



## Transit Advisory Committee Minutes for Thursday, June 6, 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, June 6, 2019 at 10:00am in a WEB BASED meeting. Members of the TAC attended in person, by telephone or internet conferencing. NAIPTA staff were present in the NAIPTA Conference Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004. The public was invited to observe and participate in the meeting at the address above.

### *TAC MEMBERS PRESENT:*

Gillian Thomas, (Chair), Citizen Representative, Coconino County;  
Dave Wessel, (Vice Chair), Manager, FMPO, (WebEx);  
Christopher Tressler, County Engineer, Coconino County, alternate;  
Jeff Bauman, City Engineer, City of Flagstaff, alternate, joined the meeting at approximately 10:03am;  
Paul Wagner, Citizen Representative, City of Flagstaff;  
Kevin Parkes, Citizen Representative, City of Flagstaff, alternate;  
Erin Stam, Director of Parking and Shuttle Services, NAU, designee;  
Tim Kinney, Business Representative, Northern Arizona Leadership Alliance, alternate  
*\*Five of our eight TAC member seats must be present to constitute a quorum.*

### *TAC MEMBERS EXCUSED:*

James Jayne, County Manager, Coconino County;  
Lucinda Andreani, Deputy County Manager, Coconino County, designee;  
Barbara Goodrich, City Manager, City of Flagstaff;  
Shane Dille, Deputy City Manager, City of Flagstaff, designee;  
Judy Manor, Assistant Director of Campus Shuttle Services, NAU, alternate;  
Aaron Tabor, Faculty, CCC;  
Martin Ince, Multi-Modal Planner, FMPO, alternate;  
T. Paul Thomas, Business Representative, Northern Arizona Leadership Alliance

### *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 and Communications Manager;  
 Jon Matthies, IT Manager;  
 Lauree Battice, Business Manager;  
 Sam Short, Safety Manager, left meeting at approximately 10:06am;  
 Spencer Dohm, Safety Supervisor, left meeting at approximately 10:06am;  
 Estella Hollander, Mobility Planner;  
 Robert Martinez, Technical Specialist;  
 Rhonda Cashman, Executive Assistant and Clerk of the Board

### GUESTS PRESENT:

None.

1. CALL TO ORDER -Chair Gillian Thomas called the meeting to order at approximately 10:00am.

2. ROLL CALL AND INTRODUCTIONS

3. SAFETY BRIEFING

This month's topic was pool and spa safety.

4. APPROVE TAC MINUTES 4/4/2019

Advisor Stam moved to approve the minutes from April 4, 2019. Advisor Paul Wagner seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Gillian Thomas	X	
Dave Wessel	X	
Paul Wagner	X	
Christopher Tressler	X	
Jeff Bauman	X	
Tim Kinney	X	
Erin Stam	X	

5. CALL TO THE PUBLIC

There were no members of the public present.

6. TAC AGENDA

#### a. DISCUSSION / ACTION ITEMS:

i. FY2020 TAC ELECTION OF OFFICERS

-Rhonda Cashman, Executive Assistant and Clerk of the Board  
 Staff recommends the TAC elect officers for FY2020.

Ms. Cashman reported both Chair Thomas and Vice Chair Wessel have served in their positions for one year, FY2019. They are both eligible to be re-elected to their



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respective positions for one more year. Per the Rules of Procedure, Ms. Cashman noted, she serves as the Secretary of the TAC. Chair Thomas expressed interest in continuing as the Chair of the TAC for another year. Vice Chair Wessel respectfully declined another term as Vice Chair as he was the Chair immediately preceding this year. Advisor Stam stated she was willing to serve as Vice Chair, but only if no one else is willing as she has previously served as Chair and Vice Chair, each position for two years. No other members expressed any interest. Advisor Tressler moved to approve Chair Thomas to continue as Chair and Advisor Stam as Vice Chair for the FY2020 term. Advisor Bauman seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Gillian Thomas	X	
Dave Wessel	X	
Paul Wagner	X	
Christopher Tressler	X	
Jeff Bauman	X	
Tim Kinney	X	
Erin Stam	X	

## 7. REVIEW OF THE DRAFT BOARD BUSINESS AGENDA

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

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

#### i. FY2020 MEETING CALENDAR REVIEW

-Rhonda Cashman, Executive Assistant and Clerk of the Board

Staff recommends the Board of Directors review and provide direction regarding the FY2020 meeting dates.

Ms. Cashman noted this item is for review and discussion of potential date issues. She mentioned the Thursday, January 2, 2020 TAC meeting falls during the holiday week for schools and may create a problem achieving quorum if member families are on vacation. TAC members requested to bring this item back in October to make a decision about the meeting for the date in question. Ms. Cashman stated the Board may have a conflict with the March meeting due to Spring Break.

#### ii. FY2020 PROPOSED BUDGET REVIEW

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve the FY2020 Proposed Budget for a total expense budget of \$44,200,882, operating of \$9,631,755 and capital of \$34,569,127.

Ms. Dalmolin reviewed a PowerPoint presentation with the TAC. She highlighted the budget request percentage changes to programs. The net operating change is an



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increase of nine percent. Expenses include Salaries and Benefits, Administration, and Operations and Maintenance. There will be two new operator positions to help alleviate some of the overtime. A major overhaul of 3-5 vehicles is planned to lengthen the useful life. She noted the history of the pay plan, step table positions and gave an overview of the recommended pay plan for FY2020. A new wage study is planned for FY2021 due to the minimum wage increase coming; looking for sustainable solutions which are financially viable for the organization. The TAC understood the need for a wage study and recognized there is more to employee retention than just pay. Ms. Dalmolin explained management is working to offer more time off options to use accrued time for wellness and community volunteer opportunities, etc. Ms. Mazza stated the Leadership Team has worked hard for a fairly balanced solution. Employees affected are offering valuable feedback. In the end, the budget has to be sustainable. Ms. Dalmolin noted the drop in the fund balance from FY2019 to FY2020 is due to deferred capital projects. The TAC was supportive of the overall budget.

iii. CONSIDER AN ECOPASS CONTRACT AND DONATION TO NAIPTA'S DISCOUNTED PASS PROGRAM

-Erika Mazza, CEO and General Manager

Staff recommends the Board of Directors: 1) Authorize NAIPTA CEO and General Manager to enter into a contract with McGrath Real Estate Partners to establish an Ecopass program, and 2) Accept their financial donation to benefit NAIPTA's Discounted Pass Program.

Ms. Mazza reported NAIPTA was again approached by the developer, McGrath Real Estate Partners, regarding an ecopass partnership for its high-density residential complex on Butler, next to Aspen Place, and a donation to NAIPTA's Discounted Day Pass Program. City Council had voted down this development previously, but they have returned to address the Council's concerns. The ecopass agreement would be on a per bed basis. They plan to donate double the amount paid for the ecopasses to NAIPTA's Discount Day Pass Program for our most vulnerable population. She reviewed the alternatives. The NAIPTA Board of Directors will be asked to take action before City Council. There was a question about the cost of the ecopass. Ms. Mazza replied it is currently priced at \$24.50. The fare study will be looking at a residential pass as a restructure from the employer ecopass. The TAC was supportive of this development location for transit.

iv. CONSIDER FY2020 TASK ORDERS TO AECOM TECHNICAL SERVICES, INC.

-Kate Morley, Development Director

Staff recommends the Board of Directors authorize NAIPTA CEO and General Manager to redistribute prior approved FY2019 Task Order valuation carry over of \$2,136,224 and assign new FY2020 valuation of \$30,642 and related Task Orders to AECOM Technical Services, Inc.



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Ms. Morley reviewed the status of AECOM projects through a PowerPoint presentation. There is carryover into FY2020 for all task orders. She will look to the Board for approval of continuing to work with AECOM. Advisor Stam suggested making one change to the AECOM chart to support the total task order amount clearly. There was no TAC discussion.

v. CONSIDER THE CITY OF WINSLOW REGIONAL SERVICE REQUEST

-Kate Morley, Development Director

Staff recommends the Board of Directors approve the City of Winslow's Regional Service Request for the establishment and operation of a commuter bus route between Flagstaff and Winslow.

Ms. Morley reviewed a PowerPoint presentation with the TAC. She noted the Board approved the Winslow Transit Plan in December 2017. This was a partnership between NAIPTA and the City of Winslow. Winslow requested NAIPTA's help with their 5311 grant application for rural transit service and they were successful. They received funds to establish service: purchase equipment, administration and operations. They tried to collaborate with other transit agencies without success. In January 2019, Winslow approached NAIPTA about establishing the plan's commuter route as phase one. Staff has met with Winslow City staff many times since then to see what a partnership might look like. Ms. Morley walked the TAC through the NAIPTA Regional Service Policy minimum requirements. This would be a Mountain Line route. The estimated cost per hour is \$147, mainly based on the distance and type of service provided. The cost could come down with efficiencies as service is added. The plan is to start with one morning and one evening round trip. It meets NAIPTA's mission, vision and guiding principles. Staff does believe that this can be done and still keep all of our commitments to our member agencies. Starting a new route effects all departments. The Planning Division would take on the program management and get the route set up. Operations would make sure policies and procedures were followed in the operation of the route. Adjustments for staffing needs would have to be made for Operations. Marketing would be impacted, but the contract with Moore and Associates would help. Administration would also be impacted for grants, procurement, and invoicing, etc. All requirements have been accounted for in the estimated cost per hour. Facilities is probably the biggest question to address. This is where the City of Winslow would need to maintain any infrastructure. The plan would be to start operations from Flagstaff. There is the potential for reverse commuters to ride from Flagstaff to Winslow. The Winslow City Council is currently committed to transit, but they are not able to obligate future funding of this service. In an effort to show their commitment to public transit, the Winslow City Council passed a resolution acknowledging it takes years to grow a program. There is a risk involved in establishing service, if a future council chose to no longer fund the local match for 5311 grant funds. In that case, we could look for another partner to fund the local match. To the best of their ability, the current council has shown their commitment. There is benefit to our partners in transporting citizens between the two cities for shopping, medical and educational purposes, etc. If approved, the next step would be to establish a service intergovernmental





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agreement (IGA). The Board will need to consider if the route should be operated similar to Mountain Express, where Arizona Snowbowl pays for the service or if the Board wants to expand membership to include the City of Winslow in the TAC and/or Board. There were two questions, one about discontinuation of state/federal funding and one about a bus breakdown. Ms. Morley stated there is always a possibility of funding being pulled, but generally operating funds are not pulled once the route is in place and there would definitely have to be 2 buses to run this route to ensure continuation of operations. There is the possibility of a couple other stops being made along the way, for example, Twin Arrows. The TAC was supportive of this service.

vi. CONSIDER THE FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO) EXECUTIVE BOARD SEAT REQUEST

-Erika Mazza, CEO and General Manager

Staff recommends the Board of Directors review and provide direction to the Acting NAIPTA Board Chair and to the NAIPTA CEO and General Manager regarding adding NAIPTA as a member of the Flagstaff Metropolitan Planning Organization (FMPO) Executive Board.

Ms. Mazza reviewed a PowerPoint presentation with the TAC. She explained that NAIPTA has representation on the FMPO TAC and Management Committee. Anne Dunno, Capital Project Manager for NAIPTA is the Chair of the FMPO TAC. Our NAIPTA Acting Chair, Jamie Whelan, received a letter from the FMPO Chair, Art Babbott, regarding NAIPTA membership on the FMPO Executive Board. The current Federal Transit Administration FAST Act recommends partnerships with transit agencies. She noted we do a tremendous amount of collaboration with our Metropolitan Planning Organization (MPO) and Council of Governments (COG), as well as our other partners. The alternatives were reviewed. If the Board decides there is value in being a member on the Executive Board, is it a voting or non-voting member? Chair Thomas stated she supports NAIPTA membership on the FMPO Executive Board. Advisor Tressler asked if NAIPTA has always been involved. Ms. Mazza responded that we have been active participants on the TAC and Management Committee. There was no further discussion.

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 THE FIRST AMENDMENT TO THE 2016 INTERGOVERNMENTAL AGREEMENT (IGA) WITH THE CITY OF FLAGSTAFF

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors: 1) Approve entering into the First Amendment to the 2016 intergovernmental agreement (IGA) with the City of Flagstaff



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for project management service related to the NAIPTA Kaspar Intersection project and 2) Authorize execution of the Amendment by the CEO and General Manager.

ii. CONSIDER THE FY2020 COLLECTIVE GRANT RESOLUTION AND THE FY2020-FY2024 TRANSIT PROGRAM FROM THE TRANSPORTATION IMPROVEMENT PROGRAM

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors: 1) Approve the FY2020 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 FY2020-FY2024 regional Transportation Improvement Program.

iii. CONSIDER RENEWAL OF NAIPTA LIABILITY INSURANCE FOR FY2020

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve the purchase of general liability, auto liability, and excess coverage insurance from Aon Risk Services, Inc. at a cost not to exceed the budgeted funds of \$346,497.

iv. CONSIDER RENEWAL OF LINE OF CREDIT FROM WELLS FARGO FOR \$500,000

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors authorize NAIPTA CEO and General Manager to renew and activate the Wells Fargo credit line in an amount of up to \$500,000 to provide cash flow assistance if necessary, to meet cash flow commitments during fiscal year 2019-2020.

v. CONSIDER AN UPDATED PERSONNEL POLICY MANUAL

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors adopt various updates to NAIPTA policies to incorporate changes that reflect both regulatory requirements and NAIPTA's actual practices.

The TAC considered all consent items without discussion.

c. **PROGRESS REPORTS:**

i. REPORT ON FARE STRATEGIES STUDY

-Heather Dalmolin, Administrative Director

Ms. Dalmolin stated the fare study is ongoing. This is a federally funded project related to what fares we change and how we collect fares. LTK is the consultant. The first and second task orders are underway. Technical memos one and two should be done by the end of June. The plan should be complete by the end of September. If there is a need for fare changes, the second phase is public participation.



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### ii. MOUNTAIN EXPRESS CLOSE OUT / SURVEY RESULTS

-Jacki Lenner, Marketing and Communications Manager

Ms. Lenner shared a PowerPoint presentation with the TAC. The satisfaction survey is part of the Highway 180 Plan. This data will provide the opportunity to compare year over year. NAIPTA gave away a \$200 Visa gift card as an incentive. Overall, people really wanted to give their opinion. Travel times for our buses were tracked via GPS and we will receive Streetlight data to reference as well. This was a very subjective survey. The feelings shared didn't really match the data. There are still frustrations in the area to deal with. Under "Other Comments," the main concerns were related to litter and illegally parked vehicles on the side of the road. There was appreciation expressed for the coordinated efforts as well. There were Mountain Express questions and open-ended questions. There were about 375 comments shared. The Arizona Snowbowl was going to look at their statistics for the winter and compare. There was a question about the level of service this year versus in years past. This year the level of service was bumped up on the weekends. Buses were running almost continually so it was more reliable service. Advisor Parkes noted parking lots on the mountain filled on some days and that encouraged people to ride the bus and use the park and ride. Advisor Stam suggested Snowbowl offer a free ski pass to volunteers that work a day in the park and ride parking lots. The question came up as to what the plans are for next year. Ms. Morley replied that a maximum service of six buses on the weekends is planned. The weekdays are too difficult to schedule when school is in session. Articulated buses are not used for this service due to not having Insta-chains and challenging terrain. There was no further discussion.

### iii. NEVER RIDER SURVEY RESULTS

-Jacki Lenner, Marketing and Communications Manager

Ms. Lenner reviewed a PowerPoint presentation with the TAC. She noted this was a good time to do this survey due to the loss of the election. The never rider needed to not have ridden the bus in the last 30 days. The most common response is that the bus is "for other people." The personal vehicle is convenient and therefore preferred. Staff will look closely at the comments we can control. Awareness of the system is high, and people know people who ride.

### iv. SUMMARY OF CURRENT EVENTS

-Erika Mazza, CEO and General Manager

Ms. Mazza reported Mountain Line has had its first trainee graduating class of three and a photo was shown. Representative O'Halleran visited and there was a photo shown in front of an articulated bus with those Board and TAC members and staff that were present. There was a presentation at Kaspar and then they rode a bus to the Downtown Connection Center (DCC). Ms. Mazza and Ms. Dalmolin were in Washington, D.C. for the APTA Small Operations Fly-in. They "Split the Hill" with the purpose of moving reauthorization forward. Photos were shown of them on Capitol Hill. NAIPTA has been asked to participate in the Flagstaff Downtown Business



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Alliance (DBA) Master Plan with the City and County. Our new Downtown Connection Center will be within the DBA study area. Mountain Line provided transportation for the Overland Expo at Fort Tuthill a couple weeks ago. We served 3200 passengers for that special event. Mountain Line will provide transportation for the Made in the Shade beer festival this weekend; primarily on Saturday but will offer one bus for those who need to pick up their cars on Sunday. Email for all Mountain Line staff is now live. This will be another great communication tool for us. The City of Flagstaff summer street projects have begun. Communication has been outstanding. Sincere appreciation to Jeff Bauman, Dave Wessel and other City staff for helping us keep our riders informed. Section 5310 Grant Award of \$112,000 for Mobility Management to support Ms. Hollander's position and her programs, support of Ms. Morley's position, travel and training, as well as funding for our ADA Plus program which is part of Paratransit, the City/County Taxi Voucher Program and bus stops. We have embarked on a partnership with Southeastern Arizona Governments Organization (SEAGO) for training. Some upcoming grants are: the Mobility Sandbox Grant for on-demand transportation that Ms. Hollander is working on, the Bus and Bus Facilities Grant, the Arizona Department of Transportation (ADOT) Capital Grant, an NAU partnership opportunity for which our congressional delegation will sign letters of support, and Steve Peru at CCC will be applying for the Arizona Community Foundation Grant to fund student bus passes for those most in need. There will be a Bus Rapid Transit (BRT) Stakeholder workshop held at NAIPTA on June 18<sup>th</sup>. The FTA Project Manager from Washington, D.C. will visit NAIPTA in early August to take a look at the plans for the BRT and DCC.

### ITEMS FROM COMMITTEE AND STAFF:

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

There is no TAC meeting in July. All Board and TAC meetings will be held in the Training Room in the new fiscal year.

August/September Working Agenda  
Strategic Workplan

The next TAC meeting will be August 1, 2019 and will be a WebEx meeting based in Flagstaff in the NAIPTA Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004 at 10:00am. The public is invited to attend. August agenda items will include but not be limited to the Financial Management Plan #5-#10, Procurement Resolution, Downtown Connection Center (DCC) Intergovernmental Agreement (IGA), Fare Strategies Discussion, Marketing Plan, Strategic Work Plan and the Annual Safety Report. The August agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the TAC.

#### 9. ADJOURNMENT -Chair Thomas adjourned the meeting at 11:43am.



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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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