last week. She was asked to be on a panel with CEOs from LA Metro and Dallas. They were hosting a CEO branding discussion. She attended a very good labor relations session, mostly relating to mechanics and operators. She also attended sessions on Board Relations and Legislative Reauthorization.

There was a brief discussion about Ms. Mazza's CEO Memo. Board members confirmed they are reading it and find it helpful, but don't wish to make more work for her. Ms. Mazza mentioned wanting to have stronger communication with all staff, once email for all is initiated in the coming months. The Board determined they would be fine with being included on any communications she is sharing with employees as an all in one email on an as needed basis.

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. REVIEW AN INTERGOVERNMENTAL AGREEMENT (IGA) WITH NORTHERN ARIZONA UNIVERSITY (NAU) AND COCONINO COUNTY FOR SHARED USE AT FORT TUTHILL

-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.

Ms. Dalmolin explained NAIPTA has a current agreement with Coconino County. NAU is being added. The agreement does not change the use for us. The document approval process is still pending NAU legal review. The document moved from a Memorandum of Understanding (MOU) to an IGA. She needed to modify the recommendation to delegate finalizing legal language to our NAIPTA Attorney, if any changes are requested by NAU. The agreement would still be brought to the Board Chair for signature after legal approval of any changes. This has been done in the past. Director Peru moved to approve the IGA with the modified recommendation. Director McCarthy stated any changes should be non-substantive and he seconded the motion. There was no discussion. Mr. Holcomb recommended in the future the item be pulled from the consent agenda if there is any discussion required. It is okay this





time, since there is only this item on the consent agenda. All approved, none opposed.
Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Steve Peru	X	
Emily Allen	X	

DISCUSSION / ACTION ITEMS:

10. REVIEW FY2020 BUDGET MESSAGE

-Erika Mazza, CEO and General Manager

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

Ms. Mazza reviewed a PowerPoint presentation with the Board. She provided a high-level overview of the sections of the budget: Operations, Capital and People. The budget process timeline was reviewed. With regard to operations, if NAIPTA is added to the Alliance IGA, there may be a benefit to buying bulk fuel through that partnership at a deeper discount. Revenue and expenses for operation of Mountain Express and Winslow may be added to the budget. Related to capital, there are some new and some carryover projects. Under people, in the budget, some of the expense represents wage increases per the approved Pay Plan. There is a Step Plan for operations staff, including the Operators, Coordinator, Supervisors and Trainers. All office staff falls under the Pay for Performance Plan. Staff is trying to keep the two in line. She explained, if an employee is not meeting standards and not getting a wage increase, then they will receive a plan for success. There was a question about turnover. Ms. Mazza noted staffing is doing well for now. There is focus on recruitment and retention. NAIPTA may need more operators if service is increased for Mountain Express, and potentially service added for Winslow. In general, it is expensive to train employees, so staff are making a strong effort to keep them. The Strategic Work Plan will be worked on more at the Advance in October, in time to start the next cycle of goal development and budget.

Director Babbott joined the meeting via WebEx at approximately 10:48am.

11. CONSIDER THE FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO) AND NAIPTA COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN

-Estella Hollander, Mobility Planner

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

Ms. Hollander shared a PowerPoint presentation with the Board. She noted this plan is required for 5310 funding from ADOT and it must be updated annually. The





Coordinated Mobility Council (CMC) is hosted by the FMPO and NAIPTA and includes representatives from other agencies and citizens as well. The CMC members also contributed to the plan. Gaps in service were identified in the following areas: Information, Temporal, Spatial, Infrastructure and Human Capital. Potential strategies to address these gaps were mentioned. The plan provides guidance on programs. The update this year was an overhaul of the entire plan. The FMPO Executive Board adopted the plan on April 3rd. There was a question about charging for trainings. Ms. Hollander stated that we do not charge. In fact, the state will likely be divided for the Southeastern Arizona Governments Organization (SEAGO) to do trainings for agencies in southern Arizona and NAIPTA to do the trainings in northern Arizona. Director Peru commented on the critical importance of transit to human service agencies; mutual awareness is key. Director Babbott noted the County plans to move some of its services to King Street for access to transit. Director McCarthy moved to approve the plan as presented. Director Allen seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Steve Peru	X	
Emily Allen	X	
Art Babbott	X	

12. CONSIDER REQUEST FOR PROPOSAL (RFP) 2019-106 FOR JOB ORDER CONTRACTING SERVICES – HORIZONTAL CONSTRUCTION OF TRANSIT FACILITIES ASSOCIATED WITH BUS STOPS

-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.

Ms. Dunno reviewed a PowerPoint presentation with the Board. She stated she is asking for approval of the Job Order Contracts. She provided some background on this type of contract. They are small jobs and routine repairs. There were two responses to the RFP, so staff decided to award contracts to both. Staff will get proposals on all job orders from both and then choose the best value for NAIPTA. Director Peru moved to approve the contracts as presented. Director McCarthy seconded. All approved, none opposed. Motion carried.





NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Steve Peru	X	
Emily Allen	X	
Art Babbott	X	

13. CONSIDER THE CITY OF FLAGSTAFF LICENSING AGREEMENT FOR THE DOWNTOWN CONNECTION CENTER

-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.

Ms. Dalmolin stated she needs to change the recommendation for this item. The agencies are not in agreement yet, so it has been determined this item should be tabled and moved to a future meeting. NAIPTA will continue use of the Downtown Connection Center (DCC). Staff are trying to clean up the language that was left out of the IGA. There was a question as to if there would be changes from what is being done now. Ms. Dalmolin replied that space is needed for more buses and based on current practices, it was not captured correctly in the language of the agreement. Some details of NAIPTA's needs for additional parking were shared. Director Allen made a motion to move this item to a future agenda. Director McCarthy seconded. There was no further discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Steve Peru	X	
Emily Allen	X	
Art Babbott	X	

14. CONSIDER PROCLAMAION FOR GET ON BOARD DAY

-Jacki Lenners, 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.

Ms. Lenners shared a PowerPoint presentation with the Board. She explained Get On Board Day is replacing Dump the Pump Day to celebrate public transit nationally. Mountain Line will be celebrating in Flagstaff. It will be a free fare day. At the DCC, from 7am-9am, staff will be handing out approved coffee mugs and coffee from Single Speed, one of our DCC neighbors. The Mayor will read the proclamation at approximately 8:15am. Staff from Senator Sinema and Representative O'Halleran's





offices will be in attendance. The evening event will be an open house at the Mother Road Brewery, 4-6pm. T-shirts will be given away on various routes throughout the day. She has appreciated your patience while trying to get this all scheduled. Director McCarthy moved to approve the proclamation as written. Director Peru seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Steve Peru	X	
Emily Allen	X	
Art Babbott	X	

15. UPDATE ON THE BUS RAPID TRANSIT (BRT) PROJECT

-Bizzy Collins, Transit Planner

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

Ms. Collins reviewed a PowerPoint presentation with the Board. She provided a brief history of the BRT Study. Mountain Line staff are currently in the project development phase. The goal is to reduce transit travel times. She noted the toolbox of options allows staff to see what tools work for specific segments of the BRT. She plans to identify funding sources for implementation of the BRT to set up a strong foundation. There was a question about how the West side was identified for the new DCC. Ms. Mazza replied that the last two 5-Year Plans were referenced. Jarrett Walker and Associates, our consultants, and the Federal Transit Administration agreed the Milton Corridor is most in need. The next opportunities would be Route 66 and then possibly Fourth Street. It was suggested that staff talk with other communities about lessons learned and unintended consequences. Also, get ParkFlag in on the process early, it will be more successful if parking is addressed at the beginning and end of the BRT line.

16. UPDATE ON THE DOWNTOWN CONNECTION CENTER (DCC) RELOCATON

-Anne Dunno, Capital Project Manager

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.

Ms. Mazza explained to those on the phone that this item's report does include distinct properties being considered and staff recommended doing so in Executive Session. The agenda was rearranged so there would be no additional items to follow for staff time and efficiency.





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ITEMS FROM COMMITTEE AND STAFF:

Director McCarthy shared he went to the All Aboard Arizona conference on Saturday regarding Amtrak and rail. The organization wants to do away with long distance trains and there were discussions regarding a possible train between Phoenix and Tucson.

At approximately 11:31am, Director Peru made a motion to move into Executive Session and Director Allen seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Steve Peru	X	
Emily Allen	X	
Art Babbott	X	

EXECUTIVE SESSION

Executive sessions are closed to the public.

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

1. Discussion and consultation with NAIPTA's attorney for legal advice and with NAIPTA's attorney and designated representatives of NAIPTA in order to consider its position and instruct its representatives regarding negotiations for the purchase of real property.

Following the conclusion of the Executive Session, the Board reconvened the public meeting at approximately 12:05pm.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

May/June Working Agenda

Strategic Workplan

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 Roadmap, Budget Presentation, Winslow Regional Service Request, FMPO Executive Board Membership, Bus Rapid Transit (BRT) Update, Mountain Express Close Out/Survey Results and a possible executive session for 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.



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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, Approve Kaspar/Route 66 Intersection IGA Amendment, Consider 3 Contracts for Kaspar Intersection, Award 3rd Year Contract to AECOM, FY2020 Grant Resolution, DCC Update, Annual Contract Renewals for Fuel and General Liability Insurance, Line of Credit, Personnel Policy Updates, Update on Fare Strategies 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 -Vice Chair Whelan adjourned the meeting at approximately 12:05pm.

Jamie Whelan, Vice Chair of the NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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