



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

Transit Advisory Committee Minutes for Thursday, January 5, 2012

NAIPTA Conference Room
3773 N. Kaspar Dr.
Flagstaff, AZ 86004

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 WITH 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, January 5, 2012 at 10:00 am in a WEB BASED meeting. NAIPTA staff were present in the NAIPTA Conference Room, 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:

- *Richard Faust, (Chair), Community Services GM, City of Cottonwood;
- *John Holmes, Interim Assistant City Manager, City of Sedona;
- *Joanne Keene, Government Relations Director, Coconino County; (via web)
- Kevin Burke, City Manager, City of Flagstaff; (via web)
- **Barbara Goodrich, Management Services Director, City of Flagstaff (via web)
- David Hook, Project Manager - Capital Assets, NAU; (via phone)
- **alternate* ***designee*

TAC MEMBERS EXCUSED:

- John McGregor, (Vice Chair), Citizen Representative;
- Mike Townsend, County Manager, Coconino County;
- Doug Bartosh, City Manager, City of Cottonwood;
- *Tim Ernster, City Manager, City of Sedona;
- Mike Willet, Transportation Planning Engineer, Yavapai County;
- *Gay Hendin, Grant Administrator, Yavapai County;
- Carol Quasula, Citizen Representative, City of Cottonwood

NAIPTA STAFF IN ATTENDANCE:

- Jeff Meilbeck, General Manager;
- Heather Dalmolin, Administrative Director;
- Jim Wagner, Operations Director;
- Dave Smith, Facilities Manager;



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Erika Mazza, Planning Manager;
Jon Matthies, IT Manager;
George Gillette, Fleet Manager;
Rhonda Cashman, Clerk of the Board;
Fredda Bisman, NAIPTA attorney; (via web)

GUESTS PRESENT:

None.

The agenda for the meeting is as follows:

1. CALL TO ORDER -Chair Faust called the meeting to order at 10:02am
2. ROLL CALL AND INTRODUCTIONS
3. APPROVE TAC MINUTES FROM 11/3/11
Advisor Keene moved to approve the minutes. Advisor Goodrich seconded. There was no discussion. All approved, none opposed; the motion carried.
4. CALL TO THE PUBLIC
There was no response from the public.

DISCUSSION ITEMS:

5. CAT AND VERDE LYNX TRANSITION MANAGEMENT
-Jeff Meilbeck, General Manager
For discussion only.

Mr. Meilbeck reported the list of items to be addressed was included in the TAC packet. There was a transition meeting yesterday and Doug Bartosh, Cottonwood City Manager took the lead. The separation is moving forward.

Chair Faust commented on the seamlessness of the transition process thus far and stated the list of items will be very helpful. He reported he anticipates going to the Cottonwood City Council to request a waiver for hiring CAT and Verde Lynx employees. He advised the TAC that Cottonwood took action on January 3rd to initiate the 180 day notice and a letter to this effect would be sent to Mr. Meilbeck very soon. The Sedona City Council is expected to approve a similar agreement on January 10th. Advisor Holmes stated the list is terrific and that he has worked with Mr. Meilbeck in the past when public transit was a division of Coconino County.

Chair Faust said the process is moving rapidly with ADOT. The 5311 grant was submitted for the CAT and Verde Lynx systems and they are working on the taxi vouchers with NACOG. He reported they will be looking for a Transit Manager and



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plan to go to Cottonwood City Council on January 17th regarding this position; hoping to have the position filled by mid-February. Advisor Holmes asked about the plan for the Sedona shelters. He stated this project is important to Sedona. Mr. Meilbeck responded noting the plan to install 6 shelters on Highway 89A and Highway 179. Permits have been held up by ADOT. A lighting project has taken priority. The shelter project can't move forward without the permits required from ADOT. NAIPTA would be responsible through June 30, 2012.

6. REVIEW OF THE DRAFT BOARD BUSINESS AGENDA

TAC reviewed the draft board business agenda and discussed staff reports to provide recommendations to the Board.

a. **CONSENT ITEMS:**

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

There were no items for the consent agenda.

b. **DISCUSSION/ACTION ITEMS:**

i. ADOPT A RESOLUTION TO TERMINATE CAT & VERDE LYNX SERVICE IGA'S

-Jeff Meilbeck, General Manager

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

Mr. Meilbeck stated that definitive action is taking place and this item will be introduced to the NAIPTA Board for their discussion and decision. If approved, this action will be consistent with actions taken by Cottonwood and Sedona and make clear that all organizations are in agreement with terminating Service IGA's for CAT and Verde Lynx.

There was no further comment or discussion from the TAC members.

ii. 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.





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Mr. Meilbeck reviewed the staff recommendations. He reported that NAIPTA has been awarded 5307 funds that weren't being used by another small urban area within Arizona. Mr. Meilbeck thanked the members of the NAIPTA Board and TAC for their part in making this happen. Flagstaff has been receiving 5307 funds for over a decade, usually population based. This year Flagstaff also qualified for a performance based portion of the grant due to the growth of the Mountain Line system. The staff plans to purchase new buses with the funds to replace those buses that have reached the end of life.

Chair Faust congratulated NAIPTA on the award of this funding. Advisor Hook stated it looks good. Advisor Holmes agreed it is very good. There was no further discussion.

iii. APPROVE PURCHASE OF GILLIG BUSES

-James Wagner, Operations 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 \$3,582,000.

Mr. Meilbeck presented this item in Mr. Wagner's absence at the time. Mr. Meilbeck stated NAIPTA is getting in right under the wire to contract with Gillig for 6 new buses slated for delivery in approximately 12 months. The process would have been much longer if we had to go out to bid again. Twenty percent of the local match will be from the dedicated transit tax. Mr. Meilbeck reviewed the bus purchase options available including Hybrid Electric versus diesel buses and bus branding design versus generic suburban bus design. Advisor Burke stated that short of a full City Council decision, voters approved the Hybrid Electric technology. He advocated for the savings of \$120,000, choosing the generic suburban bus design. He also questioned the bus size, inquiring if there may be some savings in evaluating diversity of bus sizes to match routes, etc. Mr. Meilbeck responded. that 35 foot buses were chosen to support peak loads. For example, Route 5 equates to about 20 percent of ridership, but every afternoon during the week FALA students fill the bus to standing room only and sometimes people are turned away. NAIPTA looked at 40 foot buses for Mountain Link knowing there would be heavy loads, but that bus length couldn't make the turns in downtown Flagstaff. Advisor Burke asked if there is an opportunity to switch buses during the day. Mr. Meilbeck responded that there is a possibility of changing buses during the course of the day but at some cost. He understands from a community relations standpoint, it looks bad to run empty buses, but when you do the math, it is more cost effective to run buses that meet peak demand. Advisor Burke stated it is a tough argument that peak demand will drive operational costs for the rest of the day. In looking at NAIPTA's extended plans,



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he asked about this opportunity to build diversity into the fleet to have different types of vehicles in the local fleet. Mr. Gillette reported between a 30 foot bus and a 35 foot bus, there is about a tenth of a gallon difference. The costs are very similar to operate. It is not cost effective to operate smaller buses that you have to switch out twice a day. He also mentioned that transit buses are not designed for interstate use. We would need to purchase a motor coach or other type of vehicle for the possible Flagstaff to Phoenix route.

Chair Faust stated peak demand times will still require the large buses. Even on the lowest performing route there are peak demand times and larger buses are required to meet that demand. Advisor Burke refers to fire engines versus ambulance type vehicles and extending life of the vehicles. He was thinking more along the lines of vans for the low ridership times. If the ridership difference really isn't that drastic, then he understands how this would not be effective. Designee Goodrich asked what type of buses are being replaced and if we will be trying to sell them. Mr. Meilbeck stated we would be replacing 30 foot medium duty diesel buses with 35 foot hybrid electric buses. The old buses can really only be sold for salvage. Mr. Gillette reported we have received \$2,000-\$2,500 from an auction company in Phoenix in the past. Designee Goodrich asked if NAIPTA is getting rid of the old buses. Mr. Gillette replied that we would be getting rid of the old buses. Mr. Meilbeck stated he and staff can do a cost benefit analysis for 5 hybrid electric buses and smaller buses, if requested. Advisor Burke mentioned the importance of a long term replacement plan and he is trying to see options. Advisor Holmes asked if there is often extra money available to buy buses or is there special funding for the hybrid electric vehicles. Mr. Meilbeck responded that the City of Flagstaff voters chose to support hybrid electric technology in 2008. The Verde Valley rural transit system is different. ADOT doesn't specify bus type or rate it differently in the grant process. Chair Faust stated there may be another alternative to be added to the options for the Board discussion. Mr. Meilbeck stated he and staff would put together a cost benefit analysis for another possible option and get Advisor Burke's feedback prior to January 18th before bringing it to the Board. There was no further discussion.

iv. 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 18th to Wednesday, April 11th and adopt the FY13 Meeting Calendar.

Ms. Cashman noted both City of Flagstaff Board members will be absent for the April 18th Board meeting due to the City's final budget retreat. An alternative date





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of April 11th is being proposed. The Board agenda packet would most likely go out following the TAC meeting on April 5th or possibly the 6th, which is less than the typical week prior. The FY13 meeting dates are proposed. There was no TAC discussion or recommendations.

c. PROGRESS REPORTS:

i. FY2011 TRIENNIAL REVIEW UPDATE

-Heather Dalmolin, Administrative Director

Ms. Dalmolin reported all findings were corrected and accepted by FTA prior to the December 31st deadline. Chair Faust commented that is great.

ii. FY2011 ANNUAL REPORT COMPLETED

-Heather Dalmolin, Administrative Director

Ms. Dalmolin reported that we are still awaiting the final financial information from the audit. There was a delay involving financial information from a partner agency. We missed the deadline, but there is no penalty for submitting it late. It will be submitted as soon as we have the final financial information.

iii. GENERAL MANAGER'S PROGRESS REPORT

-Jeff Meilbeck, General Manager

- Arizona Transit Association (AzTA)
Mr. Meilbeck reported he will start as AzTA Vice President this month. He will also continue as the Chair of the committee pursuing statewide dedicated transit funding.
- Local Transportation Assistance Fund II (LTAF II)
Mr. Meilbeck stated that AzTA is pursuing reinstatement of these funds statewide.

Advisor Holmes said to keep buying lottery tickets. Advisor Burke asked if AzTA is looking for support from other agencies. Mr. Meilbeck stated this has been discussed with the legislative committee and there is some debate over whether to include other agencies or not. Chair Faust said he thought most Mayors would be happy to help. Advisor Burke asked to be informed if help is requested. Mr. Meilbeck said he would relay the offer.





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- The Strategic Policy Retreat Agenda for January 18th was reviewed. Mr. Meilbeck reported there will be a staff dinner meeting with the facilitators to review the retreat findings.

ITEMS FROM COMMITTEE AND STAFF:

7. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The Board and TAC Strategic Policy Retreat is scheduled for January 18th, 9am-3pm at the Flagstaff Aquaplex, 1702 North Fourth St., Flagstaff, AZ 86004.

The next TAC meeting is scheduled for February 2nd 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. February agenda items are the Strategic Work Plan and a Boarding and Alighting report.

8. ADJOURNMENT -Chair Faust adjourned the meeting at 10:56am.

Richard Faust, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

Rhonda Cashman, Clerk of the Board



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