



## Northern Arizona Intergovernmental Public Transportation Authority

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### Transit Advisory Committee Minutes for Thursday, September 5, 2019

**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, September 5, 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., (Parking at 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:*

Erin Stam, (Vice Chair), Director of Parking and Shuttle Services, NAU, designee;  
Lucinda Andreani, Deputy County Manager, Coconino County, designee;  
Greg Clifton, City Manager, City of Flagstaff, arrival at 10:11am;  
Jeff Bauman, City Engineer, City of Flagstaff, alternate;  
Paul Wagner, Citizen Representative, City of Flagstaff;  
Martin Ince, Multimodal Planner, FMPO;  
T. Paul Thomas, Business Representative, Northern Arizona Leadership Alliance, arrival at 10:04am

*\*Five of our eight TAC member seats must be present to constitute a quorum.*

#### *TAC MEMBERS EXCUSED:*

Gillian Thomas, (Chair), Citizen Representative, Coconino County;  
Dave Wessel, Manager, FMPO;

#### *NAIPTA STAFF IN ATTENDANCE:*

Heather Dalmolin, Administrative Director;  
Kate Morley, Development Director;  
Jacki Lenners, Marketing and Communications Manager;  
Wade Forrest, Facilities Manager;  
Sam Short, Safety and Training Manager;  
Lauree Battice, Business Manager;  
Anne Dunno, Capital Project Manager;  
Estella Hollander, Mobility Planner;  
Robert Martinez, Technical Specialist;  
Rhonda Cashman, Executive Assistant and Clerk of the Board

#### *GUESTS PRESENT:*

Kevin Parkes, Citizen Representative, City of Flagstaff, alternate



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1. CALL TO ORDER -Vice Chair Stam called the meeting to order at approximately 10:02am.

2. ROLL CALL

3. SAFETY MINUTE

This month's topics were related to stale green lights and the Mountain Line parking lot. When approaching an intersection with a green light, look for signs that it may be about to change. Examples provided. Mr. Short reminded attendees the speed limit in our parking lot is five miles per hour. He asked that everyone drive in the traffic pattern and not cut through parking spots for safety reasons. Please abide by the no left turn signs that are posted at the east entrance/exit.

4. APPROVE TAC MINUTES 8/1/2019

Advisor Wagner moved to approve the minutes from August 1, 2019. Advisor Bauman seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Erin Stam	X	
Lucinda Andreani	X	
Paul Wagner	X	
Jeff Bauman	X	
Martin Ince	X	
Paul Thomas	X	

5. CALL TO THE PUBLIC

There were no members of the public interested in speaking.

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. UPDATE ON AECOM GENERAL CONSULTING SERVICES CONTRACT TASK ORDERS

-Kate Morley, Development Director

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

Ms. Morley stated NAIPTA is in the third year of the 3-year contract with AECOM. There is the possibility of a contract extension. She reviewed each task order. Vice Chair Stam asked if the amount noted in the chart was what has been spent or the



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amount authorized. Ms. Morley replied that the amount listed in the chart was the approved amount for each specific project for this fiscal year. Advisor Andreani asked if the Bus Rapid Transit (BRT) route will go public later this month and she asked about the timeline for the Kaspar Intersection. Ms. Morley explained the BRT route will be shared later this fall, after gaining stakeholder buy-in. She replied the Kaspar Intersection construction is planned for next summer. There was no further discussion.

### ii. CONSIDER MOUNTAIN LINE TRANSIT GUIDELINES

-Estella Hollander, Mobility Planner

Staff recommends the Board of Directors adopt the Mountain Line Transit Guidelines.

Vice Chair Stam prefaced this item stating it is a high-level document written for Mountain Line, and specific application in communities would be subject to local approval of recommendations. Ms. Hollander provided an overview of the process and purpose for having the Transit Guidelines in place. Advisor Thomas asked about the proposition on the ballot last fall for free passes for Northern Arizona University students. Vice Chair Stam let him know that measure did not pass. Students can still ride Route 10 for free. Students also have the option to purchase a Mountain Line college semester or annual pass for access to the entire system. Advisor Ince asked about next steps to get these guidelines into the City and County regulatory guidelines. Ms. Hollander stated there may be opportunities in the future to codify some of the elements through zoning decisions, but the overall intent is to generally position transit better. Vice Chair Stam noted that there is a process in the guidelines for determining which stops receive a shelter, etc. in a methodical way, based on specific criteria. Ms. Hollander reported the guidelines are to help start the conversation about transit. Advisor Andreani noted that at previous Board and TAC Advances, the board was hoping for integration of transit guidelines; setting up the standards so developers know the expectations. She wants to make sure Mountain Line is getting into these conversations. The County is reviewing a potential new high-density development in Bellemont and she would like to see Mountain Line in on these discussions. Ms. Morley stated the Transit Guidelines were developed to primarily concentrate on the City. Ms. Antol, the City's Planning Director, is supportive of our work for consistency purposes. Now three developers are on board. A discussion with the County would be more difficult because the County is not currently running any buses. Advisor Ince stated it is important to look at transit-oriented development and land use carefully. Advisor Bauman asked how technical the City's review should be of these guidelines. Ms. Hollander explained some City staff have already reviewed them. There were a few new updates to the draft yesterday; it is not intended to be very technical yet, not policy level, just guidelines. Ms. Morley stated the Woodson specifications have not changed. The TAC was supportive of this effort.

### iii. CONSIDER DELEGATION OF AUTHORITY RESOLUTION 2020-100

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve the Delegation of Authority Resolution 2020-100 authorizing the CEO and General Manager to authorize and



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execute agreements with partner and government agreements for a period not to exceed 5 consecutive years and do not to exceed \$100,000 per fiscal year.

Ms. Dalmolin noted the Delegation of Authority Resolution would be used for agreements with public and private partners. She provided an example related to a potential pass agreement with Miramonte Homes. Advisor Thomas asked how the two resolutions are different. Ms. Dalmolin responded that one is related to partnerships and one is related to procurement. There was no further discussion and the TAC was supportive of this resolution.

#### iv. CONSIDER PROCUREMENT RESOLUTION 2020-110

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve Procurement Resolution 2020-110 authorizing the CEO and General Manager to 1) authorize and award procurements and 2) execute contracts that support projects that are within the approved fiscal year budget, the 10-year financial plan, and which may be related to the approved annual Grant Resolution.

Ms. Dalmolin explained there are blanks in the resolution so that the maximum can be determined by the Board. Advisor Andreani stated the Board approved budget for projects would likely set the max and she was pleased to see this coming forward. Ms. Dalmolin agreed about the budget setting limits. Vice Chair Stam said it would be more time efficient. Advisor Ince asked if there are state laws governing procurement that we have to follow. Ms. Dalmolin replied this resolution was written by our attorney to ensure we are meeting all the requirements. We have a procurement policy and the Federal Transit Administration (FTA) has requirements we have to follow. We are trying to keep projects moving forward, the Bus Rapid Transit (BRT) for example. The Board will be kept informed and as long as the funds are budgeted, the CEO and General Manager would have the authority to follow the procurement process under this resolution. Advisor Wagner asked if the resolution could be done for a longer period of time. Ms. Dalmolin responded that the resolution needs to be renewed on an annual basis, due to the tie to the annual budget. There was no further discussion and the TAC supported this resolution.

#### v. UPDATE TO MOUNTAIN LINE'S STRATEGIC WORK PLAN

-Erika Mazza, CEO and General Manager

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

Ms. Dalmolin provided this reminder in Ms. Mazza's absence. The Board and TAC Advance will be held on October 3<sup>rd</sup>. The plan is to continue the process of developing a new work plan. Staff have been working with the consultant. She asked TAC members to be ready to engage and work on the Strategic Plan. There were no comments or questions.

### b. PROGRESS REPORTS:



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Vice Chair Stam asked TAC members to read the progress reports in the agenda packet and be prepared to ask questions at future meetings to save time on presentations.

- i. REPORT ON PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)  
-Sam Short, Safety and Training Manager

Mr. Short reported this plan is required by the Federal Transit Administration (FTA). There are four parts to the plan. 1. Ms. Mazza signed an agreement stating she is responsible for the safety of the agency. 2. A plan to mitigate safety issues must be developed. 3. There needs to be management of changes and evaluation. 4. Request 100 percent employee participation. The plan is due by July 2020. NAIPTA was notified in July 2018. He has gone to training recently. NAIPTA staff chose not to use the Arizona Department of Transportation (ADOT) plan and create our own plan that is tailored to our needs. He noted the next steps are in the memo and the plan will be brought to the Board for adoption.

- ii. SUMMARY OF CURRENT EVENTS  
-Erika Mazza, CEO and General Manager

Ms. Dalmolin noted there is a list of current events in the agenda packet, and she touched on a few items in Ms. Mazza's absence. Ms. Mazza was in Denver for an American Public Transportation Association (APTA) meeting. The APTA Peer Cities Review was done last week with three agency managers visiting Mountain Line. The County Fair service was offered again this year. Coconino Community College (CCC) received a \$4,000.00 Community Foundation award to offer student passes to their students most in need.

### 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 Contract Negotiation 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



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### October/November Working Agenda

#### Strategic Workplan

The next meeting will be a Joint Strategic Policy Advance for the Board and TAC on October 3, 2019 and will be at the Flagstaff Aquaplex, 1702 N. Fourth Street, Flagstaff, AZ 86004 at 9am. Please plan to attend in person. Lunch will be offered. The public is invited to attend. October agenda items will include but not be limited to the NAIPTA FY2019 Annual Report, Midterm Transit Plan/Bus Rapid Transit (BRT) Update, Financial Overview – Sustainable Future, and Strategic Work Plan. The October 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 November 7, 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. November agenda items will include but not be limited to the Strategic Work Plan Objectives, Student Pass Update, Service Change Update, Grant Award Update, Mountain Line Re-Branding, On-Demand Plan, Employee Satisfaction Survey, Fare Study Report Adoption and the Budget Kickoff. The November 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 approximately 10:45am.

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Erin Stam, Vice Chair of the NAIPTA Transit Advisory Committee

ATTEST:

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Rhonda Cashman, Clerk of the Board



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