



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, August 4, 2011

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, August 4, 2011 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;
- Andi Welsh, Community Services Director, City of Sedona; (via web)
- *Joanne Keene, Government Relations Director, Coconino County; (via web)
- *Gay Hendin, Grant Administrator, Yavapai County; (via web)
- David Hook, Project Manager - Capital Assets, NAU; (via web)
- Carol Quasula, Citizen Representative, City of Cottonwood (via web)
- **alternate* ***designee*

TAC MEMBERS EXCUSED:

- Kevin Burke, City Manager, City of Flagstaff;
- **Barbara Goodrich, Management Services Director, City of Flagstaff
- *Jim Wine, Deputy City Manager, City of Flagstaff;
- John McGregor, (Vice-Chair), Citizen Representative, City of Flagstaff;
- Steve Peru, 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

NAIPTA STAFF IN ATTENDANCE:

- Jeff Meilbeck, General Manager;
- Heather Dalmolin, Senior Manager Internal Services;
- Jim Wagner, Senior Manager Operations;
- Kathy Chandler, Paratransit Program Manager;



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Jon Matthies, IT Manager
Rhonda Cashman, Clerk of the Board
Fredda Bisman, NAIPTA attorney; (via web)

GUESTS PRESENT:

Teri Kennedy, ADOT (via web)

The agenda for the meeting is as follows:

1. CALL TO ORDER -Chair Faust called the meeting to order at 10:07am
2. ROLL CALL AND INTRODUCTIONS -Jeff Meilbeck introduced Rhonda Cashman, the new Clerk of the Board for NAIPA. This is her first TAC meeting.
3. APPROVE TAC MINUTES FROM 5/5/2011 -not done
4. CALL TO THE PUBLIC
There was no response from the public.

DISCUSSION ITEMS:

5. 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.

Chair Faust asked the TAC if they had any questions or concerns regarding the consent agenda to be presented to the Board. TAC reviewed the consent agenda and having no questions or discussion supported the recommendations to the Board.

- i. FY12 DBE PROGRAM AND GOALS
-Heather Dalmolin, Administrative Director
Staff recommends that the Board of Directors adopt the Arizona Department of Transportation (ADOT) FY2012 Disadvantaged Business Enterprise (DBE) Program and Goals as required by the Federal Transit Administration (FTA).
- ii. PURCHASE ORDER SHORTAGE TWO HYBRID ELECTRIC AND TWO DIESEL TRANSIT BUSES
-James Wagner, Operations Director
Staff recommends that the Board of Directors approve increasing the amount to purchase orders 10-1053 and 1025 for the contracted purchase of two 35' Hybrid



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Electric and two Diesel heavy duty transit buses from Gillig Corporation at a cost not to exceed \$6,000.

iii. APPROVE IGA AMENDMENT AND FUEL PURCHASE WITH COCONINO COUNTY

-James Wagner, Operations Director

Staff recommends that the Board of Directors approve IGA amendment and fuel purchase for FY12 from Coconino County in the amount up to \$50,000.

b. **DISCUSSION/ACTION ITEMS:**

i. BOARD/TAC APPOINTMENTS & ELECTION OF OFFICERS

-Rhonda Cashman, Clerk of the Board

Staff recommends that the Board of Directors and Transit Advisory Committee approve appointments from the Member Agencies and elect officers for FY12.

Ms. Cashman, Clerk of the Board, explained Chair Faust and Vice Chair McGregor are eligible to retain those officer positions for another year. A Secretary does need to be elected. Sheri Torres, former Clerk of the Board, was serving as Secretary. Ms. Cashman states the Rules of Procedure note the Secretary needs to be a member of the TAC and the Clerk can continue to keep the records or the Rules of Procedure may be amended. Sedona may appoint a Citizen Representative.

Chair Faust asks for nominations for election of officers. Advisor Welsh moves to elect Advisor Faust to Chair and Advisor McGregor to Vice Chair for 2nd terms. Advisor Keene seconded. The motion passes unanimously.

Advisor Keene makes a recommendation to staff to amend the Rules of Procedure. Fredda Bisman, NAIPTA Legal Counsel, recommends electing a Secretary today as we must give notice and initiate the process to amend the Rules of Procedure. Advisor Keene offers to be Secretary. She is elected unanimously.

ii. CAT FY12 BUDGET UPDATE

-Jeff Meilbeck, General Manager

Staff recommends that the Board decide how to proceed with CAT service levels in light of \$70,938 local match funding shortfall.

Mr. Meilbeck, NAIPTA General Manager, reviewed the history of CAT and what NAIPTA has accomplished in a short time with managing CAT. He also reviewed the potential options on the table for handling this budget shortfall.





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Advisor Welsh asked Advisor Faust about the impact this budget shortfall and potential CAT service cut will have on Cottonwood. Advisor Faust responded the Cottonwood City Manager and Financial Manager had to apply the “break pedal”. The City of Cottonwood will be operating with a 3 percent deficit. Yavapai County, Clarkdale and Cottonwood are all hurting and transit seems to take the brunt of it. The hope is that the economy will get better and tax revenues will improve. He states Jeff looked for grants and there are none out there.

Advisor Keene asked what the usual use is for General Fund monies. Mr. Meilbeck responded the monies are usually used for Board expenses, which have decreased in recent years, and sometimes sponsoring an FMPO meeting, etc. Advisor Welsh states it is okay with her if the Board wants to use the General Fund money that way, but suggests we develop general guidelines for the use of that money in the future. Advisor Quasula states she would hate to see ridership decrease and this may be a stop gap. She appreciates NAIPTA being willing to offer this option. All TAC members support Mr. Meilbeck recommending the use of the General Fund monies to avoid service cuts to CAT in FY12.

iii. CAT DIAL A RIDE SERVICE OPTION

-Kathryn Chandler, Senior Paratransit Manager

Staff recommends that the Board of Directors approve the elimination of the CAT Dial A Ride service for a savings of \$5,800 per year.

Ms. Chandler reports there has been a two year transition which has gone pretty seamlessly. She recommends sending a letter to the 54 users of CAT Dial A Ride asking them to move to use of the CAT Fixed Route or Paratransit.

The TAC supports the staff recommendation to eliminate CAT Dial A Ride service without further questions or discussion.

iv. ADOPTION OF EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

-Heather Dalmolin, Administrative Director

Staff recommends that the Board of Directors adopt the updated Equal Employment Opportunity Program (EEO) as required for compliance with Federal Transit Administration (FTA) regulations.

As part of ongoing compliance efforts, NAIPTA must review and adopt annually the EEO Program and EEO Statement. Ms. Dalmolin reviewed the EEO policy changes. Specifically she mentioned the EEO officer must have direct reporting to the General Manager. Thus, NAIPTA has changed the EEO officer from the Human Resources Officer to the Administrative Director. This is Ms. Dalmolin. NAIPTA strives to continue to draw a diverse workforce.



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Advisor Faust asked Ms. Dalmolin if the EEO officer change will require her to have any special training. She responds that she has had the necessary training and is prepared to do this in her position. The TAC supports the staff recommendation to adopt the EEO Program without further discussion.

v. ADOPTION OF UPDATED PROCUREMENT POLICY

-Heather Dalmolin, Administrative Director

Staff recommends that the Board of Directors adopt changes to the NAIPTA Procurement Policy that is consistent with Federal Transit Administration procurement guidelines and as identified as part of the May 2011 Triennial Review.

Ms. Dalmolin reviewed the updated procurement policy. She touched on the four areas requiring corrective action per the Triennial Review findings. These specific areas are: Value Analysis, Formal Bid and Quote Levels, Construction and Related Services and Forms. Ms. Dalmolin also emphasized the request for change in limits to match the Federal Transit Administration limits which will be a direct cost savings to NAIPTA relating to the bidding process.

Mr. Meilbeck reiterates that NAIPTA is asking for a \$100,000 limit, currently a \$30,000 limit, and he wants everyone to be clear on that. The Federal Transit Administration allows it, they are the major funder and it will save time and money. Without further questions or discussion, the TAC supports the staff recommendation to adopt the updated procurement policy.

vi. APPROVE THE UPDATED NAIPTA PERSONNEL POLICY MANUAL

-Heather Dalmolin, Administrative Director

Staff recommends that the Board of Directors approve and adopt an updated Personnel Policy Manual that is reflective of policy updates implemented by staff over the last 12 months to keep policies current with changes, practices and regulations.

Ms. Dalmolin briefly explained the recommended changes to the Personnel Policy Manual. She states the language is cleaned up, it is consistent with NAIPTA practices and easier to use with employees.

There were no questions or discussion from the TAC. The TAC supports the staff recommendation to approve the updated personnel policy manual.

vii. APPROVE SERVICE IGA WITH TOWN OF CLARKDALE

-Heather Dalmolin, Administrative Director





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Staff recommends the Board of Directors approve Service IGA with Town of Clarkdale for provision of Cottonwood Area Transit (CAT) services to Clarkdale for a period not to exceed 5 years, commencing on July 1, 2011.

Ms. Dalmolin reported this is an agreement between NAIPTA and Clarkdale.

Chair Faust commented, "Great! I'm pleased to see this." Mr. Meilbeck states Clarkdale is a counterpart of Yavapai County. He asks Advisor Hendin if he can work with her regarding the Yavapai IGA. Per Ms. Dalmolin, the Yavapai contact didn't like the format they were presented and will be proposing a one page document similar to a Memorandum of Understanding. The TAC supports the staff recommendation to approve the Service IGA with the Town of Clarkdale.

viii. APPROVAL OF FEDERAL TRANSIT ADMINISTRATION GRANTS

-Heather Dalmolin, Administrative Director

Staff recommends that the Board of Directors approve grant applications and authorize execution of two Federal Transit Administration (FTA) Grants with federal funds totaling \$1,876,841. Applications include a Section 5307 application for \$1,023,390 and Surface Transportation Program (STP) application for \$853,451.

Ms. Dalmolin briefly reviewed these grants with the TAC. She stated these are budgeted funds that are expected annually.

The TAC supports the staff recommendation to approve the grant applications and authorize execution of the two Federal Transit Administration Grants with no further questions or discussion.

c. **PROGRESS REPORTS:**

i. MOUNTAIN LINK UPDATE

-Jeff Meilbeck, General Manager

Mr. Meilbeck presented the latest photos of the dedicated transit way through NAU and discussed the fast, frequent, direct service that Mountain Link will offer students to Downtown Flagstaff and Woodlands Village. Service begins August 29th. All TAC members should have received their invitation to the Mountain Link Launch event on August 18th.

The TAC was pleased with Mr. Meilbeck's presentation on the progress of Mountain Link.





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ii. GENERAL MANAGER’S PROGRESS REPORT

-Jeff Meilbeck, General Manager

No report.

iii. 2011 TRIENNIAL REVIEW UPDATE

-Heather Dalmolin, Administrative Director

Ms. Dalmolin reviewed a PDF document that showed the Triennial Review Deficiencies, Due Dates and expected dates of completion. Several have already been completed.

iv. UPDATE ON FEDERAL GRANTS APPLICATIONS

-Heather Dalmolin, Administrative Director

Ms. Dalmolin gave a brief update on the Federal Grants status while reviewing a PDF document. Some grants have been closed out or are due to be closed out soon. Some monies will be used in FY12 and possibly FY13.

Chair Faust asked that this PDF document be emailed to all the TAC members. Mr. Meilbeck reminded the TAC that this is one of the maybe two times a year they see or discuss this grant information.

ITEMS FROM COMMITTEE AND STAFF:

6. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next TAC meeting is scheduled for September 1st and will be held at the Cottonwood Parks and Recreation Building, 150 South 6th Street, Cottonwood, Arizona 86326 in the Board Room at 10am. The public is invited to attend. September agenda items are Strategic Policy Retreat, Executive Session: GM Evaluation and Yavapai IGA.

7. ADJOURNMENT

-Chair Faust adjourned the meeting at 11:15am.



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