



# Northern Arizona Intergovernmental Public Transportation Authority

Flagstaff: 3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928.679.8900 • FAX 928.779.6868 • www.naipta.az.gov  
Cottonwood: 340 Happy Jack Way • Cottonwood, AZ 86326 • 928.634.2287 • FAX 928.634.1685

## Board of Directors Minutes for Wednesday, January 18, 2012.

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 WITH QUOTATION MARKS ARE VERBATIM.

The Board of Directors met in Regular Session on Wednesday, January 18, 2012 at 8:00 am in the Community Room at the Flagstaff Aquaplex 1702 N. Fourth Street, Flagstaff, AZ 86004.

Public was invited to observe and participate in the meeting at the address above.

### PRESENT:

#### BOARD MEMBERS PRESENT:

Matt Ryan (Chair), Board of Supervisors, Coconino County;  
Mike Ward, City Council, City of Sedona;  
Linda Norman (Vice-Chair), City Council, City of Cottonwood;  
Gene Carrigan, designee for Chip Davis, Yavapai County;  
Celia Barotz (Secretary), Vice Mayor, City of Flagstaff;  
Al White, City Council, City of Flagstaff;  
Richard Payne, Campus Transit/Parking Services, NAU

#### BOARD MEMBERS EXCUSED:

\*Rob Adams, Mayor, City of Sedona;  
\*Liz Archuleta, Board of Supervisors, Coconino County;  
\*Scott Overton, City Council, City of Flagstaff;  
\*Rich Bowen, Associate Vice President for Economic Development, NAU;  
\*Karen Pfeifer, Vice Mayor, City of Cottonwood

\*alternates

#### NAIPTA STAFF IN ATTENDANCE:

Jeff Meilbeck, General Manger;  
Heather Dalmolin, Administrative Director;  
Jim Wagner, Operations Director;  
Kathy Chandler, Senior Manager Paratransit;  
Dave Smith, Facilities Manager



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Erika Mazza, Planning Manager;  
George Gillette, Fleet Manager;  
Rhonda Cashman, Clerk of the Board;  
Fredda Bisman, NAIPTA Attorney

### GUESTS PRESENT:

None.

The agenda for the meeting is as follows:

1. CALL TO ORDER -Chair Ryan called the meeting to order at 8:09am
2. ROLL CALL AND INTRODUCTIONS
3. APPROVE MINUTES FROM 11/16/2012  
Director Ward made the motion to approve minutes from 11/16/11. Director Barotz seconded. There was no discussion. All approved, none opposed. Motion carried.

### 4. CALL TO THE PUBLIC

No one came forth to speak during the call to public.

### CONSENT ITEMS:

All items on the consent agenda with financial impact have been budgeted.

There are no items for the consent agenda.

### DISCUSSION / ACTION ITEMS:

#### 5. ADOPT RESOLUTION TO TERMINATE CAT AND VERDE LYNX SERVICE IGA'S

-Jeff Meilbeck, General Manager

Staff recommends that NAIPTA adopt the attached resolution terminating Service IGA's with Sedona, Cottonwood and Clarkdale effective June 30, 2012 or as soon as possible thereafter.

Mr. Meilbeck reviewed how the separation process is going; working on details. Both Sedona and Cottonwood have sent letters to NAIPTA to terminate their IGA'S. Monthly meetings are being held with NAIPTA staff and the respective City Managers. This resolution will mirror what Sedona and Cottonwood have already done. We must determine how to handle the \$189,000 in expenses when the separation occurs.



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Director White commented he will miss the representatives from Sedona and Cottonwood. "It has been great!" He stated that a level of sophistication has been obtained and he hopes they will consider an Intergovernmental Public Transportation Authority in their area. Chair Ryan agreed that it feels like they are growing up and moving out on their own. Director White questioned the language in the resolution "June 30, 2012 or as soon as possible thereafter". Ms. Bisman stated the contracts have different termination dates and we didn't want a hard, fast date to hinder the process. Director Ward stated he has learned a lot. He hopes the Verde Valley communities will become more integrated. Director Barotz questioned the language in the resolution on page 18, paragraphs 3 and 4. Ms. Bisman clarified that the Cottonwood Service IGA II has a different termination date, 90 day notice versus 180 day notice. Director Ward asked what the next action is to be taken. Mr. Meilbeck commented that the resolution was drafted before Sedona and Cottonwood took action. There will be an opportunity for further discussion on this topic at the retreat. Ms. Bisman stated there is no requirement to go back to Sedona and Cottonwood following this Board action. Chair Ryan thanked Fredda and the respective staffs for their work on the separation process.

Director White moved to adopt the resolution. Director Barotz seconded. All approved, none opposed. Motion carried. Chair Ryan commented that this is a historic time. We are all growing. We have a lot to look forward to.

## 6. APPROVAL OF FTA GRANT APPLICATION

-Jeff Meilbeck, General Manager

Staff recommends that the Board of Directors:

- 1) Accept award of \$2,688,000 in section 5307 funding from Arizona Department of Transportation (ADOT)
- 2) Accept appropriation of \$388,000 in section 5307 Small Transit Intensive Cities funding from Federal Transit Administration (FTA)
- 3) Approve grant application and authorize execution of Federal Transit Administration (FTA) Grant for operating and capital assistance.

Mr. Meilbeck stated he wants to "savor the moment." He reported Flagstaff has received 5307 funds for years based on a per capita formula. On November 23, 2011, Chairman Ryan, Councilor White, Erika Mazza and Jim Wagner went to ADOT in Phoenix to make a presentation for why Flagstaff should receive these funds. He thanked everyone for their partnership and support. Flagstaff was awarded approximately \$2.6 million. He also pointed out that Flagstaff received a performance based grant award for another \$388,000 as well.

Chair Ryan stated the team did an excellent job. Out of the five initiatives, the hybrid electric technology was widely supported by our community. Per Ms. Bisman's recommendation, Chair Ryan suggested voting each of the three items separately.



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- 1) Director White moved to accept the \$2.6 million in 5307 funding from ADOT. Director Barotz seconded. Director White stated the grant for capital for new buses was very good fortune. Director Payne asked about the 20 percent match required and how it coincides with the budget. Mr. Meilbeck responded that through Proposition 403 there is adequate local match. The operating budget for FY13 will be less because of this. All approved, none opposed. Motion carried.
- 2) Director Payne moved to accept the \$388,000 in 5307 funding from FTA. Director Barotz seconded. All approved, none opposed. Motion carried.
- 3) Director White moved to approve the grant application and authorize execution of the FTA grant for operating and capital assistance. Director Barotz seconded. All approved, none opposed. Motion carried.

### 7. APPROVE PURCHASE OF GILLIG BUSES

-Jeff Meilbeck, General Manager

Staff recommends that the Board of Directors approve a purchase order with Gillig Corporation to purchase 6 35' Hybrid Electric Heavy Duty Transit buses at a cost not to exceed \$3,462,000.

Mr. Meilbeck explained this purchase ties to the grant (discussed in item 6). The contract with Gillig expired on December 31, 2011 and the grant allowed us to get in under the wire. We need to finalize the purchase specifications with Board action today. Mr. Meilbeck reviewed each alternative.

Director Barotz asked about branding. Mr. Meilbeck responded that he misspoke. It is not branding, it is styling. The recommended alternative is suburban bus styling to save \$120,000. Director White asked about smaller buses. Would demand warrant this? Mr. Meilbeck responded that we schedule and run routes to accommodate peak loads and those loads requires larger buses. Director White supported buying all 6 hybrid electric buses. To change from that now, might be disingenuous. He recommended the different styling. Mr. Meilbeck noted he is recommending alternative 2. Director Payne asked if NAIPTA has ever considered larger buses for Mountain Link. Mr. Meilbeck replied that he had wanted 40 foot buses for Mountain Link, but they won't work on the streets in downtown Flagstaff.

Chair Ryan asked for a motion. Director White moved to purchase 6, 35 foot hybrid electric Gillig buses, alternative 2. Director Payne seconded. Chair Ryan noted that as the fleet changes, he can understand the recommendation of alternative 2. All approved, none opposed. Motion carried.



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## 8. FY12 AND FY13 MEETING CALENDAR REVIEW

-Rhonda Cashman, Clerk of the Board

Staff recommends that the Board of Directors and the Transit Advisory Committee amend the FY12 Meeting Calendar by changing the Board meeting scheduled for Wednesday, April 18<sup>th</sup> to Wednesday, April 11<sup>th</sup> and adopt the FY13 Meeting Calendar.

Ms. Cashman presented the dates for meetings for the rest of FY12 and the new dates for FY13. Since two members of the Board are not able to attend the April 18<sup>th</sup> meeting, it is proposed to move that meeting to Wednesday, April 11<sup>th</sup>, one week prior. She noted the only potential problem for the earlier date is that the Board would have less time to review their agenda packet. The agenda packet would go out following the April 5th TAC meeting. Director White asked if there is any adverse effect for moving the April meeting. Ms. Cashman responded that board packet would have to be done very quickly, but she does not anticipate it being a problem.

Director White moved to adopt the change to the FY12 meeting calendar and the new FY13 meeting calendar. All approved, none opposed. Motion carried.

## PROGRESS REPORTS:

### 9. FY2011 TRIENNIAL REVIEW UPDATE

-Heather Dalmolin, Administrative Director

Ms. Dalmolin reported that the Triennial Review was closed by FTA by the December 31, 2011 deadline.

### 10. FY2011 ANNUAL REPORT COMPLETED

-Heather Dalmolin, Administrative Director

Ms. Dalmolin stated that we do not yet have the audited financial statements, so the Annual Report has not been submitted yet and the December 1<sup>st</sup> deadline was not met. To her knowledge, there is no penalty for missing the deadline. She anticipates submitting the Annual Report before the next Board meeting.

### 11. GENERAL MANAGER'S REPORT

-Jeff Meilbeck, General Manager

- Arizona Transit Association (AzTA) Update  
Mr. Meilbeck is currently serving as the Vice President of AzTA and he is the chairperson of the AzTA committee working toward the Statewide Funding Source. There is draft legislation.
- Local Transportation Assistance Fund II (LTAF II)-page 39  
Mr. Meilbeck stated that LTAF II accounted for about \$18 million in funding across the state. Maricopa County sued the State based on the Clean Air Act



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to get the funding reinstated in their area and succeeded. AzTA is working to get this funding reinstated for the rest of the state. AzTA may ask for help from cities and towns.

## ITEMS FROM COMMITTEE AND STAFF:

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

The next Board meeting is scheduled for Wednesday, February 15th and will be a WebEx meeting based in Flagstaff in the NAIPTA VERA conference room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. October agenda items include: FMPO Merger, the Strategic Work Plan and an Executive Session: GM Evaluation and Contract.

### 13. ADJOURNMENT -Chair Ryan adjourned the meeting at 8:50am.

\_\_\_\_\_  
Matt Ryan, Chair NAIPTA Board of Directors

ATTEST:

\_\_\_\_\_  
Rhonda Cashman, Clerk of the Board



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