



## Board of Directors Minutes for Wednesday, November 20, 2019

**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, November 20, 2019 at 10:00 am in the NAIPTA Training Room, 3825 N. Kaspar Dr., (Parking at 3773 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, (Chair) City Councilor, City of Flagstaff;  
Steve Peru, (Vice Chair) Chief Development and Government Relations Officer, CCC, designee, arrived at approximately 10:03am;  
Joanne Keene, (Secretary), Executive Vice President and Chief of Staff, NAU, designee, left the meeting at approximately 11:58am, (WebEx);  
Jim McCarthy, City Councilor, City of Flagstaff  
*\*Three of our five Board member seats must be present to constitute a quorum.  
\*\*The City of Flagstaff holds two seats.*

### *BOARD MEMBERS EXCUSED:*

Art Babbott, Board of Supervisors, Coconino County

### *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;  
Wade Forrest, Facilities Manager;  
Jon Matthies, IT Manager;  
Anne Dunno, Capital Project Manager;  
Bizzy Collins, Transit Planner;  
Estella Hollander, Mobility Planner;  
Rhonda Cashman, Executive Assistant and Clerk of the Board;  
Scott Holcomb, NAIPTA Attorney, (WebEx), joined the meeting at approximately 10:03am





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## GUESTS PRESENT:

Austin Aslan, City Councilor, City of Flagstaff, alternate, (WebEx);  
Jarrett Ransom, President and CEO, The Rayvan Group, (WebEx);  
Jeff Meilbeck, Executive Director, FMPO, arrived at approximately 11:10am

1. CALL TO ORDER -Chair Whelan called the meeting to order at 10:00am.
2. ROLL CALL
3. SAFETY MINUTE

Mr. Forrest reported on the three Ps of Winter Driving Safety: Practice, Protect and Prevent.

4. APPROVAL OF THE BOARD AND TAC ADVANCE MINUTES 10/3/2019:

Director McCarthy moved to approve the October 3, 2019 Board and TAC Advance minutes. Vice Chair Peru seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Steve Peru	X	
Joanne Keene	X	
Jim McCarthy	X	

5. CALL TO THE PUBLIC

Ms. Mazza shared immediate notification of our grant award for approximately \$17 million under the Federal Transit Administration (FTA) Bus and Bus Facilities Program.

## CONSENT ITEMS:

There were no items for the consent agenda.

## DISCUSSION / ACTION ITEMS:

6. UPDATE ON MOUNTAIN LINE BRAND

-Jacki Lenners, Marketing and Communications Manager  
The Board may provide direction, but there is no recommendation from staff at this time.

Ms. Lenners noted we somehow became known as NAIPTA. We want to be known as Mountain Line to the public. Printing projects will be changed as items are reprinted.



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Some other items will be more costly, such as van wraps, uniforms, etc. We will be making small incremental changes. By the end of FY2021 we should be in good shape. Vice Chair Peru recommended checking to see if we have the Mountain Line trademark. Mr. Holcomb stated their firm has trademark attorneys that can assist, if needed.

**7. CONSIDER MOUNTAIN LINE ON-DEMAND FEASIBILITY STUDY**

-Estella Hollander, Mobility Planner

Staff recommends the Board of Directors adopt the Mountain Line On-Demand Feasibility Study.

Ms. Hollander stated On-Demand Transportation is flexible, real-time hailed vehicles using emerging technologies to address gaps in service. There are two types: Transportation Network Companies (TNCs) and Microtransit. Each type was explained. The study suggests four options for On-Demand programs, and they are prioritized in phases. The next steps were reviewed. Potential integration of these On-Demand programs could increase the level service within our system in a more efficient manner. Director McCarthy asked if Thorpe Loop will be tried soon or will it have to wait until there is more funding. Ms. Hollander replied it could be tried on a small scale, but a full-blown pilot program would require additional funding. Chair Whelan stated Thorpe Loop seemed like an excellent area to start, due to the Adult Center, but she was concerned about seniors learning new technology. Ms. Hollander responded some travel training would likely be required for those involved. A Request for Information (RFI) is being considered to do a small-scale demonstration at no charge. On-Demand programs are intended to supplement paratransit and are available to the public. Chair Whelan moved to adopt the study. Secretary Keene seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Steve Peru	X	
Joanne Keene	X	
Jim McCarthy	X	

**8. REVIEW THE BUDGET PROCESS AND KICK-OFF FY2021 BUDGET**

-Heather Dalmolin, Administrative Director

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

Ms. Dalmolin reviewed the typical budget timeline. The most recent revenue projections will be used. The budget request to the City will be done in February. Presentations to partner agencies will be done in March. Final revisions are done in April. The budget presentation is done for our NAIPTA Board and TAC at the joint meeting in May. Request for approval of the budget is in June. She noted the budget





elements and communicated the need for a sustainable budget. Vice Chair Peru asked about the decline in sales tax projections. Ms. Dalmolin replied that we use City of Flagstaff projections. It has been challenging to get updates since the state is now reporting on behalf of the City. There was a brief discussion regarding sales tax insufficiency, stability of the retirement system, spending mechanisms and benefit options.

**9. CONSIDER MOUNTAIN LINE 2020 STRATEGIC PLAN**

-Erika Mazza, CEO and General Manager

Staff recommends the Board of Directors adopt the Mountain Line 2020 Strategic Plan.

Ms. Mazza noted the name NAIPTA will be changed to Mountain Line in our Vision statement. She reviewed the list of six goals. She reviewed each goal with the objectives previously identified and the addition of the tasks and timelines involved. Under Goal #1, Director McCarthy reported the City is moving ahead with progress on the Rio de Flag faster than in the past. Ms. Mazza appreciated this update and reiterated we have received close to \$20 million in grant funds in the last few months toward our Downtown Connection Center project. Chair Whelan would like to spend some time on what Mountain Line needs from Proposition 419 that passed last fall for the City. Work is being done on prioritization of the Lone Tree Corridor, which would open up J.W. Powell Boulevard. There was a question if this was best for our community to pursue that project first. She suggested taking a closer look to see what would benefit the whole community. Secretary Keene supported Chair Whelan's perspective and said she and other NAU staff met with FMPO staff for stakeholder interviews. Chair Whelan stated she appreciated the support and she wants to take a broader look ahead. Vice Chair Peru noted Coconino Community College (CCC) had similar meetings with FMPO staff regarding the Lone Tree Campus. They have concerns about pedestrian safety in their area; with an increased number of students walking between the NAU and CCC campuses and no light at the intersection. They encouraged looking at the whole picture. Councilmember Aslan stated he appreciated the comments. Ms. Mazza said Ms. Morley has been sitting as an ex-officio member on the Transportation Commission which has input on how Proposition 419 will be prioritized, and funding spent. She communicated we don't have adequate pedestrian crossings on West Route 66 to extend Route 8 to Railroad Springs. It was noted by several in the room that Councilmembers and Mountain Line staff are getting letters about safety and transit needed along this corridor. There were no questions regarding Goals #2, #3 or #4. Under Goal #5, Chair Whelan asked if there are wheelchair securements on the buses. Ms. Mazza and Mr. Wagner reported there are two or more on each bus. Ms. Mazza added that Mountain Lift clients can ride Mountain Line for free. Under Goal #6, Chair Whelan stated she appreciated most of the tasks are measurable, but she asked to add who would be the responsible staff member for tasks. Most have a time measurement; she thought it could be qualitative, if part of the task is completed and part of it is still in progress. Ms. Mazza replied this could certainly be considered in the next steps. These tasks will be written into performance





evaluations. She will figure out how to best report to the Board. Vice Chair Peru moved to adopt the 2020 Strategic Plan as presented. Director McCarthy seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Steve Peru	X	
Joanne Keene	X	
Jim McCarthy	X	

**10. CONSIDER SERVICE PRIORITIZATION FOR FUTURE FUNDING**

-Kate Morley, Development Director

Staff recommends the Board of Directors approve service priorities for targeted transportation investments and to provide guidance on future funding opportunities.

Ms. Morley reported the list of priorities was based on the 5-Year Transit Plan and the On-Demand Plan. She posed the question that we may also want to have some funds available to address opportunities and cost increases. She reviewed the Future Funding Scenario Map and the Recommended Service Priorities Chart. We also have to make sure we hold onto enough dollars to match capital grants. She pointed out that partnerships could certainly change the order of priorities, if secured. Vice Chair Peru commented on the observation regarding the airport need for service and asked if it is due to the lack of parking or is there a complimentary solution. Ms. Morley replied it should be a complimentary solution related to airport parking and a route to the airport would also serve the Ponderosa Trails neighborhood. Ms. Mazza noted she has met with the Airport Director and the Economic Vitality Director for the City. There are a whole host of people coming into our community by way of the airport to consider. Chair Whelan commented that we may not use transit the way many other communities use local transit options to get to and from airports and around town. It will take time to change behavior. Vice Chair Peru recommended not limiting the airport route to only the airport services but also include in the message the Ponderosa Trails neighborhood. The framing of the conversation will be important. Ms. Mazza agreed. Chair Whelan stated if we make a promise, we need to get it done and she had no problems with the current list of priorities. Secretary Keene was supportive of the priorities list. Director McCarthy wanted to talk more about the Milton frequency options. He asked which option makes more sense. Ms. Mazza answered from a service delivery perspective. A route going through the Ponderosa Trails neighborhood could happen soon. The Bus Rapid Transit (BRT) would require a Capital Investment Grant (CIG) and could take 2-5 years to complete. Ms. Morley explained the difference is in the frequency. The BRT would follow Milton Road and north to the hospital; every other loop would go south all the way to the airport, providing a bus approximately every 15 minutes. Chair Whelan complimented staff on an excellent job prioritizing future service opportunities. Ms. Morley presented the funding piece by asking if these projects, especially items 1-6, are worthy of going out for another tax. Councilmember Aslan stated he is excited to see Ponderosa Trails as a consideration for future service.





He thinks Mountain Line will get the ridership. Director McCarthy stated he is hesitant to increase the sales tax. Ms. Mazza noted online sales tax collection, except for the Bed, Board and Booze (BBB) portion, as of October 1, 2019. Chair Whelan suggested continuing the discussion on this topic in December. Ms. Mazza noted the Board could approve the service priorities list and choose to bring back the new revenue discussion. Director McCarthy supported this approach and so moved. Vice Chair Peru seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Steve Peru	X	
Joanne Keene	X	
Jim McCarthy	X	

**11. UPDATE TO THE FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO) EXECUTIVE BOARD SEAT REQUEST**

-Erika Mazza, CEO and General Manager

Staff recommends the NAIPTA Board of Directors provide direction to the FMPO staff and Executive Board on exact language for the Master IGA regarding the inclusion of NAIPTA on the FMPO Executive Board.

Ms. Mazza was asked by Director McCarthy to tell Mr. Meilbeck about the Bus and Bus Facilities grant award we just received. Mr. Meilbeck offered his congratulations. Ms. Mazza provided an overview of the decisions made by our Board thus far. Currently the FMPO is reviewing the language for their Master IGA and Ms. Mazza recommended consideration of the alternatives. Mr. Meilbeck stated he was impressed with the work staff are doing. He considered both options presented to be viable. He is planning to present to the FMPO Executive Board on December 4<sup>th</sup>, and the goal is to move forward. Director McCarthy stated Mountain Line should have a seat on the FMPO Board and he likes alternative 1.b. noted in the staff report, as he would be comfortable with the CEO serving and he supports Vice Chair Peru going forward for now. He does not see any drawbacks. Secretary Keene emphasized whoever is taking this seat, should be acting on behalf of the NAIPTA Board. That is important to keep in mind. She supports the direction of leaving it flexible, but she has some concern with the CEO serving with elected officials. She would support an NAU representative to NAIPTA serving on the FMPO Executive Board in the future. Vice Chair Peru supports a member representing Mountain Line on the FMPO Executive Board. He would be happy to serve in this capacity on behalf of Mountain Line. Chair Whelan stated whoever takes the seat has to be sure to represent Mountain Line. She appreciated everyone's discussion and patience. Director McCarthy made a motion to accept the alternative 1.b. language: A member appointed by the NAIPTA Board of Directors who is not a member of the Flagstaff City Council or the County Board of Supervisors. Secretary Keene seconded. Mr. Holcomb noted the FMPO will still have to adopt the formal language. Mr. Meilbeck and Director McCarthy acknowledged this fact. All approved, none opposed. Motion carried.





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NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Steve Peru	X	
Joanne Keene	X	
Jim McCarthy	X	

## PROGRESS REPORTS:

### 12. STUDENT PASS UPDATE

-Jacki Lenner, Marketing and Communications Manager

### 13. CURRENT EVENTS

-Erika Mazza, CEO and General Manager

There were no questions regarding the progress reports.

Director McCarthy made a motion to move into Executive Session at approximately 11:59am. Vice Chair Peru seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Steve Peru	X	
Jim McCarthy	X	

## EXECUTIVE SESSION

Executive sessions are closed to the public.

The Board considered 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).

Following the conclusion of the Executive Session, the Board reconvened the public meeting at approximately 12:23pm.

## ITEMS FROM COMMITTEE AND STAFF:

### SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

December/January Working Agenda



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The next Board meeting will be December 18, 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 will be available at 3773 N. Kaspar Dr. The public is invited to attend. December agenda items will include but not be limited to the Fare Study Implementation Plan, American Public Transportation Association (APTA) Outcome of Peer City Review, Bus Rapid Transit (BRT) Update, Future Transit Funding Discussion, Review FY2020 and FY2021 Meeting Calendars, Appoint Business or Economic Development TAC Member, Employee Satisfaction Survey, Service Change Update and a Possible Executive Session for the Downtown Connection Center (DCC) Discussion. The December 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.

**14. ADJOURNMENT** -Chair Whelan adjourned the meeting at approximately 12:23pm.

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Jamie Whelan, Chair of the NAIPTA Board of Directors

ATTEST:

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Rhonda Cashman, Clerk of the Board



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