



## Transit Advisory Committee Minutes for Thursday, April 4, 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, April 4, 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;  
Shane Dille, Deputy City Manager, City of Flagstaff, designee, (WebEx);  
Paul Wagner, Citizen Representative, City of Flagstaff;  
Kevin Parkes, Citizen Representative, City of Flagstaff, alternate;  
Aaron Tabor, Faculty, CCC;  
Martin Ince, Multi-Modal Planner, FMPO, alternate;  
T. Paul Thomas, Business Representative, Northern Arizona Leadership Alliance;  
Dylan Graham, ASNAU President, NAU, (WebEx)  
*\*Five of our eight TAC member seats must be present to constitute a quorum.*

### *TAC MEMBERS EXCUSED:*

Dave Wessel, (Vice Chair), Manager, FMPO;  
James Jayne, County Manager, Coconino County;  
Lucinda Andreani, Deputy County Manager, Coconino County, designee;  
Christopher Tressler, County Engineer, Coconino County, alternate;  
Barbara Goodrich, City Manager, City of Flagstaff;  
Jeff Bauman, City Engineer, City of Flagstaff, alternate;  
Erin Stam, Director of Parking and Shuttle Services, NAU, designee;  
Judy Manor, Assistant Director of Campus Shuttle Services, NAU, alternate;  
Tim Kinney, Business Representative, Northern Arizona Leadership Alliance, alternate

### *NAIPTA STAFF IN ATTENDANCE:*

Erika Mazza, CEO and General Manager;  
Heather Dalmolin, Administrative Director;  
Jim Wagner, Operations Director;  
Kate Morley, Development Director;





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Jacki Lenners, Marketing Manager;  
 Wade Forrest, Facilities Manager;  
 Jon Matthies, IT Manager;  
 Lauree Battice, Business Manager;  
 Anne Dunno, Capital Project Manager;  
 Bizzy Collins, Transit Planner;  
 Estella Hollander, Mobility Planner;  
 Lisa Connor, Eligibility Specialist, arrival at approximately 10:06am;  
 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 10:02am.
2. ROLL CALL AND INTRODUCTIONS
3. SAFETY BRIEFING

Mr. Forrest reported spring cleaning is the topic of the month. He recommended checking your fire extinguishers, as well as changing the batteries in your smoke detectors and carbon monoxide detectors.

4. APPROVE TAC MINUTES 3/7/2019

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

NAME	YES VOTE	NO VOTE
Gillian Thomas	X	
Shane Dille	X	
Paul Wagner	X	
Martin Ince	X	
Aaron Tabor	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.

### a. PROGRESS REPORTS:



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### **i. UPDATE ON TRANSIT GUIDELINES**

-Estella Hollander, Mobility Planner

Ms. Hollander shared a PowerPoint presentation with the TAC. She is working under a task order with AECOM on this project. These are guiding principles for ways developers can look at transit. They are not standards. The first task has been completed. It was a peer and aspirational review, which allowed staff to cherry pick aspects we liked from our peers. Staff are working on the second task, which is the technical components piece, such as site planning and bus stop amenities. She reviewed the timeline. Then the what, when and how for NAIPTA needs to be documented and reviewed with the City. The final report is expected to be completed in September. It will go to the Board for adoption. It is our hope that all of our partners will reference this document.

### **ii. FY2019 BUS STOP SHELTER REPLACEMENT**

-Wade Forrest, Facilities Manager

Mr. Forrest reviewed a PowerPoint presentation with the TAC. The final priority one shelters will be replaced this year. There are a few weeks when the shelters will be absent. NAIPTA has 74 bus shelters and the ones being replaced are from 2007. A powder coat was used in the past which did not hold up to the elements well and it was more difficult to work with regarding repairs and painting. The direct to metal coating allows for staff to sand and paint areas in the field. Advisor Ince encouraged staff to add bike racks where possible during this process.

### **iii. SUMMARY OF CURRENT EVENTS**

-Erika Mazza, CEO and General Manager

- Staff held Transit Driver Appreciation Day on Monday, March 18<sup>th</sup>. 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. Mazza and Ms. Morley traveled to Washington DC (March 14-19), highlights for the trip are as follows:
  - Ms. Mazza and Ms. Morley 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 to 2%. This program rewards high performing small transit systems that outperform average mid-size cities. In the reauthorization we are recommending an increase to STIC for 3%, which would generate an additional \$450K or a total of \$750k over last year.
  - Federal Transit Administration (FTA)/Department of Transportation (DOT): Staff met with our Project lead on the BRT grant and dug into local match



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requirements a bit more. The bottom line is that if we couple the DCC at a (the) location along Milton (BRT), we can use the funds that were provided by ADOT as part of our local match. 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.

APTA – Ms. Mazza and Ms. Morley participated in many committees including the new Connected and Autonomous Committee, Technology Advancement – we 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.

- Ms. Mazza participated in the Federal Reauthorization process, as she was 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 12<sup>th</sup> meeting.
- Staff is trying to find partners to purchase StreetLight. Ideally 6-10 (including FMPO and us, each at \$15k) to make regional purchase. Our hard deadline for finding partners is April 29. We would love to present to anyone who is interested in exploring. It's been really valuable for historic data, the Highway 180 plan, understanding traffic on Milton and McConnell and route planning.
- Get On Board Day is April 25<sup>th</sup> –
  - She reported we will have senior staff from Senator Sinema and Congressman O'Halleran's office here. You have the information, please let Ms. Cashman and Ms. Lenners know how you might be able to participate.
- NAIPTA and its partners (ADOT, United States Forest Service (USFS), Coconino County, City of Flagstaff, Arizona Snowbowl and Flagstaff Unified School District (FUSD)) won the AzTA Partnership award for the Highway 180 Implementation Plan. Our staff, along with Arizona Snowbowl staff and County Supervisor Babbott will be accepting the award next Wednesday.
- Ms. Mazza congratulated Advisor Graham on her upcoming graduation from NAU.
- Advisor Ince informed NAIPTA staff and TAC members that Vice Chair Wessel has been recovering from surgery and he is doing well. He is anticipated to return to work in a few weeks.

### b. 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.

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

-Heather Dalmolin, Administrative Director



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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 outlined some of the details of the IGA. The format was changed from a Memorandum of Understanding (MOU) to an IGA to accommodate legal requirements. NAU and Coconino County are still reviewing the document. NAIPTA legal has approved the IGA. The final document is expected to be available by the Board meeting date.

### c. DISCUSSION / ACTION ITEMS:

#### i. 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 stated she addressed the major themes in the staff report for the upcoming fiscal year. Approximately \$3.9 million in grant funds was received in FY2019. The Operating Budget is expected to increase by approximately 4.5 percent. This includes service changes. The Capital Budget has some items in progress and some carryover. There was a question about how the 4 percent pay for performance increase was determined. Ms. Dalmolin responded that NAIPTA has an adopted Pay Plan with defined steps, and based on evaluation, an employee can earn a 1-4 percent increase. There were no further questions.

#### ii. 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 TAC. The purpose of this effort is to improve coordination of transportation services among agencies and enhance the mobility of seniors and individuals with disabilities and low income. This plan is required and must be updated annually to receive 5310 funding. The Plan addresses gaps: Information, Temporal, Spatial, Infrastructure and Human Capital Gaps. This was a larger update; all aspects of the plan were reviewed. Typically, the updates would be more about changes in providers, or program changes. The FMPO approved the plan yesterday. Advisor Ince commented that Ms. Hollander did a great job leading this discussion. 5310 funding is important to our area. The FMPO usually receives approximately \$300,000-\$400,000. This money helps fund NAIPTA's ADA Plus, Taxi Voucher and Mobility Management programs. Over the years, FMPO 5310 funds have helped purchase vans for local human service agencies as well. A major update is required every four years. This was a major



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update. Chair Thomas asked what more could be done if there was more funding. Ms. Hollander explained the Temporal and Spatial gaps could be addressed more thoroughly through additional service and later service hours and potentially developing a volunteer driver program, a popular solution in other parts of the country. Which agencies would provide these additional services would need to be determined.

iii. 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 to Job Orders in amount not to exceed \$226,000.

Ms. Dunno explained Job Order Contracting supports the Bus Shelter Rehab Program. Flagstaff has a short construction season, so quick turnaround is required. Staff will come forward with the ceiling of funding for contracts annually. These are small horizontal scope jobs. Legal is doing final review of the contracts now. There were no questions.

iv. 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 the first amendment to the 2006 IGA was for use of the DCC. In 2016, the IGA was redone and inclusion of the DCC was forgotten. NAIPTA is currently operating at the DCC without a formal agreement. The leasing agreement will fix this problem. It is currently under legal review. The leasing agreement will be set up to auto renew annually until such time as NAIPTA moves to a new location or the Rio de Flag project moves forward for the City. There were no questions.

v. CONSIDER PROCLAMATION 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 Coconino County Board of Supervisors in April.

Ms. Lenners noted this day was previously known as Dump the Pump Day. This event is being promoted to encourage giving transit a try or showing your support for transit within the community. This will be a free fare day. In the morning at the DCC,



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the plan is to give away reusable mugs made for the occasion and offer coffee from Single Speed, one of our downtown neighbors, 7-9am. Mountain Lift clients will also receive mugs that morning. In the evening, NAIPTA will host an open house at Mother Road Brewery, another downtown neighbor, 4-6pm. This will be a time for citizens to come ask questions about our system. Throughout the day, t-shirts will be given away on various routes. Board and TAC members are encouraged to join the festivities. Please let Ms. Lenner or Ms. Cashman know when you are available. As noted earlier, there will be congressional representation at these events. The proclamation will be brought to the Board for approval on April 17<sup>th</sup>.

vi. 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 TAC. Staff is in the project development phase now, working under a grant for 30 percent design of the BRT. Decisions were made regarding the routing based on the Spine Study done in 2017. The five goals are to enhance service, making transit and multimodal mobility in Flagstaff more compelling; connect neighborhoods and activity centers; support economic development goals; create an environment that will sustain over the long term and thrive by strengthening the downtown core and transit connections to key activity centers. The BRT is a toolbox. There are operational improvements and customer amenities that can be applied to different corridors to achieve faster movement. Staff can review and choose to do what makes sense for each corridor. The schedule for Outreach, Environmental and Engineering was reviewed. The next stakeholder workshop has been scheduled for April 16<sup>th</sup>. The project development phase should be done by September 2020. If NAIPTA receives the recommendation to proceed, the final design phase would begin in January 2021. Then, if the Federal Transit Administration (FTA) approves NAIPTA for a Small Starts grant for construction, it would likely begin in July 2022. Advisor Ince asked if Mountain Line is reliant on the transportation reauthorization process. Ms. Mazza stated she learned a lot about the leverage that can be used for local match. If the BRT is built, Routes 4 and 14 may be discontinued. With the tax increase failure last fall, it has allowed us to look at other strategies closer, as good stewards of public dollars. Getting through the final design phase is not a guarantee of construction funds. This administration has stopped all new projects. Valley Metro helped us to get in the pipeline for full grant funding; no guarantee, but we have a good foothold for now.

vii. UPDATE ON THE DOWNTOWN CONNECTION CENTER (DCC)

-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. Dunno reported NAIPTA would be looking to ask the Board for site approval in June. The site alternative is looking along Phoenix Avenue toward Milton as the best location. Staff needs to know if the Board wants to proceed. Staff will be asking for



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feedback at the April executive session. A lot of pieces are playing out at the City. There are some technical challenges for this site involving the City and the Arizona Department of Transportation (ADOT), such as access from Milton. NAIPTA's technical team is ready to work with the City's technical team. Ms. Mazza provided an explanation for the Executive Session with the Board.

### EXECUTIVE SESSION (BOARD ONLY)

Executive sessions are closed to the public.

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

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

And A.R.S. § 38-431.03(A)(1) and A.R.S. § 38-431.03(A)(4) for the following purpose:

2. CEO Performance Review and Benchmarks

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

### ITEMS FROM COMMITTEE AND STAFF:

Ms. Mazza noted Chair Hipolito has moved out of the area. Vice Chair Whelan will be covering until the next elections. Items for the May 15<sup>th</sup> joint meeting were reviewed.

7. 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, Budget Presentation, Kaspar/Route 66 Intersection IGA Amendment, Winslow Regional Request 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 TAC meeting will be June 6, 2019 and will be a WebEx meeting based in Flagstaff in the NAIPTA VERA Conference room, 3773 N. Kaspar Dr., Flagstaff, AZ



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86004 at 10am. The public is invited to attend. June agenda items will include but not be limited to FY2020 Budget Adoption, FY2020 Board and TAC Officer Elections, FY2020 Calendar Review, Consider 3 Contracts for Kaspar Intersection, Award 3<sup>rd</sup> Year Contract to AECOM, Annual Contract Renewals for Fuel and General Liability Insurance, Line of Credit, Personnel Policy Updates, Mountain Express Close Out/Survey Results 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 TAC.

8. ADJOURNMENT -Chair Thomas adjourned the meeting at 11:27am.

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Gillian Thomas, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

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Rhonda Cashman, Clerk of the Board



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