



Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.mountainline.az.gov

NOTICE AND AGENDA OF PUBLIC MEETING AND POSSIBLE EXECUTIVE SESSION OF THE BOARD OF DIRECTORS (BOD) 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 Board of Directors (BOD) of the Northern Arizona Intergovernmental Public Transportation Authority (“NAIPTA”) and to the general public that the Board will hold a meeting on:

Wednesday, May 15, 2019

10:00am

NAIPTA Training Room

3825 N. Kaspar Dr.

(Parking at 3773 N. Kaspar Dr.)

Flagstaff, AZ 86004

Unless otherwise noted, meetings held in the Conference Room are open to the public. Members of the Board of Directors are requested to attend in person. Public may observe and participate in the meeting at the address above.

The Board of Directors 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:

-pages1-4

1. CALL TO ORDER
2. WELCOME AND ROLL CALL
3. SAFETY BRIEFING
4. APPROVAL OF BOARD MEETING MINUTES 4/17/2019 -pages 5-14



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5. **CALL TO THE PUBLIC** -added item
The public is invited to speak on any item or any area of concern that is within the jurisdiction of the NAIPTA Board. Comments relating to items on the agenda will be taken at the time the item is discussed. The Board 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.

6. **DISCUSS NAIPTA GOVERNANCE AND RULES OF ORDER**
-Heather Dalmolin, Administrative Director and Scott Holcomb, General Counsel, Dickinson Wright -pages 15-16
The Board may provide direction, but there is no recommendation from staff at this time.

BOARD MEETING ACTION ITEMS

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.

7. **CONSIDER THE CITY OF FLAGSTAFF LICENSING AGREEMENT FOR THE DOWNTOWN CONNECTION CENTER** -pages 17-27
-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors: 1) Approve the City of Flagstaff Licensing Agreement for the continued use of the transit improvements constructed in 2009 for the purpose of the Downtown Connection Center and 2) Authorize the CEO and General Manager to execute the Agreement.

DISCUSSION / ACTION ITEMS:

8. **FY2020 ELECTION OF BOARD OFFICERS** -pages 28-30
-Rhonda Cashman, Executive Assistant and Clerk of the Board
Staff recommends the Board of Directors elect officers for the FY2020 term.

9. **CONSIDER A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE CITY OF FLAGSTAFF FOR THE DOWNTOWN CONNECTION CENTER (DCC)**
-Kate Morley, Development Director -pages 31-32



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Staff recommends the Board of Directors authorize NAIPTA’s CEO and General Manager to enter into a Memorandum of Understanding (MOU) with the City of Flagstaff for further exploration of a new Downtown Connection Center.

Conclusion of Board Action Items

- 10. FY2020 PROPOSED BUDGET REVIEW -pages 33-45
-Heather Dalmolin, Administrative Director
This item is for discussion only. The Board of Directors may wish to provide staff direction on budget and budget items prior to presentation in June for adoption.
- 11. BREAK FOR LUNCH
- 12. UPDATE TO MOUNTAIN LINE’S STRATEGIC WORK PLAN: INTRODUCTION AND PROCESS -pages 46-47
-Erika Mazza, CEO and General Manager and Jarrett Ransom, The Rayvan Group
The Board may provide direction, but there is no recommendation from staff at this time.

PROGRESS REPORTS:

- 13. SUMMARY OF CURRENT EVENTS
-Erika Mazza, 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 Performance Review and Benchmarks

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

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

- June/July/August Working Agenda -page 48
- Strategic Workplan -pages 49-50



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The next TAC meeting will be June 6, 2019 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. June agenda items will include but not be limited to FY2020 Budget Adoption, FY2020 TAC Officer Elections, FY2020 Calendar Review, Award 3rd Year Contract to AECOM, Approve Winslow Service Request, Consider Flagstaff Metropolitan Planning Organization Executive Board Membership (FMPO), FY2020 Grant Resolution, Downtown Connection Center (DCC) Update, Annual Contract Renewals for Fuel and General Liability Insurance, Line of Credit, Personnel Policy Manual Updates, Mountain Express Close Out/Survey Results, Never Rider Survey Results and an Update on Fare Strategies. The June 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.

The next Board meeting will be June 19, 2019 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. June agenda items will include but not be limited to FY2020 Budget Adoption, FY2020 Calendar Review, Award 3rd Year Contract to AECOM, Approve Winslow Service Request, Consider Flagstaff Metropolitan Planning Organization Executive Board Membership (FMPO), FY2020 Grant Resolution, Downtown Connection Center (DCC) Update, Annual Contract Renewals for Fuel and General Liability Insurance, Line of Credit, Personnel Policy Manual Updates, Mountain Express Close Out/Survey Results, Never Rider Survey Results and an Update on Fare Strategies. The June 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 Board.

14. ADJOURNMENT

