



Transit Advisory Committee Minutes for Thursday, November 7, 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, November 7, 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:

Gillian Thomas, (Chair), Citizen Representative, Coconino County;
Erin Stam, (Vice Chair), Director of Parking and Shuttle Services, NAU, designee;
Shane Dille, Deputy City Manager, City of Flagstaff, designee, arrival at approximately 10:05am;
Paul Wagner, Citizen Representative, City of Flagstaff, (WebEx);
Kurt Stull, Executive Director of Facilities and Security, Coconino Community College, designee, arrival at approximately 10:10am;
Dave Wessel, Manager, FMPO, (WebEx);

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

TAC MEMBERS EXCUSED:

Lucinda Andreani, Deputy County Manager, Coconino County, designee;
Chris Tressler, County Engineer, Coconino County, alternate;
T. Paul Thomas, Business Representative, Northern Arizona Leadership Alliance;
Tim Kinney, Business Representative, Northern Arizona Leadership Alliance, alternate

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;
Lauree Battice, Business Manager;
Bizzy Collins, Transit Planner;
Estella Hollander, Mobility Planner;
Robert Martinez, Technical Specialist;
Rhonda Cashman, Executive Assistant and Clerk of the Board





Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.mountainline.az.gov

GUESTS PRESENT:

Kevin Parkes, Citizen Representative, City of Flagstaff, alternate

1. CALL TO ORDER -Chair Thomas called the meeting to order at approximately 10:05am.
2. ROLL CALL
3. SAFETY MINUTE

This month's topic was regarding the three Ps of Winter Driving Safety: Practice, Protect and Prevent.

4. APPROVE TAC MINUTES 9/5/2019

Vice Chair Stam moved to approve the minutes from September 5, 2019. Advisor Wagner seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Gillian Thomas	X	
Erin Stam	X	
Shane Dille	X	
Paul Wagner	X	
Kurt Stull	X	
Dave Wessel	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 MOUNTAIN LINE BRAND

-Jacki Lenner, Marketing and Communications Manager

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

Ms. Lenner noted Mountain Line started in 2001 and NAIPTA was formed in 2006. The Board will always be referenced as NAIPTA as it is our legal government name. We are moving toward all outward facing identification as Mountain Line. That is how the public knows us. This process has gradually been started. For instance,



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.mountainline.az.gov

references to NAIPTA were eliminated from the recent printing of the Ride Guide. This transition will have budget implications and an increment will be done. Over the years, the Mountain Link reference was removed, and it has come to be known as Route 10. This allows more flexibility for the use of buses. Similarly, all Mountain Lift van wraps will be changed to Mountain Line Paratransit. The Board and TAC will be kept updated on this process. There were no questions.

ii. 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 explained the On-Demand Plan has two types of services for flexible, real-time ride-hailing transportation: Transportation Network Companies (TNCs) and Microtransit. TNCs are partnerships, such as Uber and Lyft, to fill transportation gaps. Service may be subsidized. Microtransit is the utilization of agency vehicles with a software application partner for ride-hailing transportation service to fill gaps. The best uses are to connect riders to fixed route bus stops and during off-peak hours. Microtransit could replace a low-performing fixed route. The benefits include promotion of an integrated system, customer-oriented service and gaps in service are addressed. The project scope was reviewed. She also reviewed the map of potential On-Demand zones. Ms. Mazza stated this is an industry-wide conversation. She has sent information to the Mayor. Prioritization was discussed. Ms. Hollander reviewed the next steps. Ms. Mazza noted On-Demand services are a connection to transit. Having a plan is important so we can move forward with implementation strategies when funding and timing is right.

iii. 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 budget process. She presented our typical budget timeline. She stated projections from the City are used since the transit tax is our dedicated funding source from the City. Presentations are done for each partner agency noting the amount of funding being requested. The NAIPTA Board budget presentation is done in May and approval is requested in June. Advisor Dille noted tax revenues are less than projected and the City may not have an accurate picture until February. Ms. Dalmolin responded that she was made aware of this situation and our timeline has been adjusted accordingly. Our fiscal year is July 1-June 30. Ms. Mazza concurred that moving the City budget presentation back to sometime in February is best for all involved. Ms. Dalmolin commented that staff are committed to adopting a sustainable budget. There were no questions.

iv. CONSIDER MOUNTAIN LINE 2020 STRATEGIC PLAN

-Erika Mazza, CEO and General Manager



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.mountainline.az.gov

Ms. Mazza stated the bulk of the time at the Advance was spent on the Strategic Plan. The Goals and Objectives were reviewed at the Advance. The Tasks and Outcomes have been added by staff. Ms. Mazza reviewed the Tasks and Outcomes for each Goal and Objective. Chair Thomas asked if the Kaspar Intersection construction was really going to be done within the year. Ms. Mazza replied that ideally it would. The plan is to start construction in the spring. Advisor Wagner asked for a definition of “deadhead” related to the Kaspar Intersection under Goal 1. Ms. Mazza explained it is the non-revenue miles when starting and ending transit service. Vice Chair Stam asked if the reference to “adequate suspension” under Goal 3 refers to the rider or staff. Ms. Mazza stated it refers to the rider and she will add clarification. There were no further questions. Ms. Mazza stated this would be our 5-Year Strategic Plan and she asked for feedback. Vice Chair Stam stated she thought it was the right amount of information. Others concurred.

v. CONSIDER SERVICE PRIORITIZATION FOR FUTURE FUNDING

-Kate Morley, Development Director

Ms. Morley reported the last 5-Year Transit Plan was approved nearly 2 years ago, but it did not address prioritization. Since the October Advance, staff have compiled past and new data. She handed out the Transit Network Map and Ride Guide to reference during the conversation. She reviewed the recommended service priorities per the chart in the staff report. The total new funds equal our current operating costs. The Board needs to determine the priorities and identify the funds needed. Advisor Dille asked how we know these services are worth providing. Ms. Morley responded that we received these requests for service over the years during our outreach events and surveys. We would have to determine what is the measure of success. Ms. Mazza stated our 2017 5-Year Transit Plan had robust public outreach and the Board chose to focus on frequency. The surveys always provide feedback and request for service to Doney Park, Kachina Village and Mountaineer, as well as late night service. Advisor Dille asked if there is a way to test the waters on use of the service in these neighborhoods. Ms. Mazza replied that we will need guidance and direction on testing and criteria. Mr. Wessel stated there are tools for measuring potential riders. The ability to model On-Demand services could apply to a lot of these scenarios. He will talk to the consultants. Chair Thomas asked if staff have pre and post survey results for Route 2 regarding implementation of increased frequency and if the increased frequency produced the expected ridership. Ms. Mazza said yes, and staff would provide the numbers. Ms. Morley asked for feedback from TAC members. Consensus was to keep the frequency focus. It makes sense. Mr. Wessel asked about the last tax initiative and how much it would have raised toward the proposed service increases. Ms. Mazza said the tax initiative was for 15 cents on a \$100 purchase. Ms. Collins responded that it would have provided us operational dollars up to and through the cost of the Bus Rapid Transit (BRT), if it would have passed. Mr. Wessel suggested noting the corresponding tax levels to the dollar amounts on the chart for reference purposes. Vice Chair Stam asked for notation of items that may require a deeper dive to be considered after frequency implementation and future funds are available. Ms. Mazza stated the



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.mountainline.az.gov

Board will have an important discussion about a tax and partnerships. There is hope of some state funding in the future. She appreciated the prioritization discussion so that when funding and partnerships come forth, these items can be addressed. Chair Thomas suggested staying involved with the City planning board regarding future developments.

b. PROGRESS REPORTS:

i. STUDENT PASS UPDATE

-Jacki Lenner, Marketing and Communications Manager

ii. SUMMARY OF CURRENT EVENTS

-Erika Mazza, CEO and General Manager

There were no questions regarding the progress reports.

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

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 will reconvene the public meeting.

ITEMS FROM COMMITTEE AND STAFF:

7. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

December/January Working Agenda

The next TAC meeting will be December 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. December agenda items will include but not be limited to the Transition Plan, Fare Study Implementation Plan, American Public Transportation Association (APTA) Outcome of Peer City Review, Bus Rapid Transit (BRT) Update, Review the FY2020 and FY2021 Meeting Calendars, Appoint Business or Economic Development TAC Member, Employee Satisfaction Survey, Service Change Update, Annual Cybersecurity Update, Next Steps on Northern Arizona University (NAU) Bus Facility and a possible Executive Session for Real Estate Discussion. The December agenda will be available for review on NAIPTA's website and at NAIPTA's



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.mountainline.az.gov

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 -Chair Thomas adjourned the meeting at approximately 11:48am.

Gillian Thomas, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

Rhonda Cashman, Clerk of the Board



Getting you where you want to go

