



Northern Arizona Intergovernmental Public Transportation Authority

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Transit Advisory Committee Minutes for Thursday, March 7, 2019

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

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

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

TAC MEMBERS PRESENT:

Gillian Thomas, (Chair), Citizen Representative, Coconino County;
James Jayne, County Manager, Coconino County;
Jeff Bauman, City Engineer, City of Flagstaff, alternate;
Erin Stam, Director of Parking and Shuttle Services, NAU, designee;
Paul Wagner, Citizen Representative, City of Flagstaff;
Kevin Parkes, Citizen Representative, City of Flagstaff, alternate;
Martin Ince, Multi-Modal Planner, FMPO, alternate;
T. Paul Thomas, Business Representative, Northern Arizona Leadership Alliance
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Dave Wessel, (Vice Chair), Manager, FMPO;
Lucinda Andreani, Deputy County Manager, Coconino County, designee;
Christopher Tressler, County Engineer, Coconino County, alternate;
Barbara Goodrich, City Manager, City of Flagstaff;
Shane Dille, Deputy City Manager, City of Flagstaff, designee;
Aaron Tabor, Biology Faculty, CCC;
Dylan Graham, ASNAU President, NAU;
Tim Kinney, Business Representative, Northern Arizona Leadership Alliance, alternate

NAIPTA STAFF IN ATTENDANCE:

Erika Mazza, CEO and General Manager;
Jim Wagner, Operations Director, left at approximately 11 am;
Kate Morley, Development Director;
Jacki Lenner, Marketing Manager;
Wade Forrest, Facilities Manager, left at approximately 10:30am;



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Jon Matthies, IT Manager;
Lauree Battice, Business Manager;
Anne Dunno, Capital Project Manager;
Bizzy Collins, Transit Planner;
Estella Hollander, Mobility Planner;
Heather Thornton, Purchasing Specialist;
Robert Martinez, Technical Specialist;
Rhonda Cashman, Clerk of the Board

GUESTS PRESENT:

None.

1. CALL TO ORDER -Chair Gillian Thomas called the meeting to order at 10:04am.

2. ROLL CALL AND INTRODUCTIONS

3. SAFETY BRIEFING

Mr. Forrest reported the warming and cooling temperatures recently are promoting falling snow and ice from roofs. He recommended being aware of these conditions when entering and exiting buildings.

4. APPROVE TAC MINUTES 1/3/2019

Advisor Stam moved to approve the minutes from February 7, 2019. Advisor Paul Wagner seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Gillian Thomas	X	
James Jayne	X	
Jeff Bauman	X	
Paul Wagner	X	
Erin Stam	X	
Martin Ince	X	
Paul Thomas	X	

5. CALL TO THE PUBLIC

There were no members of the public present.

6. REVIEW OF THE DRAFT BOARD BUSINESS AGENDA

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



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a. CONSENT ITEMS:

There were no items for the consent agenda.

b. DISCUSSION / ACTION ITEMS:

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

-Kate Morley, Development Director and Martin Ince, FMPO Multimodal Planner
This item is for information and discussion only.

Ms. Morley introduced Mr. Ince and stated she is excited to be working with him on this plan. She wanted to remind the TAC that bike and pedestrian access is very important to transit riders and every trip starts and ends with one of those modes. Mr. Ince shared a PowerPoint presentation with the TAC. The FMPO will be asking the City Council to approve this plan in the late summer. Chair Gillian Thomas asked if there have been challenges from Planning and Zoning and she suggested bike and pedestrian trails be offered through and between developments. Mr. Ince reported Boulder Point is a good example of connections between cul-de-sacs, which has been positive, but more standards are needed. Advisor Jayne asked if the Flagstaff Downtown Business Alliance has been involved due to the new Downtown Master Plan. Mr. Ince replied that Ms. Madeksza, with the Flagstaff Downtown Business Alliance (Flag DBA), will be a stakeholder for this plan. Ms. Mazza stated the Flag DBA will be a stakeholder for our Downtown Connection Center (DCC) project as well and NAIPTA plans to work in key points of the Active Transportation Master Plan. There were no further questions.

ii. 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 TAC. She noted we are in the middle of the public comment period and what public outreach efforts have been done. She reviewed the proposed changes in detail, along with a summary of the comments received so far for each proposed change. She stated a lot of pieces go into these changes before they will be rolled out. Advisor Paul Wagner asked about extending the new Route 8 out further. Ms. Morley responded we are setting up for that, but there will need to be new infrastructure built. Also, there is no good spot for a bus to turn around right now. There was a brief discussion about roundabouts and the Timber Sky development, as well as Route 8 timing. Ms. Mazza commented that NAIPTA will need to coordinate with the City and the Arizona Department of Transportation (ADOT) on Proposition 419 implementation for safe crossings, etc. Ms. Mazza has plans to meet with the Railroad Springs Homeowner's Association next week.



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iii. 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. Mazza reported on this item in Ms. Dalmolin's absence. Ms. Mazza stated the grant resolution allows the CEO and General Manager to submit grant applications and execute contacts on behalf of NAIPTA. This was a request from the Federal Transit Administration (FTA) to make NAIPTA more competitive. The resolution and Transportation Improvement Program (TIP) were shown on screen. Advisor Paul Wagner identified a needed correction in the resolution, "carryout" should be two words. That correction will be made before it goes to the Board. This is the first time the TIP has been brought to TAC and Board. It is part of the regulatory process to ensure good use of federal funds. Advisor Ince commented that many of the projects for 2023 are unfunded. Ms. Mazza replied projects can get moved up when funding is received. There was no further discussion.

iv. 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 stated the internal budget process starts in October for NAIPTA. The timeline is in the staff report. The items reviewed during the budget process are also noted in the staff report. There were no questions.

v. 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 reported there are no known findings. The deadline to file this report is March 31st. She will be asking the Board to approve the FY2018 Financial Audit Report if it is ready. If not, she will ask for permission to submit the report by the deadline and bring the report back for review next month. There were no questions.

c. **PROGRESS REPORTS:**

i. REPORT ON FARE STRATEGIES STUDY

-Heather Thornton, Purchasing Specialist



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Ms. Thornton stated a procurement process was done and the contract was awarded to LTK Engineering. The kick off will be soon. There was a lengthy discussion regarding what the study will encompass. Ms. Mazza reported the study will be comprehensive relating to fares, pass programs, implementation, etc. Per Title VI, any fare changes are required to go through the public hearing process. Updates will be brought to the TAC and Board at future meetings.

ii. UPDATE ON THE KASPAR DRIVE/ROUTE 66 INTERSECTION

-Anne Dunno, Capital Project Manager

Ms. Dunno shared some history on this project with the TAC. NAIPTA received grant funding and she is working on an intergovernmental agreement (IGA) with the City. The City will assign a project manager and NAIPTA will consult and be a stakeholder for the project. The goal is to attain a higher level of safety and efficiency in our service. The 4th leg of the intersection is in the Master Plan and it meets partner goals. Ms. Mazza commented there will be less deadhead (non-revenue) hours for operations. There were several questions about ADOT involvement, the plan for the east five acres purchased in 2017 and the potential for development of the Linda Vista extension. Ms. Dunno noted ADOT no longer has jurisdiction past Fanning Drive, which was confirmed by Advisor Bauman. The vacant land is zoned for high density residential and there are no immediate plans for its development. NAIPTA is planning for a future connection and we plan to do public outreach. The 4th leg of the intersection will be a “complete streets” design and tie into the existing traffic signal. The IGA will be brought to the TAC and Board. Linda Vista may or may not be extended but we are trying to make sure it can be done in the future. This is purely for planning purposes to identify costs. It will end up a public roadway with urban trail, bike and pedestrian access in the scope as well.

iii. UPDATE ON CITY OF WINSLOW TRANSIT REQUEST

-Erika Mazza, CEO and General Manager

Ms. Mazza explained the Winslow Transit Plan was approved in November 2017. Winslow has a new City Manager; some new Council members and they have hired a part time Transit Manager. NAIPTA and City of Winslow staff will meet this afternoon to ask and answer questions. This is a request for NAIPTA/Mountain Line to operate their system. There is a process in place to go through with the TAC and Board for regional requests. This report is to alert the TAC and Board of the exploratory partnership request. The request includes operation of bus service within the City of Winslow as well as service between Flagstaff and Winslow, which builds upon the I-40 corridor study done several years ago.

iv. REPORT ON EMPLOYEE SATISFACTION SURVEY

-Erika Mazza, CEO and General Manager

Ms. Mazza reviewed a PowerPoint presentation with the TAC. Overall the results are still good, but there are some dips that the Leadership Team is looking into. A change in timing of when the survey is offered is being considered since the January



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results are traditionally lower than the July results; perhaps March and October would be timing to consider. In the area of feedback, consistent communication is a continued issue with operators not having access to email. Email will be implemented for all employees by FY2020 and the cost has been budgeted. Some other reasons may be due to timing after the holidays, change in management, etc. The questions regarding safety and stress at tolerable levels is something to discuss further. Everyone seems familiar with the mission but may not know the goals, and every department has different goals. That question will likely be rephrased.

v. SUMMARY OF CURRENT EVENTS

-Erika Mazza, CEO and General Manager

Ms. Mazza mentioned the snow event without incident for NAIPTA and the warming bus at the DCC was well-received. Advisor Ince commented on employees pitching in at the DCC and how great the warming bus was for all. Advisor Parkes said a supervisor was there letting passengers board the buses and he was appreciative. Ms. Mazza said the Emergency Operations Center (EOC) coordination was outstanding.

Ms. Mazza reported she and Ms. Morley will travel to Washington D.C. March 14-19. She will present to the Senate Banking Committee on Small Transit Intensive Cities (STIC) funding on March 19th.

The Highway 180 survey has been mailed. The postcards have been delivered. She knows because one was received at her home. If you received one, please fill it out.

Ms. Mazza noted the Highway 180 Implementation Plan will receive a partnership award from the Arizona Transit Association (AzTA). Supervisor Babbott, being at the forefront and as a NAIPTA Board member, will be asked to join NAIPTA staff at the state conference in April to accept the award.

Ms. Mazza stated NAIPTA is looking for partners to purchase Streetlight data. Emails are going around. It made a huge difference in the amount of time it took to do the modeling for the Highway 180 plan.

Ms. Mazza said Get On Board Day is April 25th. We will be confirming Congressman O'Halleran plans to be here. Our State Senators will be invited as well, but we are not sure if they will make it. There will be free service that day. The purpose is to encourage people to try transit. TAC members will be sent an invitation.

ITEMS FROM COMMITTEE AND STAFF:

There was a question about the DCC site. Ms. Mazza reported the Board directed staff to look closer at three sites for the DCC: The existing Municipal Court site, West Phoenix Avenue/Milton Road and East Phoenix Avenue/Beaver Street. NAIPTA and City staff will be meeting in the coming week to discuss the potential sites further. We are actively moving forward.



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7. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

April/May Working Agenda

Strategic Workplan

The next TAC meeting will be April 4, 2019 and will be a WebEx meeting based in Flagstaff in the NAIPTA VERA Conference room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. April agenda items will include but not be limited to August 2019 Service Changes, CDL Site IGA with Coconino County and Northern Arizona University (NAU), Winslow Regional Request for Service, Adopt the Coordinated Plan, Approve the Transit Guidelines, the Budget Message, Downtown Connection Center 1st Amendment to the IGA with the City of Flagstaff, Kaspar/Route 66 Intersection IGA with City of Flagstaff, Kaspar Intersection Contracts for Kaspar Design, Kaspar Construction and the Linda Vista Extension Plan, Job Order Contracting (JOC) Award, CEO Evaluation and Contract, Shelter Rehab Project Update, McConnell Project Contract Update, Get on Board Day – April 25th Event Plan, Bus Rapid Transit (BRT) Update. 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 TAC.

8. ADJOURNMENT -Chair Gillian Thomas adjourned the meeting at 11:38am.

Gillian Thomas, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

Rhonda Cashman, Clerk of the Board



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