



Northern Arizona Intergovernmental Public Transportation Authority

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Board of Directors Minutes for Wednesday, November 16, 2011

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, November 16, 2011 at 10:00 am in the NAIPTA VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004.

This was a WEB BASED meeting. 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;
Al White, City Council, City of Flagstaff;
Mike Ward, City Council, City of Sedona;
Linda Norman (Vice-Chair), City Council, City of Cottonwood;
Gene Carrigan, designee for Chip Davis, Yavapai County;
Rich Payne, Campus Transit/Parking Services, NAU;
Celia Barotz (Secretary), Vice Mayor, City of Flagstaff

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;
Jon Matthies, IT Manager;
George Gillette, Fleet Manager;
Erika Mazza, Planning Manager;



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Dave Costa, Safety Officer;
Rhonda Cashman, Clerk of the Board;
Fredda Bisman, NAIPTA Attorney (via WebEx)

GUESTS PRESENT:

The agenda for the meeting is as follows:

1. CALL TO ORDER -Chair Ryan called the meeting to order at 10:03am
2. ROLL CALL AND INTRODUCTIONS
3. APPROVE MINUTES FROM 10/19/2011
Director Barotz made the motion to approve minutes from 10/19/2011. Director Payne seconded. 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 were no items for the consent agenda.

DISCUSSION / ACTION ITEMS:

5. FY2011 NAIPTA ANNUAL REPORT
-Heather Dalmolin, Administrative Director
Staff recommends that the Board of Directors approve and adopt the FY2011 Annual Report, submitting copies to state and local agencies as required by state regulations and local service agreements.

Ms. Dalmolin has no new information to present. The financial information has not been added yet. The deadline to submit the Annual Report is December 1st. She reviewed the alternatives.

Director Barotz moved to approve Alternative #1: The Board approves the performance section of the report as presented at a previous meeting with inclusion of the financial statements upon completion later this month; staff can proceed with submission of the Annual Report on time. Director Ward seconded. All approved, none opposed. Motion carried.



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6. FTA SECTION 5307 SMALL URBANIZED AREA TRANSIT APPORTIONMENT

-Jeff Meilbeck, General Manager

Staff recommends that NAIPTA apply for up to \$3,000,000 of lapsing FTA Section 5307 Small Urbanized Area transit funds for the Flagstaff area.

Mr. Meilbeck reiterated Flagstaff has the most established public transit system in a small urban area and receives the least funding. Mr. Meilbeck stated he, along with a couple other NAIPTA Board and TAC members, will meet with John Halikowski, ADOT Director, on Wednesday, November 23rd at 9am to present our request for these funds. The meeting is expected to last 30 minutes. Mr. Meilbeck passed out a list of talking points and he requested Board feedback and suggestions.

Mr. Meilbeck proceeded with a PowerPoint presentation, noting some of the slides will be updated before next Wednesday. Director White suggested making a point about economic development and reinvestment. Hybrid-electric vehicles are quieter and reduce pollution in neighborhoods. Director White also recommended elaborating on the NAIPTA and FMPO relationship; a cooperative effort. Director Barotz spoke in support of providing an example of collaboration. She wondered what the roles would be for those who are attending this meeting. Director White suggested Director Payne may be a key person to include. Mr. Meilbeck stated having NAU support would be great, if Director Payne is able to go. Director Payne recommended adding a bullet about Flagstaff demographics. Director White stated the point could be made about how spread out Flagstaff is and how difficult it is to walk or bike across town. Director Payne stated Flagstaff has uniqueness with the high cost of living and a large transit dependent population. Director Ward agreed there is a legitimate claim for immediate use of the funds for a specific purpose. Director Payne recommended reinforcing the ridership versus funding. Chair Ryan asked if we have studies to show the economic impact on shopping areas. Mr. Meilbeck stated we don't have information like that at this time. Director Ward urged collaboration and to make it known who is speaking on what items. Mr. Meilbeck thanked the Board for their input and he plans to incorporate their suggestions.

Director White moved to approve application for FTA Section 5307 Small Urbanized Area transit funds for the Flagstaff area. Director Ward seconded. All approved, none opposed. Motion carried.

7. RESPONSE TO COTTONWOOD COMMENTS

-Jeff Meilbeck, General Manager

No recommendation.

In a PowerPoint presentation, Mr. Meilbeck reiterated the CAT system costs have been reduced, ridership has increased, the budget shortfall scenario, how the public process progressed and the changes to service and fares will be effective January 3, 2012. Mr. Meilbeck reviewed a CAT Budget Projections document with the Board. He stated



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this document was also reviewed with the TAC. Chair Ryan reported that the concerns were addressed. Director Ward stated that Sedona approved the MOU with Cottonwood at their City Council meeting on November 9, 2011. There was no further discussion.

8. VERDE VALLEY UPDATE

-Jeff Meilbeck, General Manager

Staff recommends that the Board of Directors consider and discuss the implications and opportunities associated with the potential loss of Sedona and Cottonwood as NAIPTA member agencies.

Mr. Meilbeck called the Board's attention to the last paragraph of the staff report on page 32. He was preparing this report before the Sedona and Cottonwood City Council meetings had taken place. He asked the Board to begin thinking about the implications and opportunities that face NAIPTA. This information was also reported to the TAC. NAIPTA will be supportive of the decisions of the City of Sedona and the City of Cottonwood. Currently NAIPTA costs of approximately \$189,000 are billed to CAT for various direct and indirect costs that would need to be absorbed, reduced or eliminated in FY13. This is about 3% of NAIPTA's total operating budget.

Chair Ryan asked for reports from Sedona and Cottonwood representatives. Director Ward stated the Sedona City Council approved the MOU unanimously. He said he reminded the council that NAIPTA has been successful in Flagstaff. He stated he is neutral on the subject, but the City of Sedona really wants to be subcontracting with the City of Cottonwood for operation of Verde Lynx. Director Ward questioned if \$189,000 is being charged to Cottonwood and Sedona, then the actual cost is much higher due to the 80%/20% federal match. Mr. Meilbeck responded that it doesn't work that way, not all of it is leveraged against federal funds. It is the costs of operating a system. Some of the funds are from the 5311 grant and some from fare box return. Director Ward stated the importance of knowing the administrative overhead and that information would be good for the City of Cottonwood to know. Chair Ryan stated the approval of the MOU by the City of Sedona and the City of Cottonwood demonstrates their choice to break away from NAIPTA. Director Ward clarified it allows staff to enter negotiations and apply for grants. Director Norman stated that she did not think they would both be applying for funding. Director Ward thought they both had to or the Verde Valley might not have access to the funds. Mr. Meilbeck clarified that only one entity can apply for the funding. Based on the actions of the Sedona and Cottonwood councils, NAIPTA will not be applying for funds. Director Ward questioned what would happen to the funds if Cottonwood applies for funds and doesn't withdraw from NAIPTA or if NAIPTA applies for funds and Cottonwood and Sedona do withdraw from NAIPTA. Would the funding be lost to all? Director Norman stated she did not vote on the MOU at the City Council meeting in Cottonwood. She felt it would be a conflict of interest. She was really disappointed when these discussions began. She can see how much NAIPTA has done for CAT and on the other hand she can see some of the staff points



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regarding focus on the Verde Valley and the differences from Flagstaff. The MOU was approved.

Chair Ryan stated this could be uncomfortable, but it is growth. There has been a very good partnership. Director White interjected that both councils approved the MOU. Chair Ryan proceeded in stating that the MOU introduces severing with NAIPTA and notes a 180 day time period. Director Ward stated the MOU is to explore the possibilities. Director Barotz questioned the language of the MOU. Director White pointed out the intention to separate from NAIPTA in the MOU. Director Ward reported neither council has voted to cede from NAIPTA yet. Mr. Meilbeck stated the MOU indicates a mutual decision and notification. Director Ward stated it is not done yet. Ms. Bisman stated the MOU has the same force as any other agreement. It is the first step toward termination, though there are other steps to come. It could be reversed. Director Ward stated there is a good chance it will happen. Director Payne stated they have given notice and the clock is ticking. Director Ward said they have given notice of intent to make a decision. Director White stated Mr. Meilbeck has the right to start developing a plan for NAIPTA. Director Ward noted it was the December 1st deadline for the funding application process that was driving this agreement. He wonders if it would be a NAIPTA grant for all or would it be a NAIPTA grant and a Cottonwood/Sedona grant as separate entities? Chair Ryan responded the MOU states the intent to sever from NAIPTA so that the Verde Valley systems can apply for the grant. Director Ward asked if the grant can be structured to be merged. Director White stated if Cottonwood and Sedona are successful in receiving a grant, it should go toward operating the system, though he is not sure. Director Ward asked if we know that. Director Carrigan suggested finding out. Director Barotz stated there seems to be different interpretations of what it meant to sign the MOU. NAIPTA is giving the opportunity to Cottonwood to apply for the 5311 grant. Director Ward stated the issue is more about who is the recipient of the funds. Mr. Meilbeck explained the 5311 funds are only for the Verde Valley. Director Barotz asked if money is really the question, ability to secure funds before severing from NAIPTA or is it policy issues. Director Ward reiterated the decision was hurried due to the December 1st deadline for grant application. It might have been smarter to put it off for a year, but staff was really driving this hard.

Chair Ryan stated the MOU initiates the opportunity for the Verde Valley to apply for funding independently from NAIPTA. There has been a great relationship, but a change is occurring. This decision by Sedona and Cottonwood impacts other NAIPTA partners that have to make decisions. Director Ward stated he did not understand that there was only one 5311 grant. Therefore, he could not inform the council. The December 1st deadline exists whether there is a separation or not. He asked what the appropriate grant strategy is. Director White is unsure, but stated if you apply and have that money, he would guess that it would be used for the system. The funds would be utilized as if NAIPTA received the grant. Director Payne stated, conversely, if the grant was awarded to NAIPTA and Cottonwood and Sedona separated, he is not sure if the



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funds would be allocated to another agency. It might have to be returned. Per Mr. Meilbeck, the funds would go back to ADOT. Director Ward questioned whether Cottonwood and Sedona would receive the funds. Director Payne brought up the ethical question, stating that it would be disingenuous to apply for a grant for the party of an MOU planning to withdraw from the organization. Director Norman reported that Cottonwood has contacted ADOT about the grant. Richard Faust is to participate in a webinar to learn how to apply for the grant. She thought Richard mentioned NAIPTA might help with this process. Mr. Meilbeck stated “no” clarifying that NAIPTA would not be writing the grant.

Chair Ryan stated that both councils took action to separate. Ms. Bisman stated that from a legal perspective it appears to her that the action was undertaken with an intention to separate and this is the first necessary step and gives first notices. Although not the final step, it is a decision to separate acknowledging that things have to happen between now and the final act. Director Ward asked what if the second and third steps don't happen. Ms. Bisman stated the MOU notes an IGA is to come on February 15th. If it is not approved, she isn't sure. This is a multi-step decision. Director Payne stated, with the MOU in hand, it is difficult to ask Mr. Meilbeck to drop everything to do the grant application. Director White agreed. Director Ward recommended sending notification to Cottonwood and Sedona that NAIPTA is not applying for the 5311 grant. Mr. Meilbeck asked to confirm where we are on the agenda. Chair Ryan stated we are still on the Verde Valley Update. The MOU was approved by Sedona and Cottonwood. They have initiated termination. They plan to apply for 5311 funds independent of NAIPTA, per the MOU. Director White read from the MOU, step 2: IGA proposed. Director Ward stated it is just part of the process. Director White stated step 3: Application for funds. Both parties signed the MOU. Director Carrigan stated that decisions have to be made.

Director Ward wanted to make sure Cottonwood and Sedona know the financial planning as of whatever date is determined, will be on their own. Director White stated they shouldn't have signed it if that wasn't the case. Director Ward stated that he hopes Cottonwood and Sedona know what they are doing. Ms. Bisman reported that discussions are now going beyond the scope of the NAIPTA Board. Director Barotz recommended that Sedona and Cottonwood seek legal guidance independently and perhaps, collectively, for councils and staff due to the ambiguity of the MOU. Chair Ryan stated that we know actions have taken place that will have implications for NAIPTA. Director Ward stated he has a clearer understanding and he will report back to his council.

Director White excused himself from the meeting.

9. APPLICATION FOR SECTION 5311 RURAL TRANSIT FUNDS

-Heather Dalmolin, Administrative Director



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Staff recommends that the Board of Directors notify Arizona Department of Transportation (ADOT) that NAIPTA will not be applying for FY2012 Section 5311 Rural Transit Funds for FY2013 Operations and Capital on behalf of programs in Sedona and Cottonwood.

Ms. Dalmolin stated that NAIPTA has been applying for these funds on behalf of Sedona since the Roadrunner launch and in most recent years on behalf of the City of Cottonwood. A copy of a drafted letter is included in the packet to notify ADOT of NAIPTA's intention not to apply for 5311 funds which should make it easier for Sedona and/or Cottonwood to apply for these funds.

Mr. Meilbeck called the Board's attention to the staff report at the top of page 38 where Ms. Dalmolin notes ADOT will not entertain two applications for the same program. The MOU was approved by Sedona and Cottonwood with the documented intent that they will apply for the funding. He recommended that the letter be sent to be clear that NAIPTA will not be applying for these funds. Chair Ryan reiterated the signed MOU from Cottonwood and Sedona demonstrates the intent to apply for the 5311 funding. The clock is ticking and in order for NAIPTA to not impede the process, the Board should follow through with the staff recommendation, allowing the other organizations to apply. Director Barotz commented that there is no certainty that the grant application will get done. The intent is there, but a lot has to happen. If it doesn't, then no one gets those funds. Director Ward stated he feels certain the application will be submitted, but what happens to those funds if we don't separate. Ms. Dalmolin asked to offer some historical information. There is an established relationship involving ADOT regarding who will apply for the funds and who will manage the funds between Cottonwood and NAIPTA. Should the MOU steps not be fully executed, history would show that Cottonwood could transfer those funds to NAIPTA to operate the CAT system. The grant is usually applied for and awarded to a program, no matter what agency operates it. There is no way to say it would happen that way for sure, it is up to ADOT. Director Barotz stated that it seems there isn't a very high risk that those monies would not be used in this area based on historical experience. There was no further discussion.

Director Payne moved to submit the letter to ADOT. Director Barotz seconded. All approved, none opposed. Motion carried.

10. STRATEGIC POLICY RETREAT

-Jeff Meilbeck, General Manager

Staff recommends that the NAIPTA Board of Directors review, consider and adopt an agenda for the Strategic Policy Retreat (Advance) scheduled for December 1, 2011 from 9:00 AM to 3:00 PM in Flagstaff.





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Mr. Meilbeck stated the date of December 1st is not going to work. It will be rescheduled at some point. In light of the Verde Valley developments, he has been waiting for the stakeholder interviews to be completed. He passed out a draft agenda. It is important to choose a date.

Director Barotz stated the agenda shows the retreat going until 4:30pm and it was her understanding that it would end at 3pm. Mr. Meilbeck stated the facilitator was told 9am-3pm. They want more of your time to do the work. This is what they propose. The Board can decide how to proceed. Director Payne stated that he has participated in many of the agenda items in prior training sessions and he wonders if the rest of the Board has also had this experience previously and if those items could be skipped. Director Barotz stated she has had some of this training and since the time is so limited, she recommended spending less time on those types of items and more time on issues unique to NAIPTA as an organization. Keep it more practical. Chair Ryan agreed and stated to watch the time on the retreat. Historical information is good, but does it have to be that long. Director Ward recommended a shorter lunch, if staying there for lunch. Everyone was in favor of a working lunch. Chair Ryan stated the context of the retreat changes depending on what is decided with the partners. The change will affect what we want to do. Maybe we can talk about the change within NAIPTA regarding the Verde Valley and what is the future of NAIPTA in reference to strategic planning in two different parts. It may cause the facilitator to have to go back and rethink the agenda. Chair Ryan asked for input.

Director Carrigan stated Yavapai County will be spinning its wheels with everything going on. Director Ward wondered what part the Board really plays if there is a separation. It seems to him it will be more of a logistical and administrative split. Mr. Meilbeck responded that the boundary of NAIPTA may change. If two of the six member agencies withdraw, it will be a pretty major change for the Board. Director Ward stated the Board may need to be reconstituted with more focus on Flagstaff. Director Barotz said this is a huge impact to the Board and how we run this organization. What is our vision now? What do our finances look like? If you change the map significantly, it changes the organization. Director Payne asked about the original bylaws that would account for changes in the number of member agencies. Fredda stepped out, so Jeff will address this issue. Mr. Meilbeck discussed the Master IGA with Fredda yesterday. The Master IGA was formed by Coconino County and Yavapai County and the cities petitioned to join. Based on this MOU or a future IGA, Sedona and Cottonwood would no longer be a part of NAITPA. The Board would be the five remaining members. It would need to be determined how those member agencies want to proceed. Director Barotz questioned whether December is really the best time for the retreat or would January be better. Chair Ryan stated we are in a definite state of change now. It may be good to have additional time. It would help Mike go back to the organizations and address the implications of the MOU. Director Norman reported that the MOU states 180 day notice will be given to NAIPTA on or before January 15th. She recommended waiting until after that date so we would know



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what is happening. In terms of transition, Chair Ryan asked how the clock plays out for the current 5311 award. Ms. Dalmolin clarified the current 5311 grant we are operating under is October 1, 2011-September 30, 2012, based on the federal fiscal year. Mr. Meilbeck pointed out that the current service IGA's run through June 30, 2012. Director Ward asked if they could be extended. Mr. Meilbeck responded that they could be extended. Director Barotz pointed out that the January 15th date in #1 of the MOU has the year of 2011. Director Payne found a similar error in #2 of the MOU referring to February 15th. The agreement may need to be amended.

Chair Ryan reiterated we have an MOU that's triggering a 180 day deadline. We have a funding cycle that goes through September. There will be some level of transition. Then we have the IGA clock also. Short term goals will be associated with these items. The retreat will likely need to address the change piece, we need to make sure the agencies do well and the strategic piece, the future plan for NAIPTA. He recommended waiting until January for the retreat, considering the state of flux. It was proposed the have a short Board business meeting prior to the retreat on the same day and start at 8am. Chair Ryan stated he would make himself available on January 18th. Chair Ryan recommended the tentative date of January 18th, confirming that our TAC members can attend and other staff that might want to attend. The second choice is February 15th for a combined Board meeting and retreat.

11. MOUNTAIN LINE FINANCIAL PROJECTIONS

-Heather Dalmolin, Administrative Director
Discussion only.

Ms. Dalmolin clarified this report is on Mountain Line and Mountain Lift in Flagstaff. She conveyed the financial projections in a PowerPoint presentation. These projections and assumptions are being used to project the fund balance through 2020. This information may be useful for the upcoming retreat.

Chair Ryan excused himself from the meeting. Vice Chair Norman will continue the meeting. The Executive Session will be tabled.

PROGRESS REPORTS:

12. GENERAL MANAGER'S PROGRESS REPORT

-Jeff Meilbeck, General Manager

Mr. Meilbeck reported LTAF II funds are being restated in Maricopa County by court order. AzTA is pursuing reinstatement of these funds for all Arizona communities.

13. QUARTERLY PERFORMANCE REPORT / FAIR RIDERSHIP

-Heather Dalmolin, Administrative Director



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Ms. Dalmolin offered a PowerPoint presentation identifying performance targets and ridership for all programs in the first quarter of FY12. Director Payne asked if Mountain Link was helping. Mr. Meilbeck responded with a resounding “yes”. Director Ward recommended keeping other routes of Mountain Line separate from Mountain Link.

Ms. Dalmolin replied that she keeps all three data sets. Director Ward stated he would like to see data separated and reported both with and without Mountain Link.

14. SEDONA SHELTERS UPDATE
-James Wagner, Operations Director

Mr. Wagner showed two slides of the Sedona shelter design. They are 3D. The permits have been submitted. There have been some conflicts with construction. Director Norman asked the cost of each shelter. Mr. Wagner responded that with solar lighting and other modifications, including a bench, they are \$5,000 each.

ITEMS FROM COMMITTEE AND STAFF:

15. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS
The Board and TAC will take a recess for the month of December. The next Board meeting is scheduled for January 18th and will be a Web Ex 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. The time and location of this meeting is subject to change, if the retreat is planned for the same day. January agenda items are the Executive Session: General Manager’s Evaluation and Contract.

16. ADJOURNMENT -Vice Chair Norman adjourned the meeting at 12:15pm.

Matt Ryan, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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