



Northern Arizona Intergovernmental Public Transportation Authority

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Transit Advisory Committee Minutes for Thursday, August 1, 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, August 1, 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 Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004. The public was invited to observe and participate in the meeting at the address above.

TAC MEMBERS PRESENT:

Erin Stam, (Vice Chair), Director of Parking and Shuttle Services, NAU, designee;
Dave Wessel, Manager, FMPO;
Jeff Bauman, City Engineer, City of Flagstaff, alternate, (WebEx);
Paul Wagner, Citizen Representative, City of Flagstaff;
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:

Gillian Thomas, (Chair), Citizen Representative, Coconino County;
James Jayne, County Manager, Coconino County;
Lucinda Andreani, Deputy County Manager, Coconino County, designee;
Christopher Tressler, County Engineer, Coconino County, alternate;
Aaron Tabor, Faculty, CCC

NAIPTA STAFF IN ATTENDANCE:

Erika Mazza, CEO and General Manager;
Heather Dalmolin, Administrative Director;
Jim Wagner, Operations Director;
Kate Morley, Development Director;
Jacki Lenners, Marketing and Communications Manager;
Jon Matthies, IT Manager;
Lauree Battice, Business Manager;
Bizzy Collins, Transit Planner;
Robert Martinez, Technical Specialist;
Rhonda Cashman, Executive Assistant and Clerk of the Board



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GUESTS PRESENT:

Kevin Parkes, Citizen Representative, City of Flagstaff, alternate

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

This month's topic was related to monsoon storms and flooding. Don't drive in flooded areas. If the road is blocked, don't drive there. If you do, and you need to be rescued, you could be charged for it due to the Stupid Motorist Law. Use common sense and be careful. It may not even be raining near you, but a flash flood can originate miles away and hit an area in seconds.

4. **APPROVE TAC MINUTES 6/6/2019**

Advisor Wessel moved to approve the minutes from June 6, 2019. Advisor Paul Wagner seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Erin Stam	X	
Dave Wessel	X	
Paul Wagner	X	
Jeff Bauman	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. **DISCUSSION / ACTION ITEMS:**

- i. **REVIEW FINANCIAL MANAGEMENT PLAN**

-Heather Dalmolin, Administrative Director

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

Ms. Dalmolin reported staff are seeking input on this plan. The objective is to ensure short-term and long-term financial management stability. There are 10 sections to the plan. Sections 1-4 were reviewed in February 2019. The current review was of



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sections 5-10. Section 5.a. Operating Budget and 5.b. Compensation Philosophy - Advisor Wessel asked about a Cost of Living Allowance (COLA). Ms. Dalmolin stated cost of living is not called out in the plan specifically, but it has been used and it is in the scope of work for the next study. Section 6 Capital Improvement Plan; Section 7 Asset Management; Section 8 Debt Management; Section 9 Accounting, Auditing and Financial Reporting – Reports are done in everyday language. And Section 10 Risk Management – Currently we have Safety and Accident Review Committees. We report on this annually. She requested feedback to find out if there are any gaps. She knows some updates are needed. There are plans to recommend adding language related to resiliency in expectation of future recession(s) and some specifics regarding the fund balance. She asked TAC members to review the entire policy and talk with their agency Board member regarding suggestions for updates. Advisor Wessel asked if risk management included route changes. Ms. Dalmolin felt that could be good to add. Vice Chair Stam also noted service changes may be good as well. Ms. Mazza expressed staff are keenly aware some risks due to the recent state of emergency with the Museum Fire. Follow up will be brought to the TAC and Board for further discussion.

ii. CONSIDER DEVELOPING A PROCUREMENT RESOLUTION

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors direct the NAIPTA CEO and General Manager to develop an annual Procurement Resolution for future procurement awards and contract authorizations related to the approved fiscal year budget and approved Grant Resolution.

Ms. Dalmolin provided some history. She explained a procurement resolution would take care of housekeeping items that usually fall to the consent agenda. The idea came up in a legal forum; noting the Board could then concentrate on strategic policy items which needed discussion. Advisor Wessel asked if the resolution would tie to the work plan. Ms. Dalmolin stated the current strategic work plan does not address procurement. Vice Chair Stam recommended providing examples and a timeline. It would be helpful to know how many times a delay has happened. Ms. Mazza stated our Capital Project Manager has to back out dates for when items are due to specifically get them to coincide with the Board meeting date. A discussion continued about potential Downtown Connection Center (DCC) change orders; specific situations depend on dollar amount involved; based on internal checks and balances, as well as what parameters the Board is willing to delegate. This item has been brought forward for better clarity and to create efficiencies with staff time. Advisor Wessel recommended taking the opportunity to tie items back to risks and risk management. The budget should be front and center. If proceeding with this resolution, Vice Chair Stam recommended providing updates to the Board each month.

iii. CONSIDER DEVELOPING A DELEGATION OF AUTHORITY RESOLUTION

-Heather Dalmolin, Administrative Director



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Staff recommends the Board of Directors direct the NAIPTA CEO and General Manager to develop a Delegation of Authority Resolution for future agreements with partner and government agreements that do not exceed \$100,000 per fiscal year.

Ms. Dalmolin noted this item is to assist with some small partner and intergovernmental agreements (IGAs). As an example, the Flagstaff Downtown Business Alliance (DBA) Agreement contains our proposed contribution of \$20,000. This resolution is tied to our procurement policies, not to exceed \$100,000. Projects would also have to be budgeted. This resolution would allow us to be responsive in a timely fashion. Both of these resolutions would include monthly updates to the Board. Vice Chair Stam, again recommended providing real life examples to share with the Board. Advisor Wagner stated he expects similar conversation on both resolutions. Advisor Wessel again expressed the need for some guardrails; he wondered if the \$20,000 was part of a multi-year agreement.

iv. CONSIDER AN INTERGOVERNMENTAL AGREEMENT (IGA) WITH THE FLAGSTAFF DOWNTOWN BUSINESS ALLIANCE, COCONINO COUNTY, AND THE CITY OF FLAGSTAFF.

-Erika Mazza, CEO and General Manager

Staff recommends the Board of Directors: 1) Approve entering into an intergovernmental agreement (IGA) with the Flagstaff Downtown Business Alliance, Coconino County, City of Flagstaff for a Downtown Vision and Action Plan; and 2) Authorize execution of the IGA by the CEO and General Manager.

Ms. Mazza explained this IGA is related to the Downtown Vision and Action Plan. Flagstaff Downtown Business Alliance (DBA), the City of Flagstaff have already approved the IGA and Coconino County is in the process. Progress has been made by staff on the DCC and a transit connectivity study involving the Bus Rapid Transit (BRT) and the DCC. Advisor Wessel asked what outcome is expected. Ms. Mazza noted it is related to the Downtown Master Plan. It addresses current plans to mid-range development: five to seven years out. This plan could set the stage for development patterns in the downtown area that will impact the next 100 years. Advisor Thomas mentioned many groups are working on downtown projects, and he asked if this was the “right” group to be engaging with. Ms. Mazza stated this is an opportunity to work with these organizations to develop one shared vision. Advisor Wagner noted there is some inconsistent language in the staff report related to the \$20,000. Ms. Mazza stated she would correct the language to make it consistent.

v. REVIEW FY2020 MARKETING PLAN

-Jacki Lenners, Marketing and Communications Manager

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

Ms. Lenners stated a marketing plan is done every year. It is a guide for the typical items and events that happen each year but allows for add ons, as needed. Having this document helps with budgeting and time management as well. Some of the



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objectives of the plan are to increase our brand awareness, generate ridership, education on the role we play in the community and promote our service, such as New Year's Eve service and the Mountain Express. For instance, she and Ms. Morley plan to be at BASIS Flagstaff school next week selling bus passes and answering questions parents and students may have before school starts. Also, Instagram will be added this year. Jake Bacon has been hired to get some photos and deliver stories about our riders. She plans to launch the Mountain Line Minute for our stakeholders to keep them up to speed on what we are doing. There are plans to get our CEO out in the community more and interacting with our riders, etc. The back to school campaign has begun and our very own Paul Wagner has a video on our YouTube channel. Another video was shown. Ms. Lenners received very positive feedback overall.

b. PROGRESS REPORTS:

i. REPORT ON FARE STRATEGIES STUDY

-Heather Dalmolin, Administrative Director

Ms. Dalmolin explained a grant award was received and a procurement process was done. LTK was awarded the contract for the fare study. We have received Technical Memo #1 regarding current conditions. It addresses what we do and what to consider based on what's available. They are looking at our peers and what they do. For example, our fare is \$1.25 per trip. Fare capping could be applied to any purchase pass. Once two trips are taken, it is the equivalent to a day pass and the passenger would not be charged more than \$2.50 per day. Technical Memo #2 will be evaluating those options. Staff will come back to the Board for approval of the Fare Study Report this fall and if any changes are recommended, a public process will be needed. Mr. Wessel suggested the word "accessing" is probably meant to be "assessing". Ms. Dalmolin plans to make the correction.

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

-Bizzy Collins, Transit Planner

Ms. Collins reported she is the project manager for the BRT project. The BRT is a toolbox of transit enhancements that add up to an improved experience. She reviewed the various examples of known transit enhancements. As a result of the Mountain Link BRT project in 2011, ridership increased 66 percent in the first year and spurred economic development along the route. We would expect similar results with the new BRT project. An Alternatives Analysis was done. A public open house was planned for August 6th at the Murdoch Center, 4-7pm. A survey is available for the public to provide feedback on transit enhancements. She showed a PowerPoint slide with a chart of the responses so far. The survey is a useful tool to continue moving forward with the project. Advisor Parkes asked about the Spine Study done in 2016 and why the route is not extending to the airport. Ms. Collins responded that the route was revised. Ms. Morley provided further information. A Federal Transit Administration (FTA) representative came and rode the proposed route and due to the low density near the airport, FTA suggested changing it to serve the highest



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density areas of town. Advisor Wessel commented that the public may not understand what a queue jump is. Ms. Collins replied that a diagram is shown, but there is not much room to explain. Ms. Wessel stated nobody likes “cutting in line”. He also voiced concern about the possibility of a person to pick “none” of the options. Ms. Collins stated she would check the percentage of surveys taken to the number answering this question. Mr. Wessel suggested being sure we are sharing what is reflective of the actual results. Vice Chair Stam noted there is a queue jump on Pine Knoll on campus, if you want to provide an example. Advisor Wagner stated a queue jump could also be used for emergency vehicles. Per Advisor Wessel, verifying survey responses would be a good thing to do.

iii. SUMMARY OF CURRENT EVENTS

-Erika Mazza, CEO and General Manager

Ms. Mazza provided updates and reminders as noted below:

- Strategic Plan survey due August 2nd. Please take the survey if you haven't already. Please speak with your respective Board members as well. The Strategic Policy Advance has been moved to October 3rd. Staff plans to bring a draft plan for Board approval in November.
- BRT survey Flagstaff Community Forum & Open House is August 6th
- Susan Eddy from FTA will be here on August 8th touring the BRT alignments
- APTA Peer Review – in the last week of August for a tour and deep dive. There will be a report to TAC and Board in the coming months.
 - Carrie Butler, General Manager of Lextran Lexington, KY
 - Dawn Disler, Executive Director of Akron Metro RTA Akron, OH
 - Shawn Donaghy, CEO of C-Tran Vancouver, WA
- APS partnership being considered regarding electric vehicles.
- Working on identifying updates to the TAC and BOD Rules of Procedures. We realized the need following our attorney's May presentation. He was on-site for meetings one day last week.
- Mountain Line purchased reusable plates, cups, and cutlery to be used at employee, Board, TAC, and other Mountain Line-hosted events
- Process of closing year end – earliest we have ever closed our books.
- Awarded 5-year legal contract to Dickinson Wright.
- Began procurement for new Compensation Study.
- Senator McSally visited on July 3rd. She gets transit and where we are going. Photos shown.
- The Museum Fire Community Evacuation Response and Deviations were shown on a map on screen. Mountain Line was in the “ready” status for possible evacuation. There will be follow up discussion on what a future response might look like. Thankful for all the work done.
- Service changes start on August 4th. The new Route 8 has a new shelter at the Standard. New Ride Guides are coming and will be distributed. Advisor Wagner asked about the possible continuation pass between Routes 7 and 8 that was previously mentioned. Ms. Mazza stated it will be treated the same as riding two different routes and the day pass will be most economical if riding the bus for two or more trips.



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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)(1), (3), (4) and (7) for the following purposes:

1. CEO Performance Review ARS. 38-431.03(A)(1) and (4).
2. 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).

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

ITEMS FROM COMMITTEE AND STAFF:

7. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

September/October Working Agenda

Strategic Workplan

The next TAC meeting will be September 5, 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. September agenda items will include but not be limited to the City of Winslow Intergovernmental Agreement (IGA), SEAGO (Southeastern Arizona Governments Organization) IGA, Bus Procurement, AECOM Update, Transit Guidelines, Discuss Mountain Line Brand, Fare Study Update, Annual Safety Report and a possible Executive Session related to the CEO and General Manager's Contract and Downtown Connection Center (DCC) Acquisition Discussion. The September 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

-Vice Chair Stam adjourned the meeting at 11:18am.

Erin Stam, Vice Chair of the NAIPTA Transit Advisory Committee

ATTEST:

Rhonda Cashman, Clerk of the Board



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