



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 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 6, 2019
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. SAFETY BRIEFING



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4. APPROVE TAC MINUTES 4/4/2019

5. CALL TO THE PUBLIC

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.

6. TAC AGENDA

a. **DISCUSSION / ACTION ITEMS:**

i. FY2020 TAC ELECTION OF OFFICERS

-Rhonda Cashman, Executive Assistant and Clerk of the Board
Staff recommends the TAC elect officers for FY2020.

7. 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. FY2020 MEETING CALENDAR REVIEW

-Rhonda Cashman, Executive Assistant and Clerk of the Board
Staff recommends the Board of Directors review and provide direction regarding the FY2020 meeting dates.

ii. FY2020 PROPOSED BUDGET REVIEW

-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors approve the FY2020 Proposed Budget for a total expense budget of \$44,200,882, operating of \$9,631,755 and capital of \$34,569,127.

iii. CONSIDER AN ECOPASS CONTRACT AND DONATION TO NAIPTA'S DISCOUNTED PASS PROGRAM

-Erika Mazza, CEO and General Manager



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Staff recommends the Board of Directors: 1) Authorize NAIPTA CEO and General Manager to enter into a contract with McGrath Real Estate Partners to establish an Ecopass program, and 2) Accept their financial donation to benefit NAIPTA's Discounted Pass Program.

iv. CONSIDER FY2020 TASK ORDERS TO AECOM TECHNICAL SERVICES, INC.

-Kate Morley, Development Director

Staff recommends the Board of Directors authorize NAIPTA CEO and General Manager to redistribute prior approved FY2019 Task Order valuation carry over of \$2,136,224 and assign new FY2020 valuation of \$30,642 and related Task Orders to AECOM Technical Services, Inc.

v. CONSIDER THE CITY OF WINSLOW REGIONAL SERVICE REQUEST

-Kate Morley, Development Director

Staff recommends the Board of Directors approve the City of Winslow's Regional Service Request for the establishment and operation of a commuter bus route between Flagstaff and Winslow.

vi. CONSIDER THE FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO) EXECUTIVE BOARD SEAT REQUEST

-Erika Mazza, CEO and General Manager

Staff recommends the Board of Directors review and provide direction to the Acting NAIPTA Board Chair and to the NAIPTA CEO and General Manager regarding adding NAIPTA as a member of the Flagstaff Metropolitan Planning Organization (FMPO) Executive Board.

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. CONSIDER THE FIRST AMENDMENT TO THE 2016 INTERGOVERNMENTAL AGREEMENT (IGA) WITH THE CITY OF FLAGSTAFF

-Heather Dalmolin, Administrative Director



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Staff recommends the Board of Directors: 1) Approve entering into the First Amendment to the 2016 intergovernmental agreement (IGA) with the City of Flagstaff for project management service related to the NAIPTA Kaspar Intersection project and 2) Authorize execution of the Amendment by the CEO and General Manager.

ii. CONSIDER THE FY2020 COLLECTIVE GRANT RESOLUTION AND THE FY2020-FY2024 TRANSIT PROGRAM FROM THE TRANSPORTATION IMPROVEMENT PROGRAM

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors: 1) Approve the FY2020 Collective Grant Resolution for federal and state transit grant applications and subsequent executions as necessary to support transit programs within the 5-year financial plan; and 2) Approve the Transit Program from the FY2020-FY2024 regional Transportation Improvement Program.

iii. CONSIDER RENEWAL OF NAIPTA LIABILITY INSURANCE FOR FY2020

-Heather Dalmolin, Administrative Director

Staff recommends 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 \$346,497.

iv. CONSIDER RENEWAL OF LINE OF CREDIT FROM WELLS FARGO FOR \$500,000

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors authorize NAIPTA CEO and General Manager to renew and activate the Wells Fargo credit line in an amount of up to \$500,000 to provide cash flow assistance if necessary, to meet cash flow commitments during fiscal year 2019-2020.

v. CONSIDER AN UPDATED PERSONNEL POLICY MANUAL

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors adopt various updates to NAIPTA policies to incorporate changes that reflect both regulatory requirements and NAIPTA's actual practices.

c. PROGRESS REPORTS:

i. REPORT ON FARE STRATEGIES STUDY

-Heather Dalmolin, Administrative Director



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- ii. MOUNTAIN EXPRESS CLOSE OUT / SURVEY RESULTS
-Jacki Lenners, Marketing and Communications Manager
- iii. NEVER RIDER SURVEY RESULTS
-Jacki Lenners, Marketing and Communications Manager
- iv. SUMMARY OF CURRENT EVENTS
-Erika Mazza, CEO and General Manager

ITEMS FROM COMMITTEE AND STAFF:

8. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

August/September Working Agenda

Strategic Workplan

The next TAC meeting will be August 1, 2019 and will be a WebEx meeting based in Flagstaff in the NAIPTA Training Room, 3825 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 Financial Management Plan #5-#10, Procurement Resolution, Downtown Connection Center (DCC) Intergovernmental Agreement (IGA), Fare Strategies Discussion, Marketing Plan, Strategic Work Plan and the Annual Safety Report. 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.

9. ADJOURNMENT



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