



## Board of Directors Minutes for Wednesday, September 18, 2019

**NOTE:** IN ACCORDANCE WITH PROVISIONS OF THE ARIZONA REVISED STATUTES THE SUMMARIZED MINUTES OF NAIPTA BOARD MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITHIN QUOTATION MARKS ARE VERBATIM.

The Board of Directors met in Regular Session on Wednesday, September 18, 2019 at 10:00 am in the NAIPTA Training Room, 3825 N. Kaspar Dr., (Parking at 3773 N. Kaspar Dr.), Flagstaff, AZ 86004.

This was a WEB BASED meeting. Members of the Board attended in person, by telephone or internet conferencing. The public was invited to observe and participate in the meeting at the address above.

***BOARD MEMBERS PRESENT:***

Jamie Whelan, (Chair) City Councilor, City of Flagstaff;

Steve Peru, (Vice Chair) Chief Development and Government Relations Officer, CCC, designee;

Joanne Keene, (Secretary), Executive Vice President and Chief of Staff, NAU, designee, approximately 10:05am arrival

Jim McCarthy, City Councilor, City of Flagstaff

*\*Three of our five Board member seats must be present to constitute a quorum.*

*\*\*The City of Flagstaff holds two seats.*

***BOARD MEMBERS EXCUSED:***

Art Babbott, Board of Supervisors, Coconino County

***NAIPTA STAFF IN ATTENDANCE:***

Erika Mazza, CEO and General Manager;

Heather Dalmolin, Administrative Director;

Jim Wagner, Operations Director;

Kate Morley, Development Director;

Jacki Lenner, Marketing and Communications Manager;

Wade Forrest, Facilities Manager;

Sam Short, Safety and Training Manager;

Lauree Battice, Business Manager;

Anne Dunno, Capital Project Manager;

Bizzy Collins, Transit Planner;

Estella Hollander, Mobility Planner;

Robert Martinez, Technical Specialist;

Rhonda Cashman, Executive Assistant and Clerk of the Board;





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Scott Holcomb, NAIPTA Attorney, (WebEx), joined the meeting at approximately 10:04am

### GUESTS PRESENT:

Jill Christensen, Biological Sciences, Northern Arizona University (NAU) and current Arizona State University (ASU) online student. Her capstone project is to try to get NAU students to ride the bus more. She is attending the meeting for observation and learning purposes.

1. CALL TO ORDER -Chair Whelan called the meeting to order at 10:01am.
2. ROLL CALL
3. SAFETY MINUTE

Mr. Short reported on traffic safety. He recommended leaving a safety cushion or zone around your vehicle while driving; allow approximately 3-6 seconds following distance from the vehicle ahead of you, depending on road conditions. If someone is tailgating you, leave more room in front of you, in case the vehicle in front of you slams on their brakes. He offered a friendly reminder about the 5 miles per hour speed limit in the parking lot. He also asked attendees to follow the traffic pattern in the parking lot, please don't cut through open parking spots. Please obey the east parking lot entrance signs; posted for no left turns.

4. APPROVAL OF MEETING MINUTES 8/21/2019:

Vice Chair Peru moved to approve the August 21, 2019 Board meeting minutes. Director McCarthy seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Steve Peru	X	
Joanne Keene	X	
Jim McCarthy	X	

5. CALL TO THE PUBLIC

There were no members of the public present requesting to speak at this time.

### CONSENT ITEMS:

There were no items for the consent agenda.



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**DISCUSSION / ACTION ITEMS:**

**6. UPDATE ON AECOM GENERAL CONSULTING SERVICES CONTRACT TASK ORDERS**

-Kate Morley, Development Director

The Board may provide direction, but there is no recommendation from staff at this time.

Ms. Morley provided an informational review for each task order and a chart was shown on screen for reference. Chair Whelan stated the Bicycle and Pedestrian Advisory Committee (BPAC) showed a design of the 4<sup>th</sup> Street / I-40 bridge at the Council meeting and were receiving funds for beautification. She stated maybe there would be some funds for beautification of bus stops. She was thinking of the Museum of Northern Arizona bus stop and how fantastic it looks. Ms. Morley responded that Mountain Line could consider this where it may be feasible. We try to keep bus stops similar and easy to maintain. Our guest, Ms. Christensen, stated she served on BPAC until just recently and they do their annual budget in October. If we need funding for landscaping of a bus stop or art related to the actual structure, she recommended contacting them.

**7. CONSIDER MOUNTAIN LINE TRANSIT GUIDELINES**

-Estella Hollander, Mobility Planner

Staff recommends the Board of Directors adopt the Mountain Line Transit Guidelines.

Ms. Mazza stated the draft Transit Guidelines document was not in the agenda packet. She would understand if the Board wanted to review the document before approving it. Some feedback was received from the City of Flagstaff. It is essentially a marketing plan for transit to accommodate all of our partners and potential developers; it was not written from an engineering perspective. It will be used regionally. Vice Chair Peru stated there is a difference between standards and guidelines. He felt the guidelines were a positive approach. Chair Whelan stated it is a smart approach. Ms. Hollander proceeded with her presentation noting the objectives, consistent criteria and the relationship between transit and land use. She reviewed best practices and benefits. Secretary Keene stated this is great and she had no concerns. Director McCarthy said he has not had a chance to read the document and asked about tabling it; however, he could support it if corrections could still be made at a later date. Ms. Mazza explained it is a working document and we may need to make changes down the road. Director McCarthy was supportive of it being a working document. Secretary Keene moved to approve the Transit Guidelines. Director McCarthy seconded. There was no discussion. All approved, none opposed. Motion carried.





NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Steve Peru	X	
Joanne Keene	X	
Jim McCarthy	X	

**8. CONSIDER DELEGATION OF AUTHORITY RESOLUTION 2020-100**

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve the Delegation of Authority Resolution 2020-100 authorizing the CEO and General Manager to authorize and execute agreements for transportation projects with public, non-profit and for-profit agencies for a period not to exceed 5 consecutive years and not to exceed \$100,000 per fiscal year.

Ms. Dalmolin reviewed the recommendation. Secretary Keene noted this resolution was discussed last month; she is supportive of it. She read it and has no concerns. Both Director McCarthy and Vice Chair Peru stated they were supportive of the resolution. Director McCarthy moved to approve the Delegation of Authority Resolution 2020-100 as presented. Secretary Keene seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Steve Peru	X	
Joanne Keene	X	
Jim McCarthy	X	

**9. CONSIDER PROCUREMENT RESOLUTION 2020-110**

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve Procurement Resolution 2020-110 authorizing the CEO and General Manager to 1) authorize and award procurements and 2) execute contracts that support projects that are within the approved fiscal year budget, the 10-year financial plan, and which may be related to the approved annual Grant Resolution.

Ms. Dalmolin reviewed the recommendation, noting some changes on page 2, paragraphs 2 and 3 for clarification. She had these sections highlighted on the screen. Chair Whelan asked how updates would be done: email or at next meeting. Secretary Keene stated her preference was for a progress report at the next Board meeting. Ms. Dalmolin commented that the resolution will point to projects that are budgeted. She suggested looking at the handout and they should see the new projects in bold. Chair Whelan asked about the Mob on Demand, Sandbox Grant. Ms. Dalmolin stated it is a federally funded grant for mobility management options. Ms. Whelan commented on this being an excellent way to do business. Mr. Holcomb stated it is very progressive





and the Board should be proud of staff for bringing the resolution forward. Chair Whelan thanked staff and she mentioned the trust that has been built. Director McCarthy moved to approve the Procurement Resolution to allow the CEO and General Manager to authorize awards and execute contracts. Secretary Keene seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Steve Peru	X	
Joanne Keene	X	
Jim McCarthy	X	

**10. UPDATE TO MOUNTAIN LINE'S STRATEGIC WORK PLAN**

-Erika Mazza, CEO and General Manager

The Board may provide direction, but there is no recommendation from staff at this time.

Ms. Mazza provided an overview of the upcoming Advance. She noted the work that has been done since May. She reiterated her focus on 3 pillars: communication, safety and recruitment/retention. She talked about performance measures. She anticipates the review of the FY2019 Annual Report; the Midterm Transit Plan with some potential new service, mainly airport service; a Financial Review – Sustainable Future; review of the FY2019-FY2020 Work Plan Items and then transition into strategic planning. Staff has developed a list of items from the survey they did. Vice Chair Peru stated this conversation would have been very different if the ballot outcome last year would have been different. He asked that Mountain Line not shy away from those plans; discuss what we could have done and what we are doing. It will provide a springboard to start the conversation. Secretary Keene will not be able to attend, but she felt the Financial Overview is of importance since some organizations are starting to see signs of a recession. She stated even though Mountain Line was not successful with the ballot initiative last year, we are still doing a lot and the airport discussion will be a big opportunity. Ms. Mazza reported she will be meeting with Secretary Keene and Director Okoli. Director Okoli will be filling in for Secretary Keene at the Advance. Individual attendees are not confirmed yet.

**PROGRESS REPORTS:**

**11. REPORT ON PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)**

-Heather Dalmolin, Administrative Director

Ms. Mazza stated this progress report was in the agenda packet. She asked if anyone had any questions for Mr. Short. She imparted that moving forward progress reports would probably not have presentations in the interest of time, but the staff member will be present to answer any questions Board members may have on the topic. The





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consensus was supportive of this approach and there were no questions on this topic at this time.

Ms. Mazza stated she emailed the current events to all members and the quarterly newsletter is being sent out as well.

Vice Chair Peru made a motion to move into Executive Session at approximately 10:47am. Director McCarthy seconded. All approved, none opposed. Motion carried. The Executive Session began a couple minutes later when the room cleared.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Steve Peru	X	
Joanne Keene	X	
Jim McCarthy	X	

Ms. Mazza asked for Executive Session item 2 to be discussed first to streamline staff time. Ms. Mazza, Ms. Dalmolin and Ms. Morley remained in the room.

## EXECUTIVE SESSION

Executive sessions are closed to the public.

The Board considered a motion to convene an executive session pursuant to A.R.S. § 38-431.03(A)(3), (4) and (7) for the following purpose:

1. CEO Contract Negotiation ARS. 38-431.03(A)(1) and (4).
2. Discussion and consultation with NAIPTA's attorney for legal advice and with NAIPTA's attorney and designated representatives of NAIPTA in order to consider its position and instruct its representatives regarding negotiations for the purchase of real property. ARS 38-431.03(A)(3), (4) and (7).

Following the conclusion of the Executive Session, the Board reconvened the public meeting at approximately 11:52am.

## DISCUSSION / ACTION ITEMS:

### 12. CEO AND GENERAL MANAGER'S CONTRACT

-Jamie Whelan, Board Chair

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



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Secretary Keene moved to approve the CEO and General Manager’s contract as negotiated between the Board of Directors and Ms. Mazza. Director McCarthy seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Steve Peru	X	
Joanne Keene	X	
Jim McCarthy	X	

## ITEMS FROM COMMITTEE AND STAFF:

### SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

May/June Working Agenda  
Strategic Workplan

The next meeting will be a Joint Strategic Policy Advance for the Board and TAC on October 3, 2019 and will be at the Flagstaff Aquaplex, 1702 N. Fourth Street, Flagstaff, AZ 86004 at 9am. Please plan to attend in person. Lunch will be offered. The public is invited to attend. October agenda items will include but not be limited to the NAIPTA FY2019 Annual Report, Midterm Transit Plan/Bus Rapid Transit (BRT) Update, Financial Overview – Sustainable Future, and Strategic Work Plan. The October 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 and TAC.

The next Board meeting will be November 20, 2019 and will be a WebEx meeting based in Flagstaff in the NAIPTA Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. Parking will be available at 3773 N. Kaspar Dr. The public is invited to attend. November agenda items will include but not be limited to the Strategic Work Plan Objectives, Student Pass Update, Service Change Update, Grant Award Update, Mountain Line Re-Branding, On-Demand Plan, Employee Satisfaction Survey, Fare Study Report Adoption and the Budget Kickoff. The November 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.

- 17. ADJOURNMENT -Chair Whelan adjourned the meeting at approximately 11:53am.

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Jamie Whelan, Chair of the NAIPTA Board of Directors

ATTEST:

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Rhonda Cashman, Clerk of the Board



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