



Northern Arizona Intergovernmental Public Transportation Authority

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NOTICE AND AGENDA OF PUBLIC MEETING AND POSSIBLE EXECUTIVE SESSION OF THE TRANSIT ADVISORY COMMITTEE (TAC) OF THE NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the TAC of the Northern Arizona Intergovernmental Public Transportation Authority (“NAIPTA”) and to the general public that the TAC will hold a meeting on:

Thursday, June 7, 2018
10:00 am
NAIPTA Conference Room
3773 N. Kaspar Drive
Flagstaff, AZ 86004

Unless otherwise noted, meetings held in the Conference Room are open to the public. This is a WEB BASED meeting. Members of the Transit Advisory Committee may attend in person, by telephone or internet conferencing. Public may observe and participate in the meeting at the address above.

The TAC may vote to hold an executive session for the purpose of obtaining legal advice from NAIPTA’s attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3). The executive session may be held at any time during the meeting. Executive sessions are not open to the public, pursuant to Arizona Open Meeting Law.

Pursuant to the Americans with Disabilities Act, persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Clerk of the Board of Directors at 928-679-8922 (TTY Service 800.367.8939). Requests should be made as early as possible to allow time to arrange the accommodation.

The agenda for the meeting is as follows:

1. CALL TO ORDER
2. ROLL CALL AND INTRODUCTIONS
3. APPROVE TAC MINUTES FROM 4/5/2018
4. CALL TO THE PUBLIC



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The public is invited to speak on any item or any area of concern that is within the jurisdiction of the NAIPTA TAC. Comments relating to items on the agenda will be taken at the time the item is discussed. The TAC is prohibited by the Open Meeting law from discussing, considering or acting on items raised during the call to the public, but may direct the staff to place an item on a future agenda. Individuals are limited to a five-minute presentation.

5. TAC AGENDA

a. **DISCUSSION / ACTION ITEMS:**

i. FY2019 TAC ELECTION OF OFFICERS

-Rhonda Cashman, Clerk of the Board
Staff recommends the TAC elect officers for FY2019.

6. REVIEW OF THE DRAFT BOARD BUSINESS AGENDA

The TAC will review the draft board business agenda and discuss staff reports to provide recommendations to the Board.

a. **DISCUSSION / ACTION ITEMS:**

i. UPDATE ON THE NAIPTA COMPENSATION STUDY

-Heather Dalmolin, Administrative Director
The Board may provide direction, but there is no recommendation from staff at this time.

ii. APPROVE AND ADOPT THE FY2019 BUDGET

-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors: Adopt the FY2019 budget of \$17,045,127 as reviewed at May Joint Meeting. The budget supports operation of Mountain Line, Mountain Express, and Mountain Lift on behalf of the City of Flagstaff, the Mountain Lift Taxi Voucher Program on behalf of City and County, and the Vanpool Program on behalf of Coconino County.

iii. APPROVE APPLICATION AND EXECUTION OF FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT APPLICATION 6743-2018-007 (PREVIOUSLY 6743-2018-001)

-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors: Approve and authorize staff to



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add \$351,400 to the execution of FTA application 6743-2018-007 for an updated total application of \$4,333,599 for projects transferred from Flagstaff Metropolitan Planning Organization (FMPO) for capital preventative maintenance and projects in support of ongoing work evaluating US Highway 180 corridor.

iv. SECTION 5307/5339 AUTHORIZATION OF APPLICATION AND EXECUTION OF AWARD

-Erika Mazza, Deputy General Manager

Staff recommends the Board of Directors: 1) Authorize staff to submit application to the Arizona Department of Transportation (ADOT) for Section 5307/5339 funds from the Federal Transit Administration (FTA) through ADOT for operations, planning and capital; and 2) Execute the Grant award through the Federal Transit Administration award management system (TrAMS).

v. TRANSIT ORIENTED DEVELOPMENT PLANNING APPLICATION AND EXECUTION OF AWARD

-Kate Morley, Mobility Planner

Staff recommends the Board of Directors: 1) Authorize staff to submit application to the Federal Transit Administration (FTA) for Transit Oriented Development Planning funds and 2) Execute the Grant award through the Federal Transit Administration award management system (TrAMS).

vi. FY2019 BOARD ELECTION OF OFFICERS

-Rhonda Cashman, Clerk of the Board

Staff recommends the Board of Directors elect officers for FY2019.

vii. MEETING CALENDAR REVIEW

-Rhonda Cashman, Clerk of the Board

Staff recommends the Board of Directors review and approve the FY2019 meeting dates.

viii. APPROVE AWARD OF RFP 2018-118 FOR MANUFACTURE AND DELIVERY OF TRANSIT BUSES

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors award RFP 2018-118 for Manufacture and Delivery of Transit Buses to and approve contracts with New Flyer, Inc for 60-foot articulated buses and Gillig Corporation for 35 and 40-foot buses.



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- ix. TRANSPORTATION DECISION 2018
-Jeff Meilbeck, CEO and General Manager
The Board may provide direction, but there is no recommendation from staff at this time.

- x. U-PASS IGA BETWEEN NORTHERN ARIZONA UNIVERSITY (NAU), CITY AND NAIPTA
-Jeff Meilbeck, CEO and General Manager
Staff recommends the Board of Directors approve an IGA with Northern Arizona University (NAU) to provide a Universal Access Pass (U-PASS) for students, faculty and staff of NAU and Coconino Community College (CCC).

- xi. AUTHORIZE FY2019 TASK ORDERS TO AECOM TECHNICAL SERVICES, INC. UNDER THEIR GENERAL SERVICES MASTER CONTRACT
-Erika Mazza, Deputy General Manager
Staff recommends the Board of Directors: Authorize NAIPTA CEO-GM to redistribute prior approved Task Order valuation carry over of \$2,219,931 and assign FY2019 valuation of \$995,963 and related Task Orders to AECOM Technical Services, Inc.

- xii. CENTRAL YAVAPAI METROPOLITAN PLANNING ORGANIZATION (MPO) REGIONAL SERVICE REQUEST
-Erika Mazza, Deputy General Manager
Staff recommends the Board of Directors: Approve a Regional Service Request from Central Yavapai Metropolitan Planning Organization (CYMPO) for administrative and project management services.

b. CONSENT ITEMS:

All matters under Consent Agenda are considered by the Board of Directors to be routine and will be enacted by a single motion APPROVING THE CONSENT AGENDA. If discussion is desired on any particular consent item, that item will be removed from the consent agenda and will be considered separately. All items on the Consent Agenda with financial impact have been budgeted.

- i. ADOPTION OF STANDARD PROCUREMENT AND CONTRACT DOCUMENTS
-Heather Dalmolin, Administrative Director



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Staff recommends the Board of Directors approve and adopt new standard procurement and contract documents that are appropriate for capturing various regulations and policies while serving NAIPTA's best interest for contractor relations.

ii. APPROVE RENEWAL OF LINE OF CREDIT FROM WELLS FARGO FOR \$500,000

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors: Direct and authorize staff to renew the Wells Fargo credit line in the amount of \$500,000 to provide cash flow assistance as needed.

iii. APPROVE RENEWAL OF NAIPTA LIABILITY INSURANCE FOR FY2019

-Heather Dalmolin, Administrative Director

Staff requests the Board of Directors approve the purchase of general liability, auto liability, and excess coverage insurance from Aon Risk Services, Inc. at a cost not to exceed the budgeted funds of \$336,405.

c. PROGRESS REPORTS:

i. OFFICE RENOVATION PROJECT UPDATE

-Wade Forrest, Facilities Manager

ii. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

EXECUTIVE SESSION – BOARD ONLY

Executive sessions are closed to the public.

The Board will consider a motion to convene an executive session pursuant to A.R.S. § 38-431.03 (A)(1) and A.R.S. § 38-431.03(A)(4) for the following purpose:

1. CEO and General Manager's Evaluation
2. CEO and General Manager's Contract
3. CEO and General Manager Candidate Review Process

Following the conclusion of the Executive Session, the Board will reconvene the public meeting.



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d. DISCUSSION / ACTION ITEMS:

i. CEO AND GENERAL MANAGER'S CONTRACT

-Scott Overton, Board Chair

The Board of Directors may take action regarding the terms of the General Manager's Contract.

7. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

July/August/September Working Agenda

Strategic Workplan

The next TAC meeting will be August 2, 2017 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. August agenda items will include but not be limited to the Personnel Policy Manual Update, Transportation Decision 2018, Title VI, Rider Satisfaction Survey and Office Remodel Construction Update. The August agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the TAC.

8. ADJOURNMENT



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