

MINUTES
BOARD OF DIRECTORS

ARIZONA TRANSIT ASSOCIATION
Monday, November 5, 2007
METRO Offices, Phoenix, Arizona

I. CALL TO ORDER

President Paul Miller called the meeting to order at 10:00 a.m.

II. ATTENDANCE

Paul Miller, President
Rick Simonetta, Past President
Larry Miller
Jim Dickey
Debbie Cotton
Mike Clinkingbeard
Jennifer Love
Rich Gaar
George Caria
Ken Driggs, Ex-Officio
Terry Gruver, Chair, Communications/PR/Advocacy
Stuart Goodman, Goodman Schwartz Public Affairs
David Schwartz, Goodman Schwartz Public Affairs
Brandy Petrone, Goodman Schwartz Public Affairs
John Anderson, Executive Director
Becky Rutledge, Administrative Assistant

CONFERENCE CALL PARTICIPANTS: Jeff Meilbeck, Mack Luckie,
Alan Wulkan, David Barber

ABSENT: Dave Boggs, Ron Barnes, Nate Peterson, Marc Soronson, Eric
Anderson, Nick Promponas

III. ACTION ITEMS

A. August 20, 2007 and September 28, 2007 Meeting Minutes

*Motion: Larry Miller moved approval of the August 20, 2007 and
September 28, 2007 meeting minutes.*

Second: Rich Gaar

Action: Approved Unanimously

B. Financial Report as of October 31, 2007

Motion: Rich Gaar moved approval of the October 31, 2007 financial report.

Second: George Caria

Action: Approved Unanimously

IV. Updates and Other Business

A. 2007 Golf Tournament

John Anderson reported the Golf Tournament had 81 golfers instead of the budgeted 120. Golf Revenue less Expenses is a negative \$11,281, if all \$7000 of outstanding receivables are collected. John Anderson reported the golf deficit had been offset by the Rail Symposium which generated more revenue and had less expenses than budgeted.

Paul Miller requested the Budget Committee undertake a mid-year budget evaluation to determine the impact of the golf tournament shortfall.

John Anderson indicated the Golf Committee would be meeting November 26, 2007, to recap the current year tournament, secure a date and contract for 2008 as well as make recommendations for next year's tournament.

Action Required: John Anderson and Becky Rutledge will complete an Event Analysis including overall 2007-08 budget impact of the Golf Tournament and Rail Symposium. – COMPLETED: Emailed to all Board members November 7, 2007.

B. ADOT Updates

Jim Dickey reported there may be some interest in using the Executive Order as a guideline for the Governor's Framework Studies that are being undertaken by COG/MPO/ADOT.

In mid-October briefings were made to the ADOT Director's office on the Railroad Assessments and Inventory as well as the Rural Transit Needs Study.

ADOT has completed a ten year capital lifecycle for small MPOs. This information will be used to position ADOT when making a 5309 request on behalf of small MPOs. Jim would like to frame a 5309 request with all of these participants keeping in mind the 5309 program is in flux at this time.

Jeff Meilbeck agreed with having a statewide 5309 request which would not include Tucson and Maricopa County. Although Jeff would be happy to do this, he is concerned because the 5309 earmarks are being watched carefully now. He also noted the ADOT changes taking place December

31, 2007, could impact this request. Jeff would like to sit down with ADOT and Mack Luckie to see where the 5309 statewide requested is going.

Dave Barber will be AzTA's representative at the ADOT Transportation Board meeting in Lake Havasu on November 16. Since this is Senator Gould's hometown, Dave Barber will verify that Senator Gould has been invited to this meeting.

The final MAG stakeholders' meeting was an open house/final report forum held Tuesday, October 30, 2007, at the Phoenix Convention Center.

C. TIME Coalition and Blue Ribbon Committee Updates

Paul Miller gave an update and led a discussion of the Time Coalition and Blue Ribbon Committee progress.

D. Governor's Discussion Group Meeting

Shannon Scutari suggested AzTA's time and effort might be better spent getting our membership involved at the grass roots level. The governor is looking to put together a statewide transportation plan that includes transit.

Paul Miller complimented Stuart Goodman for his foresight and perseverance at the Shannon Scutari meeting. Shannon had wanted AzTA to focus on the grass roots effort of the framework studies which Stuart referred to as Phase I. Stuart agreed that that work must be done, but Phase II would then follow showing how to actually implement that plan.

An email from Brandy Petrone to Paul Miller dated November 2, 2007, was distributed at the Board meeting. For those Board members on conference call as well as in absentia, this document is attached.

Brandy Petrone noted the Governor's office will use the framework studies to set Arizona's statewide plan. She recommended AzTA have a strategy for both the Blue Ribbon committee and the framework studies.

Framework studies would be conducted by each MPO or COG. An overall strategy for how AzTA can be involved in the framework studies would be to ensure a transit individual would keep the transit component on the table for each framework study.

Dave Barber thought a consultant was going to be hired to oversee all framework studies. Mack Luckie asked why ADOT wasn't taking the lead on this. Jim Dickey noted MAG would be responsible for the MAG region and PAG responsible for the PAG region. He indicated there would possibly be a consultant to manage the process; however, this has

not been completed yet. ADOT brings \$7 million of board authorized monies to this venture.

Paul Miller requested Goodman-Schwartz provide AzTA with a scope of work and associated cost estimate for (1) working directly with the various COGs and staff in advance (AzTA statewide) and (2) mobilize our members in the framework study regions (local grass roots). This would be outside of the current Goodman-Schwartz contract.

Action Required: Goodman Schwartz will provide AzTA with a written scope of work and associated cost estimate for (1) working directly with the various COGs and staff in advance (AzTA statewide; and (2) mobilize our members in the framework study regions (local grass roots).

E. Legislative/Funding – Chair Ron Barnes (absent)

The next Legislative/Funding conference call is scheduled for Friday, December 7, 2007, at 8 a.m.

On Friday, October 26, 2007, WTS held a SAFETEA-LU Summit at the Airport Marriott. The information gathered at this summit will be used to put together a position paper on SAFETEA-LU. This report will be forwarded to the appropriate individuals in Washington.

The attendees from AzTA to the SAFETEA-LU Summit were Ron Barnes, George Caria and Becky Rutledge. Additionally, AzTA Board members Alan Wulkan, Eric Anderson and Marc Soronson made presentations.

Becky Rutledge indicated the NPRM/FTA “New Starts” letter drafted by Marc Soronson and Ron Barnes was electronically submitted to Docket Management Services in Washington DC last week.

F. Education/Training – Chair Nick Promponas (absent)

The Education/Training committee has developed a draft survey of membership information/training needs. Comments to the survey are still being collected. The committee’s goal is to get a final survey out to members as well as on the website within the next month or two.

G. Communications/PR/Advocacy – Chair Terry Gruver

The Communications/PR/Advocacy committee included a Publications Schedule in today’s Board packet. Terry Gruver requested all committee chairs and Board members provide input on the marketing/publication needs they may have.

Action Required: Terry Gruver will contact Nick Promponas to send her a copy of the education/training survey to determine any “website” questions. – COMPLETED: November 7, 2007

Action Required: John Anderson/Becky Rutledge will provide Terry Gruver with possible vendors for the AzTA pin. – COMPLETED: November 19, 2007

H. Organizational Infrastructure – Chair Nate Peterson (absent)

John Anderson reported the Organizational Infrastructure committee is scheduled to meet November 20 to transition Bryan Jungwirth in as Chair of the Budget & Finance committee. Ken Driggs is the current Chair of Budget & Finance but will be leaving Arizona December 1.

Paul Miller requested the Organizational Infrastructure Chair, Nate Peterson, prepare a committee goals timeline like Terry Gruver’s Comm/PR/Advocacy timeline. He indicated Organizational Infrastructure should be working on Annual Conference right now instead of waiting until the very end like we do every year.

Action Required: The Organizational Infrastructure committee will re-submit its goals/timeline in a format similar to Terry Gruver’s Comm/PR/Advocacy timeline.

The Annual Conference committee has met on five separate occasions (May 14, July 18, August 2, August 9 and August 20). The committee has reviewed the chosen facility and coordinated the contract with the University Marriott hotel in Tucson. They have also met with representatives from the Arizona Rides council to coordinate a joint session at the Annual Conference. Further subcommittee meetings have been held to determine training needs of our membership. The next Annual Conference committee meeting has been pre-scheduled for 10:00 a.m. prior to the December 10 Board meeting.

I. SWRC Grant

John Anderson indicated although the Board has approved a \$5000 grant to SWRC, the check has not yet been sent. He asked the Board whether there would be reporting requirements for SWRC for the \$5000 grant. Jim Dickey had previously put together grant application guidelines that could be used to outline AzTA’s expectations.

Action Required: Jim Dickey will forward the Grant Application Guidelines he drafted on behalf of AzTA. – COMPLETED: Emailed to Becky Rutledge on November 9, 2007.

Action Required: Organizational Infrastructure will review Jim Dickey Grant Application Guidelines, develop guidelines for future charitable contributions and outline reporting requirements from grant recipients.

Larry Miller reported Roger Milroy is retiring and will no longer be on the SWRC Board as AzTA's representative. A new SWRC representative will need to be assigned.

Action Required: Organizational Infrastructure will make a recommendation to the Board for the SWRC representative from AzTA.

J. Executive Director Job Description

Paul Miller indicated he felt the re-write of the Executive Director Job Description was timely. He also stated Executive Committee had met and authorized Nate Peterson and Paul Miller to draft the new executive director job description. However, Nate Peterson was hospitalized and did not participate in the re-write of the executive director job description.

Paul Miller also stated the job description outlines what an Executive Director should do and is something that you work towards. Once AzTA re-evaluated its role, everything changed. As incoming President, Paul feels it is his responsibility to continue the work that has already been done.

Larry Miller stated there are three elements to be considered: (1) roles currently being played by Board members and other volunteers; (2) job description; and (3) re-assessment of the fiscal implications of a staff to accomplish all this. Alan Wulkan stated the future framework on how the organization moves forward should be done at the Organizational Infrastructure committee level. Paul Miller felt an Executive Director and one staff person could do all this work. Ken Driggs questioned why the established process the Strategic Plan guidelines and Board approved goals was not followed. He recommended that the Executive Director job description be assigned to the Organizational Infrastructure committee. Upon completion, the Organizational Infrastructure committee will bring the Executive Director job description to the Board for further discussion and approval.

Motion: Alan Wulkan made a motion to table the Executive Director Job Description.

Second: Debbie Cotton

Action: Approved by a majority vote of 11 to 2; with the two dissenting votes made by Paul Miller and Jeff Meilbeck.

Larry Miller suggested that the chairs of all the other AzTA committees should be included in the job description process.

Jeff Meilbeck then requested this work be completed and on the agenda for the next AzTA Board meeting. Several other Board members questioned, "What's the rush?"

Action Required: The Organizational Infrastructure committee will meet and scope out draft job descriptions for the Executive Director and Assistant. Input from the other committee chairs will then be incorporated. When the job descriptions are completed, in accordance with the goals approved at the Board retreat, they will be submitted to the Board for review and appropriate action.

V. Other Business not on the Agenda

The 2007 GPCC Transportation Conference will be held December 14, 2007, at the Pointe South Mountain. No draft agenda is available yet; however, Mary Peters and the Governor have both been confirmed for this conference. AzTA has committed a \$3000 level of sponsorship which includes a table for ten. Any AzTA Board member interested in being seated at the AzTA table needs to RSVP to John Anderson or Becky Rutledge. David Schwartz indicated Friends of Transit would also have a few seats available at their table, if AzTA needs them.

CAAG's Rural Transportation Summit will be held at the Francisco Grande Resort & Hotel in Casa Grande, January 16-18, 2008. An agenda is not available for this summit as yet. The ADOT Transportation Board will be meeting on Friday, January 18, 2008. The January AzTA Board meeting will be held on Thursday, January 17, 2008, at 3 p.m. during the Transportation Summit. Paul Miller stated AzTA has a momentum as an association but it is not going to last if we do not act

VI. NEXT SCHEDULED BOARD MEETING

The next meeting is scheduled for Monday, December 10, 2007, at 1:00 p.m. at PB offices, 1501 West Fountainhead Parkway, Suite 400, Tempe, Arizona. Lunch will be provided at 12:30 p.m. courtesy of AzTA. There will be an Annual Conference Committee Meeting at 10:00 a.m. prior to lunch and the Board meeting.

VII. ADJOURNMENT

President Paul Miller adjourned the meeting at 10:43 a.m.