



## Northern Arizona Intergovernmental Public Transportation Authority

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### Board of Directors Minutes for Wednesday, June 19, 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, June 19, 2019 at 10:00 am in the NAIPTA Training Room, 3825 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, arrival at approximately 10:14am;  
Steve Peru, Chief Development and Government Relations Officer, CCC, designee;  
Art Babbott, Board of Supervisors, Coconino County, left at approximately 11:44am;  
Austin Aslan, City Councilor, City of Flagstaff, alternate, (WebEx), joined at approximately 10:15am;

*\*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;  
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;  
Jacki Lenner, Marketing and Communications Manager;  
Jon Matthies, IT Manager;  
Lauree Battice, Business Manager;



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Anne Dunno, Capital Project Manager, arrival at approximately 10:27am;  
Sam Short, Safety Manager, left at approximately 10:29am;  
Estella Hollander, Mobility Planner, left at approximately 11:13am;  
Rhonda Cashman, Executive Assistant and Clerk of the Board

### *GUESTS PRESENT:*

Mark Lindley, Senior Vice President-Construction, McGrath Real Estate Partners, left at approximately 10:40am;  
Barrett Kirk, Chief Investment Officer, McGrath Real Estate Partners, left at approximately 10:40am;  
Tim Nelson, Transit Manager, City of Winslow, left at approximately 11:13am;  
Paul Ferris, Community Development Director, City of Winslow, left at approximately 11:13am;  
John Barkley, City Manager, City of Winslow, arrival at approximately 10:27am, left at approximately 11:13am;  
Tod Morris, Mobility Management Planner, Northern Arizona Council of Governments (NACOG);  
J.R. Murray, General Manager, Arizona Snowbowl, arrival at approximately 10:13am;  
John Stigmon, Executive Director, Economic Council of Northern Arizona (ECoNA)

1. CALL TO ORDER -Vice Chair Whelan called the meeting to order at 10:01am.
2. ROLL CALL
3. SAFETY MINUTE

Mr. Short reported on water safety as related to families and children.

4. APPROVAL OF THE JOINT MEETING MINUTES 5/15/2019

Director Peru moved to approve the May 15, 2019 joint meeting minutes. Director McCarthy 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	

5. CALL TO THE PUBLIC

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



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**DISCUSSION / ACTION ITEMS:**

**6. 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 stated the TAC January meeting is in question due to the holiday week. The TAC requested to check back in October regarding member availability for the January meeting. The Board may have a conflict in March due to Spring Break. The next calendar review is scheduled for January 2020. There was no discussion or changes proposed at this time.

**7. CONSIDER THE FY2020 PROPOSED BUDGET**

-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 Board. The slides showed the budget request by program with the percentage change. Expenses were attributed to an increase of 4000 service hours for Mountain Line, Winslow service and a potential doubling of Mountain Express service. The Total Operating Budget has a 10 percent increase due to employee related benefit cost increases, two new operator positions to offset overtime, as well as fuel, tires and parts cost increases. Mountain Express Service and Winslow Service is accounted for in the budget, but their service will be fully funded by Arizona Snowbowl and the City of Winslow. The Transit Tax Budget reflects an 18 percent increase due to deferred projects. The recommended Pay Plan was explained in detail, including both base building and one-time bonus elements. The FY2019 Pay Plan was implemented per the market study and then immediately frozen. A new market study will be done in FY2020 due to the upcoming increase in the minimum wage to \$15 per hour, which will create wage compression issues. NAIPTA's Pay Plan has taken into account transit peers as well as local peers. We have five positions on step tables and everyone else is in pay ranges. The five-year fund balance slide showed a sustainable trend. There was a question about service changes. Ms. Mazza noted the service changes are being done with no new funding per the scenarios presented in the 5-Year Plan. If new funding is received in the future, then increased frequency would be implemented. There is a lull in ridership when we don't do more. We know what the community wants, so there is more work to be done. We need to think about alternatives to a new sales tax. Vice Chair Whelan read the recommendation. Director Babbott so moved. Director McCarthy seconded. All approved, none opposed. Motion carried.





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

### 8. 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 welcomed our guests from McGrath Real Estate Partners. She referenced the site on a map on screen. It is the old Jeld Wen window site on Butler Avenue. This is a well-served area for transit with Mountain Line Routes 3 and 7 along the Butler corridor and Routes 4 and 14 along the Lone Tree corridor. In the development process, McGrath Real Estate Partners is interested in offering a transit pass to all of its residents for a period of five years. NAIPTA is embarking on a Fare Study and we really don't have a mechanism in place for residential passes right now. The Board has challenged staff to find new revenue sources. She reviewed the alternatives with the Board. The ecopass structure could be used short term until we have more information from the fare study. The recommendation is to negotiate an ecopass contract and accept their donation to our Discounted Pass Program for our most vulnerable population. There was substantial discussion about how the pass would be offered, if the housing development included some affordable housing units and if there are unintended consequences related to the budget or farebox. There was a suggestion to look at transit as a utility; the value and cost is not the same across the system. This would be the first agreement of this kind for NAIPTA. Director Babbott moved to approve this item as recommended. 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	

### 9. CONSIDER FY2020 TASK ORDERS TO AECOM TECHNICAL SERVICES, INC.

-Kate Morley, Development Director



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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 \$130,642 and related Task Orders to AECOM Technical Services, Inc.

Ms. Morley shared a PowerPoint presentation with the Board. The chart of Task Orders was shown on screen. The Bus Rapid Transit (BRT) is close to starting public outreach efforts. The Downtown Connection Center (DCC) will also require public outreach. The Transit Guidelines are moving along well. The fourth leg of the Milton/Route 66 intersection into Northern Arizona University (NAU) traffic impacts study is going well. The Bus Stop Amenities first opportunity under this task order is coming with the new bus stop on Huntington. The fourth leg of the Kaspar/Route 66 intersection project management will be done by AECOM to keep the project moving forward. The City no longer has the staff capacity to do the project management for this project as previously committed. We need to show progress on the grant, and we would like the construction to be done next summer. We will go out to bid for the construction piece of this project. Director Peru moved to approve this item as presented. Director Allen seconded. Director Babbott requested a check-in with the Board before moving beyond 30 percent design on the DCC. He supported going out to bid for the Kaspar project construction. Ms. Mazza noted a hard-bid process will be done for the BRT and DCC. There are already lots of inquiries coming in. These projects will continue to be brought forward to the Board. Vice Chair Whelan thanked Deputy City Manager Dille and Ms. Mazza for the time spent looking at the activities that go on at the proposed DCC location. 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	

### 10. 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 introduced Winslow, ECoNA and NACOG staff. She reviewed the history of collaboration between Winslow and NAIPTA involving the Winslow Transit Plan and a successful grant award. The City of Winslow has sought to collaborate with other transit providers, such as Hopi Senom, Navajo Transit and others without success. Ms. Morley reviewed the policy questions for regional service requests. The cost will be approximately \$147 per hour, due to high mileage. All direct and indirect costs are to



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be paid by the requesting agency. This request does meet NAIPTA's vision, mission and guiding principles. Staff agreed they can meet all existing commitments and she noted impacts to all departments. All estimated costs are included in the per hour cost. The Winslow City Council is committed, and they signed a resolution committing financial resources to transit. The current Council cannot obligate future councils to fund the program. There is some level of risk involved regarding the City of Winslow continuing to provide local match for future grant cycles. NAIPTA could look to a different partner to fund the local match or eliminate service. There are indirect benefits to our partner agencies in transporting passengers to Flagstaff for shopping, medical appointments and educational opportunities. Next steps are to develop an IGA. There are options to consider: whether to run the service similar to Mountain Express or to change the agency boundaries and offer membership. A lengthy discussion ensued. Staff was asked to reflect on experiences when working with Sedona, Cottonwood and Yavapai County. Board members shared their support. This could be a great opportunity but asked to evaluate what the challenges might be. Staff received praise for being forward-thinking. This is an important long game related to the housing and employment continuum. The City and County have restraints; appreciative of Winslow and NAIPTA stepping up. Vice Chair Whelan thanked Mr. Morris, from NACOG, for being present and his work on the regional transit outlook. She was sure the pros and cons have been considered. She is excited about this opportunity. Mr. Berkley, Winslow City Manager, expressed his appreciation for the Board's consideration and the work Ms. Mazza and Ms. Morley have done. He commented on becoming a presence in Northern Arizona with multimodal capabilities, they will challenge NAIPTA to get people on the bus from Flagstaff and embrace the brand. Mr. Nelson, from Winslow, thanked NAIPTA staff for stepping up to make something happen. He noted that funding was received for a medium duty bus, but since the commute is so significant, a heavy-duty bus would be better. The City of Winslow can contribute additional funds for this type of bus, if additional grant funds are not received. Ms. Morley reported the route will start with two roundtrips; one in the morning and one in the evening. The hope is to add runs and reduce costs, as administrative costs would be distributed over more runs. There is support for a stop at Twin Arrows as well. There was also a suggestion to look at the opportunity of linking this service with vanpools. Mr. Morris commented that he presented on the NACOG Transportation Plan last October which was representative of Coconino, Navajo and Apache counties. I-40 was the primary connector in this long-term plan and this commuter service will help to serve many. Director Babbott moved to approve the regional service request 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	



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**11. 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 pointed out that two members of the FMPO Executive Board were present at the meeting: Supervisor Art Babbott and Councilmember Jim McCarthy. NAIPTA Board Vice Chair Jamie Whelan received a letter from the FMPO Board Chair, Art Babbott regarding FMPO Executive Board membership in mid-May. The FMPO Executive Board make up was reviewed. NAIPTA and the FMPO enjoy a level of collaboration. NAIPTA is a recipient of federal funds needed for the transit component. Quorum conflicts were noted, as well as possible conflicts with NAIPTA staff participation on legislative asks. Ms. Mazza reviewed the alternatives preceding a lengthy discussion. Board members agreed the Management Committee is important at the staff level and the Executive Board should compel that group to be active. The consensus was to table this item to the August or September Board meeting for a decision. Director Babbott stated he would further discuss concerns with the FMPO Executive Board.

**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.

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

**13. 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



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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.

**14. 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.

**15. 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.

**16. 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.

Ms. Mazza requested item 12 be pulled since the City of Flagstaff has withdrawn from project management services related to the Kaspar Intersection due to insufficient staffing capacity. Ms. Dalmolin requested item 13 be pulled for separate consideration due to a change. Director Babbott requested item 15 be pulled for separate consideration. Director Babbott moved to approve items 14 and 16 as part of the consent agenda; renewal of liability insurance and the updated personnel policy manual. Director Peru 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	

Item 13 – Ms. Dalmolin explained the Transportation Improvement Program Table has been amended and updated by staff. The format was changed from a vertical to horizontal chronological view to match the FMPO format. The DCC project is now listed with the funded portion on Line 5 and the unfunded portion on line 12. By listing the unfunded portion of the project now, we can process an administrative amendment quickly when funding is received to keep the project moving forward; otherwise, a much longer amendment process involving the



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Federal Transit Administration (FTA) and the Federal Highway Administration (FHA) would be required. Director Babbott moved to approve the Grant Resolution and the Transit Program from the FY2020-FY2024 Transportation Improvement Program 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	

Item 15 – Director Babbott asked if there were any changes from last year. Ms. Dalmolin explained Wells Fargo was chosen based on a competitive process and she outlined the services used from Wells Fargo. There was a question posed about moving to Alliance Bank. Ms. Dalmolin stated Alliance Bank did not respond. Director Babbott moved to approve the line of credit as recommended. 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	

### PROGRESS REPORTS:

#### 17. REPORT ON FARE STRATEGIES STUDY

-Heather Dalmolin, Administrative Director

Ms. Dalmolin shared the timeline for this study. The first technical memorandum is expected by June 30<sup>th</sup> and the second by the end of July. The recommended implementation plan should be received by August 30<sup>th</sup>. Changes desired by staff and Board will be determined and then a public process will be initiated, if needed. The final report should be available for Board consideration in September.

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

-Jacki Lenner, Marketing and Communications Manager

Ms. Lenner reviewed a PowerPoint presentation with the Board. J.R. Murray, from Arizona Snowbowl was in attendance. A survey was done this year. A survey was not done last year due to the lack of winter weather. The survey was done by mail and had a high response rate. There must be pent up frustration. This is really the first



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opportunity for many residents to provide feedback. There is a big difference between perception and reality, based on the data. Litter and illegal parking enforcement are common themes from comments. Respondents noted some improvements in coordination efforts. There seems to be a frustration with Sechrist School year around as well. The bottom line is that it is still more convenient to use a personal vehicle. Mr. Murray was pleased that the survey was done. People want to share their views and people will feel better about being able to do so. He stated he is not surprised by the results. Director Peru stated he liked the analogy of transit as a utility. If people don't live there, they try to avoid Highway 180, public agencies collaborate on a solution, it is a distribution-wide highway problem, what is our capability as an organization? There will come a point where we can do no more. Ms. Lenners noted the Arizona Department of Transportation (ADOT) is still working on their study. There will still be backups on Milton at Humphreys before getting to Highway 180. Director Allen stated she was pleasantly surprised because she was warned. She did not get the survey. Mountain Express isn't really helpful for Cheshire residents. Mountain Express saw record ridership and high use of the Park and Ride at Flagstaff High School. Flagstaff Unified School District was recognized for their contribution at one of their public meetings. The lot was at capacity a few times. More parking options are being considered for next year.

### 19. NEVER RIDER SURVEY RESULTS

-Jacki Lenners, Marketing and Communications Manager

Ms. Lenners shared a PowerPoint presentation with the Board. The Never Rider Survey was last done in 2014. NAU students were purposefully excluded from this survey. If a person rode the bus in the last 30 days, they were disqualified from participating in the survey. This survey was important to do following our loss in the last election. Our biggest competition is the personal vehicle. Barriers to ridership were mentioned. Ms. Mazza stated a bus stop is sometimes too far from home or work. There are probably some untapped neighborhoods. Ms. Lenners noted the FMPO does a trip diary survey that indicates mode share. Some respondents reported transit service is important to someone they know. The willingness to ride was positive. Motivators for ridership can be used for planning. Director McCarthy asked to have a bike rack available at bus stops. A positive awareness of Mountain Line was noted, no matter how respondents voted.

### 20. SUMMARY OF CURRENT EVENTS

-Erika Mazza, CEO and General Manager

Ms. Mazza provided the following updates:

- Our first Mountain Line graduation was held for operators that received their Commercial Driver's License (CDL) and family members were included. We will continue this practice.
- Congressman O'Halleran visited on Saturday, June 1<sup>st</sup>.



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- She and Ms. Dalmolin participated in the American Public Transportation Association (APTA) Small Operations Fly-in in Washington, D.C. They attended lots of meetings on Capitol Hill.
- The Bus and Bus Facilities grant is due this week. NAIPTA has received a joint Senate support letter.
- In partnership with NAIPTA, Director Peru submitted a grant application to the Arizona Community Foundation for funds to buy bus passes for Coconino Community College (CCC) students in need.
- Other grant application submissions include the ADOT Capital grant in partnership with Northern Arizona University (NAU) and a Mobility Sandbox grant.
- All NAIPTA Staff now have email accounts.
- Thank you to the City Streets department for communicating construction updates.
- A Bus Rapid Transit (BRT) Stakeholder Workshop was held yesterday. Our FTA Project Manager from Washington, D.C., Susan Eddy, will be here on-site on August 8<sup>th</sup>.

### ITEMS FROM COMMITTEE AND STAFF:

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

May/June Working Agenda

Strategic Workplan

The next Board meeting will be August 21, 2019 and will be a WebEx meeting based in Flagstaff in the NAIPTA Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. Parking is available at the main office: 3773 N. Kaspar Drive. The public is invited to attend. August agenda items will include but not be limited to the Financial Management Plan #5-#10, Procurement Resolution, Delegation of Authority Resolution, Fare Strategies Update, Marketing Plan, and an Update on the Bus Rapid Transit (BRT). 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 Board.

17. ADJOURNMENT -Vice Chair Whelan adjourned the meeting at approximately 12:21pm.

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Jamie Whelan, Vice Chair of the NAIPTA Board of Directors

ATTEST:

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Rhonda Cashman, Clerk of the Board



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