



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, February 19, 2020
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. This is a WEB BASED meeting. Members of the Board of Directors may attend in person, by telephone or internet conferencing. 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: -pages 1-4

- 1. CALL TO ORDER
- 2. ROLL CALL
- 3. SAFETY MINUTE





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- 4. APPROVAL OF MINUTES:
 - a. Regular Meeting 1/15/2020 -pages 5-12
 - b. Special Meeting 1/29/2020 -page 13
 - c. Special Meeting 2/6/2020 -pages 14-16
 - d. Special Meeting 2/14/2020 – to be sent separately when completed.

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 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.

CONSENT ITEMS:

There are no items for the consent agenda.

DISCUSSION / ACTION ITEMS:

- 6. AUGUST 2020 SERVICE CHANGES -pages 17-27
-Bizzy Collins, Transit Planner
Staff recommends the Board of Directors: 1) Review the proposed service enhancements for August 2020; and 2) Open public comment period through April 15, 2020.
- 7. CONSIDER THE UPDATED RULES OF PROCEDURE, CODE OF CONDUCT AND ANNUAL CONFLICT OF INTEREST STATEMENT -pages 28-52
-Scott Holcomb, Legal Counsel for Mountain Line
Staff recommends the Board of Directors approve the updated Rules of Procedure and corresponding new Code of Conduct and Annual Conflict of Interest Statement.
- 8. REPORT ON FY2020 2ND QUARTER PERFORMANCE -pages 53-54
-Heather Dalmolin, Administrative Director
The Board may provide direction, but there is no recommendation from staff at this time.
- 9. CONSIDER THE UPDATED FINANCIAL MANAGEMENT PLAN
-Heather Dalmolin, Administrative Director -pages 55-59
Staff recommends the Board of Directors update the approved Financial Management Policies and adopt them as policy and procedure for Mountain Line.



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- 10. UPDATE ON THE CEO AND GENERAL MANAGER SUCCESSION PLAN
-Erika Mazza, CEO and General Manager -page 60
The Board may provide direction, but there is no recommendation from staff at this time.
- 11. CONFIRM QUORUM FOR THE MARCH 18, 2020 BOARD MEETING
-Rhonda Cashman, Executive Assistant and Clerk of the Board -pages 61-62
Staff recommends the Board of Directors discuss member availability for the March 18th Board meeting; and possibly consider changing the date to the following week, Wednesday, March 25th, due to the Flagstaff area Spring Break.

PROGRESS REPORTS:

- 12. MOUNTAIN LINE HOW-TO VIDEOS -page 63
-Jacki Lenner, Marketing and Communications Manager
- 13. UPDATE ON THE DOWNTOWN VISION AND ACTION PLAN
-Kate Morley, Development Director -page 64
- 14. UPDATE ON THE BUS RAPID TRANSIT PROJECT -pages 65-66
-Bizzy Collins, Transit Planner
- 15. UPDATE ON NEW GRANT AWARDS -page 67
-Kate Morley, Development Director
- 16. CURRENT EVENTS
-Erika Mazza, CEO and General Manager

EXECUTIVE SESSION

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)(3), (4) and (7) for the following purposes:

- 1. Discussion and consultation with Mountain Line’s attorney for legal advice and with Mountain Line’s attorney and designated representatives of Mountain Line in order to consider its position and instruct its representatives regarding negotiations for the purchase or lease of real property. ARS 38-431.03(A)(3), (4) and (7).



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- 2. Discussion and consultation with Mountain Line’s attorney for legal advice and with Mountain Line’s attorney, designated representatives regarding the Interim CEO and General Manager position and potential candidates therefore. ARS 38-431.03(A)(1), (3) and (4).

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

DISCUSSION / ACTION ITEMS:

17. CONSIDER THE APPOINTMENT OF AN INTERIM CEO AND GENERAL MANAGER

The Board of Directors may consider appointing an interim CEO and General Manager for Mountain Line and terms of an Interim CEO and General Manager Contract and/or deferring all or a portion of those decisions to a Board meeting at a later date.

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

March/April Working Agenda

-page 68

The next Board meeting will be March 18, 2020 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. March agenda items will include but not be limited to the Active Transportation Master Plan, Financial Audit, Budget – Revenues, Compensation Study Report, Polling Data and Next Steps for New Revenues/Work Session, Get On Board Day Proclamation, Capital and Operating Plan, Kaspar Intersection Update, Campus Entry Study Update, Delegation of Authority Updates, and a Possible Executive Session for the Downtown Connection Center (DCC) Discussion. The March 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.

18. ADJOURNMENT



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Board of Directors Minutes for Wednesday, January 15, 2020

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, January 15, 2020 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; (WebEx), left at 11:40am;
Art Babbott, Board of Supervisors, Coconino County, 10:05am arrival and left at 11:51am;
Jim McCarthy, City Councilor, City of Flagstaff;
Daniel Okoli, Vice President Capital Planning and Campus Operations, NAU, alternate, 10:09am arrival

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

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

BOARD MEMBERS EXCUSED:

Joanne Keene, (Secretary), Executive Vice President and Chief of Staff, NAU, designee

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;
Jon Matthies, IT Manager;
Lauree Battice, Business Manager;
Anne Dunno, Capital Project Manager;
Bizzy Collins, Transit Planner;
Estella Hollander, Mobility Planner;
Monica Gregg, Operations Coordinator;





Rhonda Cashman, Executive Assistant and Clerk of the Board;
Scott Holcomb, NAIPTA Attorney, (WebEx), joined at 10:06am

GUESTS PRESENT:

Austin Aslan, City Councilor, City of Flagstaff, (WebEx)

- 1. CALL TO ORDER -Chair Whelan called the meeting to order at 10:04am.
- 2. ROLL CALL
- 3. SAFETY MINUTE

Mr. Forrest reported on mitigation of slips, trips and falls.

- 4. APPROVAL OF THE MINUTES 12/18/2019:

Director Babbott moved to approve the December 18, 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	
Art Babbott	X	
Jim McCarthy	X	

- 5. CALL TO THE PUBLIC

There were no members of the public present.

CONSENT ITEMS:

There were no items for the consent agenda.

DISCUSSION / ACTION ITEMS:

- 6. CONSIDER AN UPDATE TO THE PURCHASING POLICY

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve an update to the Purchasing Policy to realign purchase levels to recently updated federal limits, modify change limit authorized for CEO and General Manager to align with delegation recently added to our process, and to add membership to the list of excluded purchases requiring a purchase order.





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Ms. Dalmolin noted the procurement resolution was approved recently providing for delegation to the CEO and General Manager under certain criteria. Staff learned of Federal Transit Administration (FTA) changes to micro purchase limits. Staff propose to exclude Memberships from needing a purchase order. It is not necessary to shop memberships for local or transit organizations. Chair Whelan asked if there are state limits for micro-purchases. Ms. Dalmolin responded that there are state limits. It was at the recommendation of our attorney that we incorporate the micro purchase change. There was an increase in the federal sealed bid limit as well, but it exceeds the state limit and cannot be done. Mr. Holcomb confirmed Mountain Line is in compliance with Arizona state law. Director McCarthy moved to approve the purchasing policy update as presented. Director Babbott seconded. There were no other questions. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Steve Peru	X	
Art Babbott	X	
Jim McCarthy	X	
Dan Okoli	X	

7. CONSIDER THE FARE STRATEGIES IMPLEMENTATION PLAN

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve the Fare Strategies Implementation Plan developed as a result of the Fare Strategies Study.

Ms. Dalmolin reviewed the summary of the Fare Strategies Study recommendations. They are divided into priority as Critical: immediate, High: within the next 9-12 months, Secondary and Future Considerations. The Critical category outlined improvements including online pass reloading, implementation of fare collection equipment upgrades and add stored value smartcards, and potentially raise price of monthly pass with respect to maintaining cash fare and day pass. The High category outlined improvements related to our real time arrival app to include mobile fare payment, consider fare collection equipment capabilities regarding fare capping, take steps to reduce payments by cash to reduce dwell time, add farebox key for "short fare/missed fare," and revise the EcoPASS program for non-government entities. She briefly described the process for implementation of these strategies. Pertaining to moving towards mobile ticketing, Director McCarthy pointed out that not everyone has a smart phone. Director Babbott stated he would not support mandating no cash sales for day passes. Director Okoli mentioned guests to the community may want to pay cash for a day pass and the fact that sometimes smart phones are not usable. Vice Chair Peru agreed with the others and he said he looks forward to the analysis. Councilmember Aslan stated that we cannot leave behind those people that don't have tech. He brought up Apple's forced consumer changes. Director Okoli agreed, some customers may be lost if it is forced. Ms. Dalmolin replied that we do not want to lose customers,



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our objective is to gain customers. There are people that don't carry cash and we will be discussing the possibility of fare capping in the future. We need to figure out how to implement fare capping for those without tech and who are unbanked. Ms. Mazza stated there are good industry leads and we won't leave those customers behind. There was some discussion on tracking no fare, short fare, what is an open fare and transfers. Ms. Dalmolin stated we don't currently allow transfers and the industry is moving away from transfers in favor of the day pass method. Director Babbott moved to approve the Fare Strategies Implementation Plan. Director Okoli seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Steve Peru	X	
Art Babbott	X	
Jim McCarthy	X	
Dan Okoli	X	

8. MOUNTAIN LINE ADVERTISING PROGRAM

-Jacki Lenner, Marketing and Communications Manager

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

Ms. Lenner reported on the history of our advertising program over the last eight years. It has been turnkey, requiring very little staff time, tail ads were always sold out for years in advance and we had four main clients. A national firm was hired to sell our remnant advertising space, and nothing materialized. Changes are happening in the way organizations advertise and they want to be able to measure results. She now has to reach out to try to sell advertising space. It has turned into a greater staff commitment netting less frequent ads. She is not expecting to meet the advertising revenue goal this fiscal year. Our contract has lapsed with Houck Advertising Agency, but she did get to discuss a few concerns with them. They let her know that Healthcare advertising has decreased nationally, Flagstaff is difficult because there is only one outlet locally versus larger cities, but our pricing is appropriate. Vice Chair Peru agreed and noted Coconino Community College (CCC) is trending toward digital marketing, but bus ads are nice for presence in the community. Ms. Lenner reviewed the alternatives and noted our current advertising revenue is above average for our size system. Director McCarthy does not like the possibility of shelter advertising as it looks like billboards. Chair Whelan suggested targeting our community advertisers to sell community forum packages, maybe membership and rotation of ads. A few things could be tested but keep our Mountain Line brand on the buses. There was a discussion about selling ads on our website (and potentially in the ride guide), but don't make it difficult for customers to navigate. Ms. Lenner confirmed there are advertising guidelines the Board approved years ago and no political ads are allowed. All agreed that our branding is important. She recapped the Board's consensus to engage the



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Alliance for ad purchase packages, consider potential for outsourcing, and consider ads in the ride guide and on the website on a small scale.

9. CONSIDER FUNDING FOR SERVICE PRIORITIZATION

-Erika Mazza, CEO and General Manager

Staff recommends the Board of Directors provide direction to pursue new funding sources in order to deliver on recently adopted service priorities.

Ms. Mazza stated this is a continuation of the new revenue discussion over the last couple months. She brought back the information on four items requested last month to aid in further discussion: Polling Scope, 2018 Ballot Language, Precinct Data, and 2020 Local Ballot Questions. She has contacted Fred Solop with Global Local Visions. He has done previous surveys for Mountain Line. She would like to ask him to do the initial survey of likely voters at a cost of approximately \$14,000, polling count of 400, 5 to 7-minute survey, and results available in less than 2 months. If we proceed with a tax, she recommended going out to bid for an agency to do further polling and an exit poll. Chair Whelan asked if instead of the initial survey, that money could be used to hit hard and cultivate the vote in the areas that did not support our ballot measure in 2018. Ms. Mazza explained the initial survey would be good to get a temperature of voters. The results of the initial surveys have been accurate in the past. Director McCarthy wondered if voters may be more open to a property tax or something else. The 2018 ballot language was reviewed. It was a general list of actions to support more frequent transit service and the leverage of NAU funds was only mentioned in the publicity pamphlet. Staff acknowledged we were not very clear or specific in our ask, as compared to Proposition 420, for the Lone Tree bridge. Chair Whelan stated the voters want us to be clear. Ms. Mazza showed the precinct maps and the areas were discussed. She also showed statistics on the demographics of the voters and voter support of all transportation propositions from 2008 to present. As for the other potential 2020 local ballot questions: CCC has none, Flagstaff Unified School District (FUSD) has none, except for Governing Board appointments, the County is unknown at this time and the City is weighing a housing bond measure and a Parks and Recreation open space bond measure. It is unknown at this time if there will be any citizen-initiated ballot measures. Ballot questions will be called by the City of Flagstaff in early July. The alternatives were reviewed. There was a lengthy discussion. Ms. Mazza made a recommendation to start with the initial polling survey of likely voters and come back with those results in March for an in-depth work session. Overall, the Board was supportive of polling. Director Babbott conveyed the need for a frequency versus coverage discussion and development of a strategy. Ms. Mazza understood and will begin with the survey, then schedule a work session to follow receipt of results.

10. UPDATE ON THE FEDERAL TRANSIT ADMINISTRATION TRIENNIAL REVIEW FOR 2020

-Heather Dalmolin, Administrative Director

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





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Ms. Dalmolin reported the Triennial Review process has started. It is a review for compliance with the Federal Transit Administration (FTA) requirements. The pre-site document submission was done by December 20, 2019. Nineteen areas are being reviewed and 206 documents were electronically submitted. The site visit is scheduled for May 5-6, 2020 and includes follow up on submitted documents, review of funds drawdown, maintenance, procurement records, riding buses and a tour of the facility. This will be her 5th review for Mountain Line. The draft report will be due May 5, 2020 and available to staff at the end of the site review. Staff have 30 days to respond. The final report should be received within 60 days and will include all corrective action needed, along with due dates. Deficiencies found and corrected before the site visit, will not be included in the draft report.

11. CONSIDER AECOM GENERAL CONSULTING SERVICES CONTRACT TASK ORDER MODIFICATION

-Kate Morley, Development Director

Staff recommends the Board of Directors increase the valuation of the AECOM General Consulting Services contract by \$124,248 to \$2,491,114 for fiscal year 2020.

Ms. Morley explained the request for an increase in the Kaspar Intersection Task Order is due to adding signal priority to the scope of work. AECOM has an expert in this area. She reviewed the status of projects corresponding to each task order. Director McCarthy moved to approve the increase as presented. Director Babbott seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Art Babbott	X	
Jim McCarthy	X	
Dan Okoli	X	

PROGRESS REPORTS:

12. MOUNTAIN EXPRESS AND NEW YEAR'S EVE

-Jacki Lenners, Marketing and Communications Manager

Ms. Lenners provided a brief report on the ridership of both events. Director Babbott requested the Mountain Express information to communicate to the public. Ms. Lenners will follow up with him. Chair Whelan asked who is responsible for Mountain Express marketing. Ms. Lenners stated it is a shared effort and she specified what each organization is doing to promote this service. As for New Year's Eve service, we were on par from last year with our extra late-night service.

13. UPDATE ON MCCONNELL MULTIMODAL IMPROVEMENTS AND MILTON CAMPUS ENTRY STUDY

-Anne Dunno, Capital Project Manager



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No report at meeting.

14. DELEGATIONS OF AUTHORITY

-Erika Mazza, CEO and General Manager

Ms. Mazza updated the Board on Winslow Commuter Service. Their City Council and staff are stepping back and we don't know why yet. She will provide further information when it is known. There were no questions about this or other items in this report.

15. SUMMARY OF CURRENT EVENTS

-Erika Mazza, CEO and General Manager

Ms. Mazza reported the Downtown Connection Center is moving forward and there should be more information to share in February. Staff had a great meeting with Deputy City Manager Dille this week. We will not hold the executive session today. Ms. Hollander noted Mountain Line has maintained our Silver Bike Friendly Business status.

EXECUTIVE SESSION - The Executive Session did not take place at this meeting.

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. 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).

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

February/March Working Agenda

The next Board meeting will be February 19, 2020 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. February agenda items will include but not be limited to Bus Rapid Transit (BRT) Outreach Update, Possible August 2020 Service Changes, Revision of the Rules of Procedure and Code of Conduct, Budget – Financial Projections, Fare Strategies: Fare Capping, Financial Plan Update, Quarterly Performance Report, Review Performance Measures, Mountain Line How-To Videos, Downtown Vision Update, Job Order Contracting (JOC) Task Order Update/Bus Stop Amenities Update, Delegation of Authority Updates, and a Possible Executive Session for the



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Downtown Connection Center (DCC) Discussion. The February 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 -Chair Whelan adjourned the meeting at approximately 11:52am.

Jamie Whelan, Chair of the NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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NORTHERN ARIZONA INTERGOVERNMENTAL TRANSPORTATION AUTHORITY
aka "MOUNTAIN LINE"

Special Board Meeting Minutes
January 29, 2020

Convened: 2:03 p.m. on January 29, 2020 at:

Northern Arizona University
Babbitt Administration Center
First Floor, Suite 100, Conference Room 110K
1900 S. Knoles Drive
Flagstaff, AZ 86011

Attendance:

Board Members: Jamie Whelan (Chair, City Councilor, City of Flagstaff); Joanne Keene (Secretary, Executive Vice President and Chief of Staff, NAU); Jim McCarthy (City Councilor, City of Flagstaff); Steve Peru (Vice Chair, Chief Dev and Government Relations Officer, Coconino Community College); and Art Babbott (Board of Supervisors District 1, Coconino County, via phone).

Mountain Line Staff: Erika Mazza (CEO and General Manager); and Scott Holcomb (General Counsel, via phone).

2:02 p.m.: The Chair called the meeting to order and the roll call was taken.

2:03 p.m.: Pursuant to the Notice and Agenda of Public Meeting, the Chair convened the Executive Session.

2:52 p.m.: Executive Session and Special Board Meeting adjourned.

Jamie Whelan, Chair of the NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



Board of Directors Minutes for Thursday, February 6, 2020

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 Special Session on Thursday, February 6, 2020 at 9:00 am in the NAIPTA VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004.

Members of the Board attended in person or by telephone. 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, phone;
 - Steve Peru (Vice Chair), Acting Chair, Chief Development and Government Relations Officer, CCC, designee;
 - Joanne Keene, (Secretary), Executive Vice President and Chief of Staff, NAU, designee;
 - Art Babbott, Board of Supervisors, Coconino County;
 - 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.*

MOUNTAIN LINE STAFF IN ATTENDANCE:

- Erika Mazza, CEO and General Manager;
- Rhonda Cashman, Executive Assistant and Clerk of the Board;
- Scott Holcomb, Legal Counsel for Mountain Line

GUESTS PRESENT:

- Adam Shimoni, Vice Mayor, City of Flagstaff, alternate

1. CALL TO ORDER -Vice Chair Peru called the meeting to order at 9:02am.
2. WELCOME, ROLL CALL AND INTRODUCTIONS

DISCUSSION / ACTION ITEMS:

3. RATIFICATION OF EXECUTIVE SESSION HELD ON JANUARY 29, 2020
A public meeting and possible executive session of the Board of Director was timely and properly noticed and agendized for January 29, 2020 at 2:00 PM, for the following purpose:





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1. Discussion and consultation with Mountain Line’s attorney for legal advice and with Mountain Line’s attorney and designated representatives, including the Mountain Line CEO and General Manager, regarding the CEO and General Manager position. ARS 38-431.03(A)(1), (3) and (4).

A roll call was taken, and a quorum of the Board was present, and all consented to go into executive session for the agendized purpose, but no formal vote to enter into executive session was taken. There were no deliberations, consultations, or decisions by the members of the Board prior to, or in relation to, the action of convening and holding the executive session. The notice and agenda for the executive session on January 29, 2020 at 2:00 PM is available on Mountain Line’s website at: <https://mountainline.az.gov/wp-content/uploads/2020/01/BOD-Agenda-1.29.20.pdf>

The action which may be ratified by a majority vote of the Board is the holding of an executive session on January 29, 2020 at 2:00 PM as set forth in the notice and agenda for the executive session on January 29, 2020 at 2:00 PM.

Mountain Line attorney, Scott Holcomb, explained the need for the ratification to clear up the issue. Director Babbott made a motion to ratify the executive session on January 29, 2020. 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	
Art Babbott	X	
Jim McCarthy	X	

4. DISCUSSION REGARDING POTENTIAL INTERIM CEO AND GENERAL MANAGER CANDIDATES

Director Babbott made a motion to move into executive session at approximately 9:07am. Secretary Keene seconded. All approved, none opposed. Motion carried.

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

EXECUTIVE SESSION



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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)(1) for the following purpose:

1. Discussion and consultation with Mountain Line’s attorney for legal advice and with Mountain Line’s attorney and designated representatives, including the Mountain Line CEO and General Manager, regarding the CEO and General Manager position. ARS 38-431.03(A)(1), (3) and (4).

Following the conclusion of the Executive Session, the Board reconvened the public meeting at approximately 9:55am.

ITEMS FROM COMMITTEE AND STAFF:

The next special meeting for the Board will be Friday, February 14, 2020, 2pm, in the Mountain Line VERA Room. Attendance will be in person or by phone to discuss the Interim CEO and General Manager candidates.

5. ADJOURNMENT -Vice Chair Peru adjourned the meeting at approximately 9:55am.

Jamie Whelan, Vice Chair of the NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board





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DATE PREPARED: February 10, 2020

DATE: February 19, 2020

TO: Honorable Chair and Members of the Board

FROM: Bizzy Collins, Transit Planner

SUBJECT: August 2020 Service Changes

RECOMMENDATION:

Staff recommends the Board of Directors: 1) Review the proposed service enhancements for August 2020; and 2) Open public comment period through April 15, 2020.

RELATED STRATEGIC PLAN GOAL & OBJECTIVE:

Goal:

- ❖ Service Excellence

Objectives:

- ❖ Deliver service enhancements that are in line with our 5-year transit plan and make transit an attractive mode choice.

BACKGROUND:

This request is to review proposed service changes for service implementation in August 2020. Recommended changes do not meet the threshold for Title VI Policy requirements, and therefore do not require public participation prior to board approval; however, staff is seeking additional input from the community through the opening of a public comment period. (Title VI requires that Mountain Line consider equity impacts for disadvantaged populations related to a variety of programs and policies.) Staff will return in April with comments received and seek formal approval of changes from the Board. Additional public outreach would be conducted in July to let riders and general public know about the changes that are forthcoming.

The service changes focus on addressing congestion-related on-time performance issues and improve access to the system with new stops. A detailed list of improvements includes:

- 1) **Route 4:** Add an inbound stop at Butler Avenue and Elden Street.
There is already an existing bus stop at this location for Routes 3 and 7. This new stop will increase in route connections and access to origins and destinations on Route 4. Timepoints will be adjusted to accommodate adding this stop to Route 4.
- 2) **Route 5 or 5x:** FALA is currently investigating the option of bell schedule changes, which may affect timepoints on Route 5 or 5x. They are aware that changes will need to be requested by February 19 so we can include it in materials for public review and comment.
- 3) **Route 7:** Adjust timepoints to better reflect actual arrival.
This will relieve stress on operators and improve travel-planning for the riding public.



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The following proposed schedule for service changes is consistent with our annual service changes plan:

- 1) February 19-April 15: Public comment period;
- 2) April 15: Officially close public comment period, take action on proposed changes;
- 3) April-July: Update RideGuides and FLGRide app, conduct operator training on timepoint changes, conduct outreach and awareness campaign;
- 4) August 3: Implement service.

A few service changes were analyzed but not recommended. These include:

- **Timing of school deviations:** NPA and BASIS confirmed bell schedules are not changing and current arrival times are still working for students. No changes are identified or requested by the schools.
- **Route 8:** Extend Route 8 to Woody Mountain Road. There is currently no funding available to extend Route 8 in August 2020.
- **Route 10:** Compare NAU class times with Mountain Link bus arrival times to determine if we need to change the timing of our trips. Arrival times are meeting the majority of class times, so no changes are recommended.
- **Route 14:** Timepoints were analyzed to find time-savings in order to improve on-time performance. All timepoints reflected actual arrival time, so no changes are recommended.

Service analysis is conducted year-round as opportunities and challenges arise. Additionally, public comments are regularly received and always considered by staff. Some examples of comments staff have received to date include:

- **Add a stop on Route 66 near N. Park Drive:** Staff examined the area and found that the gap between existing stops is farther than our ideal spacing of $\frac{1}{4}$ mile. A pullout would be required based on ADOT's Bus Stop Encroachment Permit Guidelines. Also, there is no right turn lane opportunity at N. Park Dr. and multiple northside driveways, so meeting sight distance requirement for a stop location would be challenging even with a pullout. Based on this analysis, adding a stop to Route 66 at N. Park Dr. is not recommended.
- **Add transit service to Schultz Pass Road:** Staff drafted a cost estimate and service options with fixed route and with on-demand microtransit. Both options would require additional funding for operations, which is currently unavailable. If the requesting party would like to partner on funding to realize this new service, Mountain Line would be open to further analysis and discussion. Until that time, staff does not recommend adding this service.
- **Add transit service to Sacred Peaks Health Center:** See attached memo regarding staff's analysis of service options to Sacred Peaks Health Center.

TAC DISCUSSION:

The TAC felt the Sacred Peaks example highlighted how important it is for the community to work with transit to ensure access to new developments. They expressed they were looking forward to the City's post-development traffic and pedestrian study to better understand alternatives for crossing improvements.



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ALTERNATIVES:

- 1) Review the proposed service enhancements for August 2020; and open public comment period through April 15, 2020. **(recommended)**. Opening a public comment period will allow the Board of Directors to consider a final action regarding implementation of the proposed service changes in April.
- 2) Review the proposed service enhancements for August 2020; and do not open public comment period **(not recommended)**. Staff believe we need public input on proposed changes to make a final recommendation to the Board of Directors in April.

FISCAL IMPACT:

Annual operating and capital costs of these service changes are covered within the annual budget for sign, poster, and RideGuide replacements, so there are no additional costs associated with the recommended changes. Attached memo outlines additional costs for some of the requested improvements not being recommended at this time.

SUBMITTED BY:

Bizzy Collins
Transit Planner

Erika Mazza
CEO and General Manager

ATTACHMENTS:

1. Memo-Sacred Peaks Transit Analysis -pages 17-27



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NAIPTA MEMORANDUM

DATE: January 8, 2020

TO: Erika Mazza, Mountain Line CEO and GM
Roselyn Riggs Sacred Peaks Program Director

FROM: Kate Morley, Mountain Line Development Director
Jim Wagner, Mountain Line Operations Director

SUBJECT: Sacred Peaks Transit Service

Request:

Consider options for serving the new Sacred Peaks Health Care Center (Sacred Peaks) on North US 89 including but not limited to rerouting Route 66 and/or Route 2.

Methodology:

Mountain Line evaluated the potential route alignments and timing impacts of providing front door service to the Sacred Peaks and alignment of doing so with adopted plans and policies.

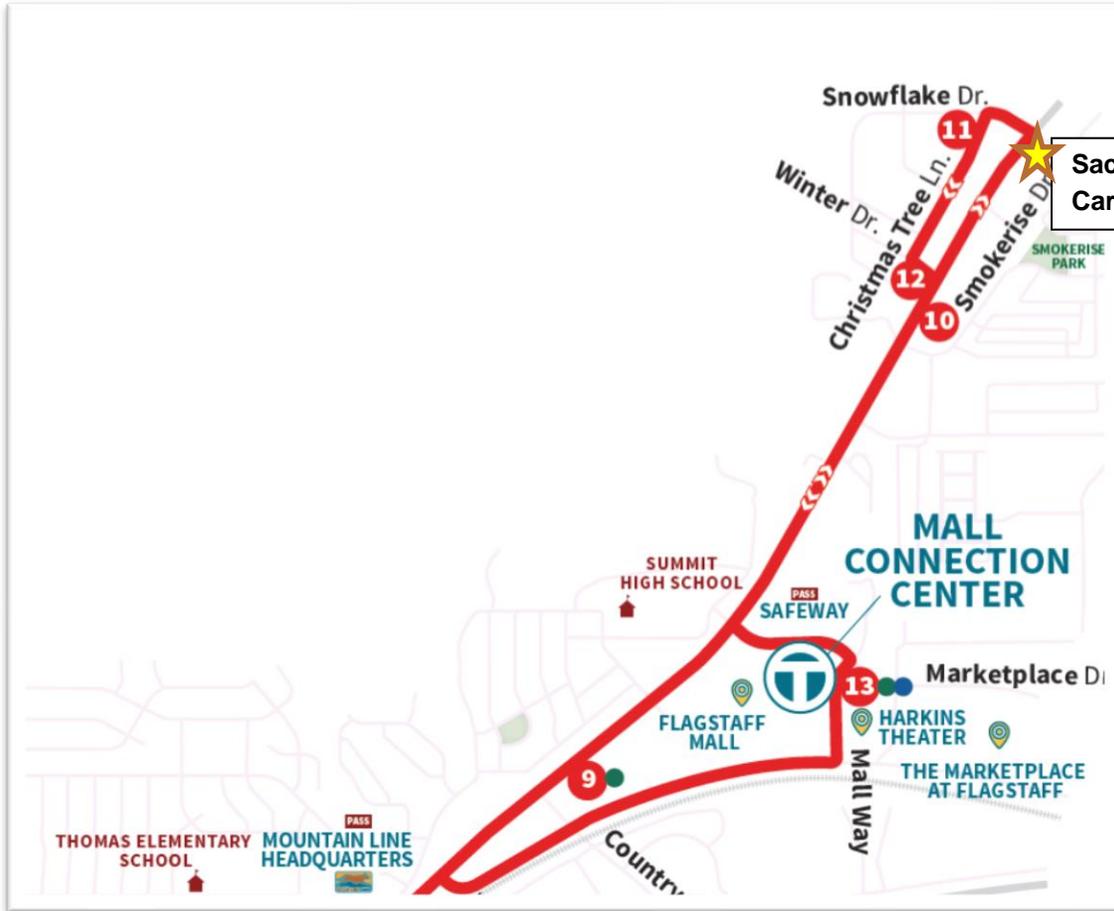
Recommendation:

Mountain Line Planning and Operations Divisions find no feasible and cost-effective way to reroute existing routes that is in line with adopted plans and policies. Mountain Line sees a potential opportunity to improve City of Flagstaff infrastructure to enhance pedestrian access to the facility from the existing Route 66 stop 850 feet way, though does not have authority over such infrastructure. Mountain Line would support requests to the City of Flagstaff and Transportation Commission to further study infrastructure that would allow safe access to the existing bus stop.





Map 1: Mountain Line Route 66 and Sacred Peaks location



Analysis:

Existing transit service and connectivity

Mountain Line’s Route 66 currently goes past the new Sacred Peaks medical facility at 30-minute peak intervals. The closest stops to the facility are either 2000’, nearly half a mile, to the south at Smokerise Drive or 850’ to the west at Snowflake Dr. and Christmas Tree on the far side of N. US 89 which does not have a pedestrian crossing. Walking to a controlled crossing and back to the site is approximately ¾ of a mile.

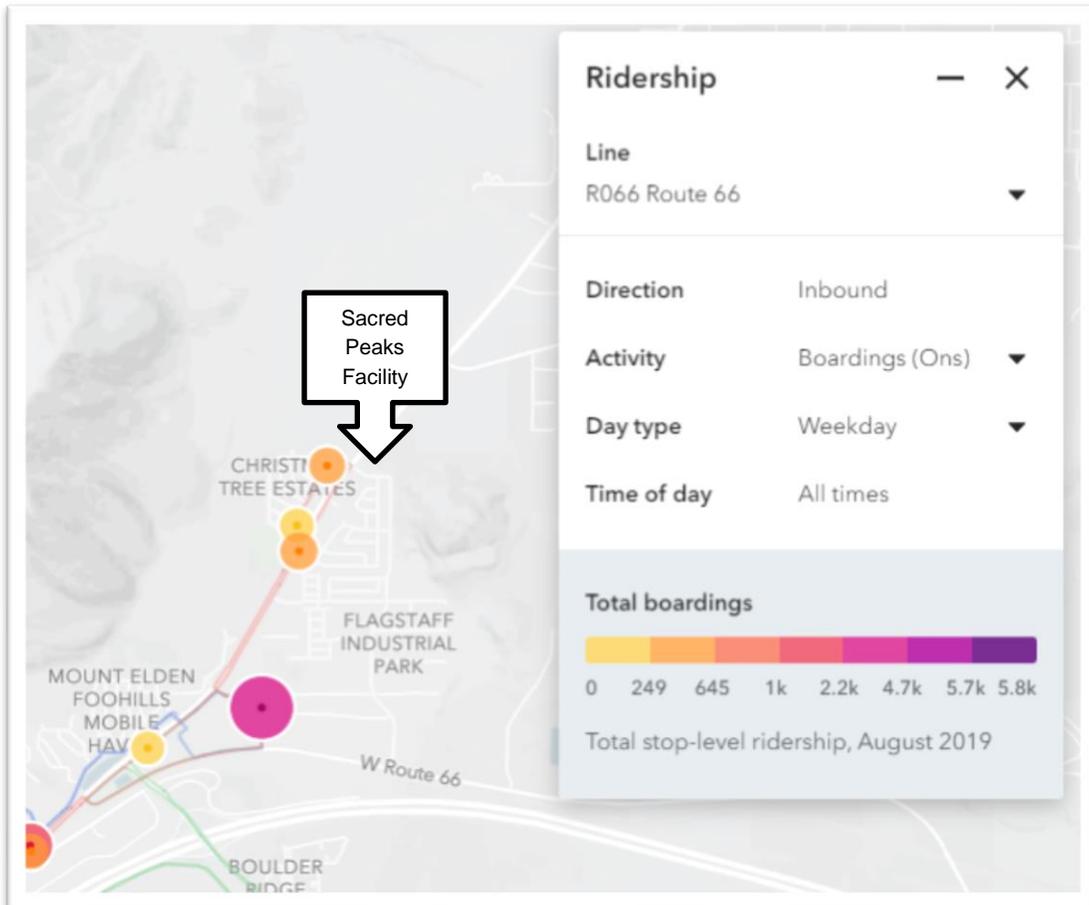
Mountain Line reviewed the new facility as it went through the permitting process with the City of Flagstaff to try to accommodate a new stop. Mountain Line found it could not serve the facility as proposed due to the roadway geometry. Route 66 makes a left hand turn across US 89 at Snowflake Dr. The distance needed for the bus to be able to start in a pullout on the right-hand side of the road, gain speed, and then cross two travel lanes and enter the left-hand turn lane is estimated to take at a minimum of 1000’ feet. Sacred Peaks is located immediately south of the intersection and only has approximately 350’ of frontage, therefore making it impossible to stop at site and then make the left turn.



Staff looked at random week of ridership from October 2018, before the Sacred Peaks relocation. Staff found that stop 10, located US 89 and Snowflake Dr., has 245 boardings and alightings, stop 11, located at Christmas Tree and Snowflake, had 306 boardings and alightings and stop 12, located at Christmas Tree and Winter, had 126 boardings and alighting for total activity at the stops of just under 700 boardings and alightings. This places in the stops in the middle 50% of all Mountain Line stops for ridership.

Ridership has increased slightly since the relocation. The same week in October of 2019, post opening, had total 367 boardings and alightings at stop 10, 245 boardings and alightings at stop 11 and 94 boardings and alightings at stop 12, for total activity of just over 700 boardings and alightings.

Map 2: Ridership at Stops





NAIPTA Five-Year Plan

As part of its Five-Year Plan, Mountain Line and its partners identified a set of corridors on which they make the strongest commitment to service, these corridors are highlighted in purple in Map 3. The Permanent Transit Network (PTN) is Mountain Line's contribution to the ongoing conversation among transit planners, land-use planners, developers and private organizations about how and where the city should have Transit Oriented Development. Development of multimodal street improvements and locating transit priority projects on these corridors will do the most to help Mountain Line to deliver efficient and high-ridership service in the future. The Sacred Peaks Medical Center is not on the Permanent Transit Network.

The Five-Year Plan also identifies a number of other organizations that have a role to play in the success of the PTN and are likely to find that their own transit-related goals are more successful once they take it into account. These organizations will have an opportunity to refine their policies, practices and regulations now that Mountain line has defined the PTN. These include:

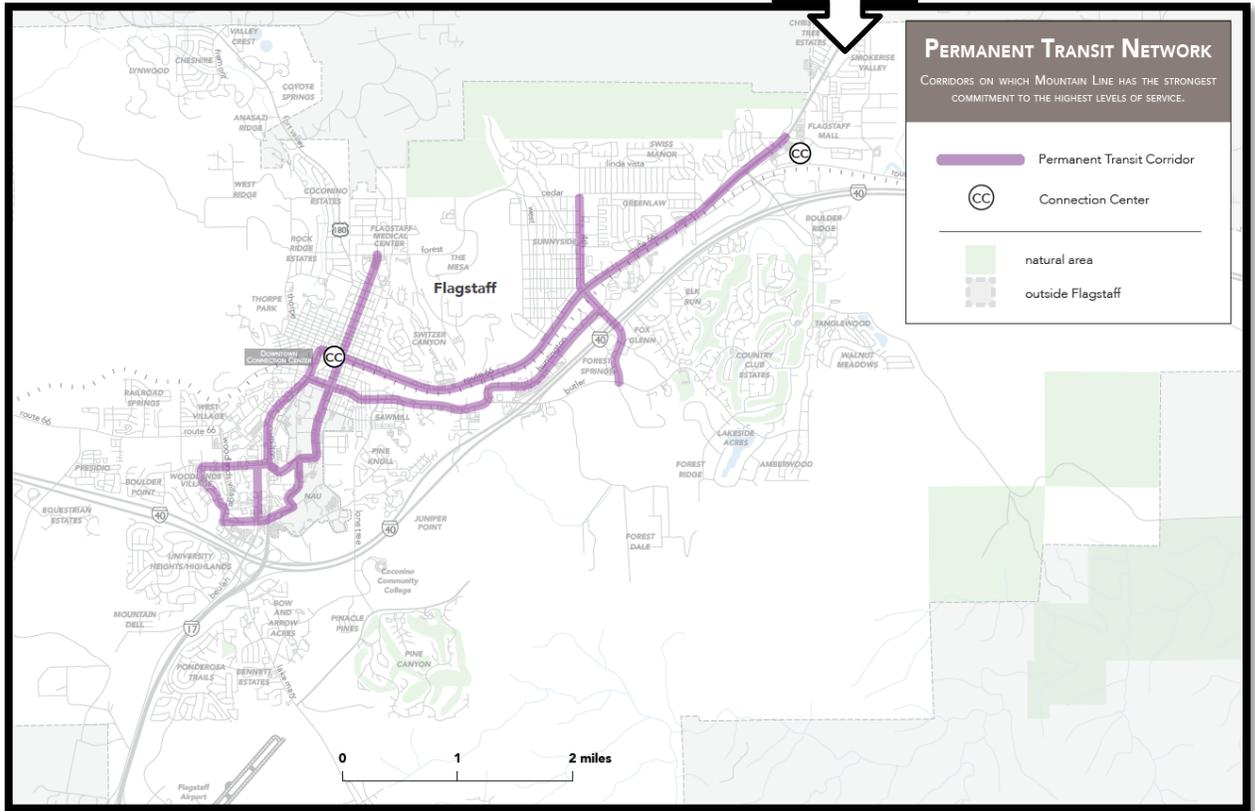
- The City of Flagstaff, whose land use and development regulations and review processes could be amended to encourage transit-supportive development along and near the permanent transit corridors.
- Large institutions like Northern Arizona University, who make largescale development decisions, and can decide whether to orient new activities to the Permanent Transit Network.
- Real estate developers, who can build projects that take advantage of transit, with the confidence that their investment is matched by a long-term public commitment to transit service on these corridors.

Finally, public input guided a decision by the NAIPTA Board of Directors about how to balance ridership and coverage goals in this Plan. The Board directed staff to maintain all existing coverage, so that no one would lose access to the service they ride today while focusing any new funding on increasing frequency on existing routes to attract ridership.





Map 2: Permanent Transit Network



Potential Route Alignments and Solutions

At the request of Sacred Peaks staff, Mountain Line’s Planning and Operations Divisions looked at potential changes to routing and their implications to accommodate front door service at the new facility. Three scenarios are considered below.

1. Reroute transit Route 66 to the southern side of N. US 89 to run through the Smokerise neighborhood in lieu of the Christmas Tree neighborhood.
2. Modify Route 2 to serve the facility by reducing frequency or adding another bus to the modified route.
3. Add a new stop to Route 66 1000’ south of Sacred Peaks facility that still allows left-turning movement into Christmas Tree Estates.
4. Infrastructure changes to better accommodate access to the facility.

1. Reroute transit Route 66

Mountain Line considered realigning transit Route 66 to turn east instead of west to serve the Smokerise neighborhood instead of Christmas Tree. This turn would allow front door service to the facility because the bus would not need to maneuver into the left-hand turn lane. The run time would be approximately the same and not require a change in frequency or additional but to maintain frequency.





Map 4: Existing Route 66 and Proposed Route 66



The Christmas Tree neighborhood has been served since Mountain Line's inception in 2001. Additionally, every historical route map in possession from Pine Country Transit includes serving the neighborhood. Removing service would require Title VI equity analysis. Review of census block data (see map 5) shows higher poverty rates and population density in the Christmas Tree neighborhood as compared to Smokerise. Additionally, as previously mentioned, the stops in Christmas are not low performing stops but rather have average ridership as compared across the system, serving several thousand trips per month. Moving the route would likely still accommodate current riders within the 1/4-mile walkshed but require them to make the uncontrolled crossing N. US 89, in the other direction from what is occurring now for Sacred Peaks clients, still an unsafe condition. Also, if Mountain Line were to reverse the direction of the loop through Christmas, pedestrians would still not be able to access the facility without crossing N. US 89. For these reasons, staff do not recommend modifying this route.





Map 5: Poverty and Population by Census Block



2. Modify Route 2

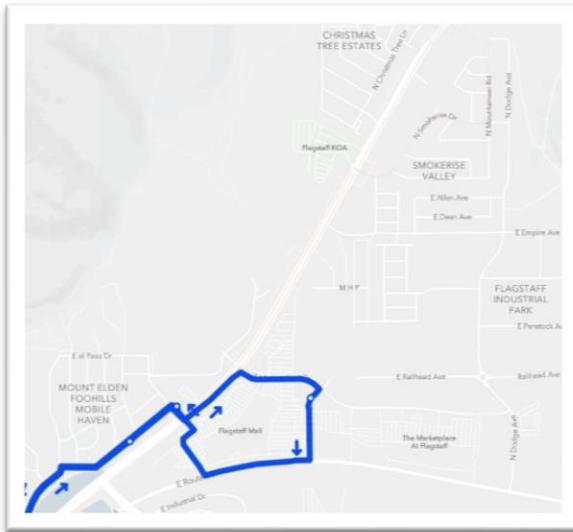
Sacred Peaks also requested Mountain Line consider extending Route 2 to the site. Route 2 currently terminates at the mall and has a 50-minute run time, giving Operators a few minutes for restroom break before heading back out every 60 minutes. There are 3 buses on the route providing 20-minute frequency. Staff anticipate the run time of extending Route 2 past the mall is 62 minutes. Operators would need at least 6 minutes, 10%, for layover at the DCC, meaning the route could run every 70 minutes. The three buses on route would be able to 24-minute service. This creates two issues. One a 24-minute cycle does not allow for easy transfers with other routes and two, messaging to the public at 24 minutes is confusing. Staff would therefore recommend a 30-minute frequency be implemented, reducing service, leaving an inefficient amount of layover in the route, and increasing cost per service hours performance metrics.

Additionally, under the Five-Year Plan, the Board adopted the policy to expand services through frequency, and this modification reduces frequency. Route 2 frequency was increased from 30 minutes to 20 minutes in August of 2015. In the three years pre-increase, ridership on the route averaged 223,080 rides annually. Ridership in the 3 years post service increase jumped to 292,762, an increase of 29.5%. This demonstrates the effectiveness of frequency on increasing ridership. Because of the policy to prioritize frequency over coverage and what would be the reduction in service levels on Mountain Line’s second most popular route, second only to Route 10, staff do not recommend the solution to reduce frequency on Route 2. It would be possible to add another bus to the route to provide coverage and keep the frequency at 20 minutes. This would cost an estimated \$350,000 annually and not in-line with the 5-Year Plan for new funding nor the Service Prioritization Plan adopted by the Board in November of 2019. Therefore, staff do not recommend modifying Route 2 as suggested.





Map 6: Existing Route 2 and Proposed Route 2



3. Add a Stop to Route 66

Staff have also looked at the possibility of adding a new stop 1000' south of the facility. This would reduce the distance people need to walk from the stop to Sacred Peaks without having to cross N. US 89. Mountain Line is open to this solution though would also need to work with the City of Flagstaff on infrastructure to support the stop, anticipating they will require a bus pullout. Bus pullouts typically cost over \$100,000 though there may be creative partnerships with the City to reduce costs. Infrastructure improvements in this area are unbudgeted at this time.

4. Infrastructure

The final option considered is improved infrastructure.

One way is to help pedestrians cross N. US 89 in a safe manner from the existing bus stop that is 850 feet away. This intersection is under the jurisdiction of the City of Flagstaff and any improvements would need to be considered through the City's process. Staff have reached out to let them know of the concerns both Sacred Peaks and Operators have witnessed with people trying to cross the street to get to the facility. The City has been planning to do a small study to see what is possible at the intersection in the near future and indicated they could try to move the timing of the study up. They would analyze pedestrian movements and crash data to determine warrants for a signal. Mountain Line would support the further study of a signal at this intersection, as it would assist Operators making the left turn in a more protected manner and help with first / last mile issues.





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DATE PREPARED: February 10, 2020

MEETING DATE: February 19, 2020

TO: Honorable Chair and Members of the Board

FROM: Scott Holcomb, Legal Counsel for Mountain Line

SUBJECT: Consider the Updated Rules of Procedure, Code of Conduct and Annual Conflict of Interest Statement

RECOMMENDATION:

Staff recommends the Board of Directors approve the updated Rules of Procedure and corresponding new Code of Conduct and Annual Conflict of Interest Statement.

RELATED STRATEGIC PLAN GOAL & OBJECTIVE

Goal:

- ❖ Community Engagement

Objectives:

- ❖ Ensure active participation from a supportive network of stakeholders.
- ❖ Increase the community’s awareness of Mountain Line’s value to the community.

BACKGROUND: The currently effective Mountain Line Rules of Procedure (the “Rules”) were adopted on October 16, 2014. During the intervening years, there have been a number of changes that impact the effectiveness of Mountain Line’s Rules, including changes in how Mountain Line operates, changes in state law, and advances in technology. Staff worked closely with Mountain Line’s General Counsel to review governing documents from numerous transportation agencies across the country and identify best practices with which to update the Rules, while at the same time maintaining compliance with the Restated Master IGA, Mountain Line’s controlling charter document. For example, the Rules were updated to align with Mountain Line’s practice in how the Board and the TAC are governed, while clarifying how Board members are appointed, the length of Board and TAC officer’s terms, and the role and participation expectations of alternative members of the Board and TAC.

In addition to updating the Rules, a Code of Conduct was created to provide guidance on a number of key areas, including public records laws, conflicts of interest, and the use of social media. State law on public records has developed with the proliferation of mobile devices, new messaging mediums, and social media. Adopting a clear Code of Conduct is recommended to counsel Mountain Line, its Board members, TAC members, and employees to comply with the current expectations under the law, minimize inadvertent violations of such laws, and foster effective professional communications and interactions.

The revised Rules of Procedure and new Code of Conduct will be effective upon Board approval.



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TAC DISCUSSION:

Advisor Dille asked about the possibility of having a Past Chair position for the TAC for continuity purposes and expressed his concern that the TAC does not advise the Board with one voice and stated there are other models to advise the Board. Ms. Mazza plans to work with staff to make sure the process provides adequate feedback and insight from the TAC to staff and Board.

ALTERNATIVES:

- 1) Approve the updated Rules of Procedure, Code of Conduct and Annual Conflict of Interest Statement (**recommended**). There have been changes in how Mountain Line operates since 2014, changes in the law, increased use of social media/technology, etc. and we need to keep our documents current by adopting best practices.
- 2) Approve one or more of the documents, but not all three of the documents (**not recommended**). This would allow for inconsistencies to occur and would not be considered best practices.
- 3) Do not approve the updated Rules of Procedure, Code of Conduct and Annual Conflict of Interest Statement (**not recommended**). If not approved, staff would need to identify the issues of concern and take more time to get them resolved. These documents are necessary to have in place for guidance.

FISCAL IMPACT:

There is no fiscal impact associated with approval of these documents.

SUBMITTED BY:

APPROVED BY:

Scott Holcomb
Legal Counsel for Mountain Line

Erika Mazza
CEO and General Manager

ATTACHMENTS:

- | | |
|--|--------------|
| 1. Rules of Procedure | -pages 30-44 |
| 2. Code of Conduct | -pages 45-51 |
| 3. Annual Conflict of Interest Statement | -page 52 |



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RULES OF PROCEDURE

OF

**NORTHERN ARIZONA INTERGOVERNMENTAL
PUBLIC TRANSPORTATION AUTHORITY
("MOUNTAIN LINE")**

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RULES OF PROCEDURE
OF
NORTHERN ARIZONA INTERGOVERNMENTAL
PUBLIC TRANSPORTATION AUTHORITY (“MOUNTAIN LINE”)
(A corporate body and political subdivision
Of the State of Arizona)

ARTICLE I - STATEMENT OF PURPOSE

SECTION 1.1 *General Purposes.* The Authority is a corporate body and political subdivision of the State of Arizona, established pursuant to state law for the purpose of designing, operating, and maintaining a public transportation system in the geographic boundaries of the Authority. The Authority was created pursuant to Arizona Revised Statutes Title 28, Chapter 26 (the “Act”) and is an intergovernmental public transportation authority organized under the laws of the State of Arizona. The Authority, comprised of a Board of Directors, officers, management and employees, is a political subdivision of the State of Arizona, with those powers specifically granted by the Act and with implied powers necessary to carry out the objectives and purposes of a public transportation authority.

SECTION 1.2 *Conflict with Law.* In the event that these Rules of Procedure should now or at any time in the future be in conflict with the Act, as amended, then and in such event those statutory provisions shall supersede these Rules of Procedure.

ARTICLE II - DEFINITIONS

Administrative Committee. Administrative Committee means a committee formed by the CEO and General Manager to review, study, and carry out tasks as directed by the CEO and General Manager.

Agency. Agency means each active party to the Master IGA, which includes, as of the date of adoption of these Rules of Procedure, Coconino County, the City of Flagstaff, the Arizona Board of Regents acting for and on behalf of Northern Arizona University (“Northern Arizona University”) and the Coconino County Community College District.

Authority. Authority means the Northern Arizona Intergovernmental Public Transportation Authority, also known as “NAIPTA” and doing business as “Mountain Line.”

Board Committee. Board Committee means a committee of Board Members formed to review, study, and make recommendations to the Board concerning planning, operation, and management of the Authority.

Board Member. Each Agency’s representative on the Board, or its designee.

Board of Directors. Board of Directors or Board means the Board of Directors of the Authority, consisting of representatives of member Agencies, appointed by the Agency's governing body.

CEO and General Manager. CEO and General Manager means the Chief Executive Officer and General Manager of Mountain Line.

Code of Conduct. Code of Conduct means the policy adopted by the Board, and attached hereto as Addendum A, and as amended from time to time as provided in these Rules of Procedure.

Presiding Officer. Presiding Officer means the Chair of the Board, TAC, or Board Committee, or the leader of a committee as otherwise provided for in the committee's organizational structure.

Transit Advisory Committee. Transit Advisory Committee or TAC means the Committee consisting of the administrative head of each member agency, or the administrator's designee.

ARTICLE III - POWERS AND DUTIES OF THE BOARD OF DIRECTORS

The powers and duties of the Board include, but are not limited to:

- (a) The powers set forth in A.R.S. § 28-9122 (the "Statutory Powers"), and those powers necessary to implement the Statutory Powers.
- (b) Determine all questions of Authority policy, establishing the location of the Authority's principal place of business, and the times of meetings of the Board and any committees.
- (c) Conduct a periodic survey of public transportation needs in the Authority and determine an appropriate transportation system to meet those needs and the means to finance the system and produce a five-year public transportation program that is consistent with the regional transportation plan approved by the regional council(s) of governments.
- (d) Coordinate and implement the establishment and development of the public transportation system (including ancillary facilities) within the Authority and among the participating governmental entities.
- (e) Adopt rules that are proper and necessary to regulate the use, operation and maintenance of the public transportation systems, property, facilities and services.
- (f) Employ a CEO and General Manager, and other employees and agents as may be necessary and prescribe the duties, terms, and conditions of employment.

- (g) Delegate to the Authority's officers, CEO and General Manager, and employees such powers as necessary to carry out the policies and business of the Authority;
- (h) Appoint an Authority treasurer or enter into an intergovernmental agreement with the Coconino County Treasurer to provide financial services for the Authority.
- (i) Manage, set policy, and conduct the business of the Authority.
- (j) Determine the Authority's organizational and procedural structure; adopt, amend, and repeal bylaws and rules consistent with the requirements of state law, and prescribe an accounting system for the Authority.
- (k) Create and appoint standing or ad hoc Board Committees. Possible Board Committee subject areas may include, without limitation, financial, personnel, and customer service matters.
- (l) Exercise all powers and perform all functions in the operation of the Authority as are ordinarily exercised by the governing body of a political subdivision of the State of Arizona and as are necessary to accomplish the purposes of the Authority.
- (m) Provide for payment of all debts and appropriate claims from the appropriate funds.
- (n) Contract for or employ professionals to perform work or services on behalf of the Authority.
- (o) Through counsel, prosecute or defend the Authority in all court actions or other proceedings in which the Authority is a party or is otherwise involved.
- (p) Issue an annual report on or before December 1 of each year, containing a full account of its transactions, activities and finances for the preceding fiscal year and other facts and recommendations, and transmit copies of the report to each member municipality, university and county, to the Secretary of State, to the Arizona State Library, Archives and Public Records, and, on request, to any member of the public.
- (q) Cause an annual audit to be conducted of the public transportation authority fund by an independent certified public accountant within 120 days after the end of the fiscal year.

ARTICLE IV – BOARD OF DIRECTOR MEMBERS

SECTION 4.1 Agencies and Board of Directors. The Agencies comprising the Authority are Coconino County, the City of Flagstaff, the Arizona Board of Regents acting for and on behalf of Northern Arizona University ("Northern Arizona University") and the Coconino County

Community College District, Coconino County, Northern Arizona University and Coconino County Community College District each have one representative on the Board, appointed by its governing body; the City of Flagstaff has two representatives on the Board, appointed by its governing body. In the event that additional municipalities join the Authority, the number of directors on the Board may be increased (to a maximum of nine (9) directors) by a vote of the Board.

SECTION 4.2 New Member Agencies. Incorporated cities and towns within Coconino County may join the Authority by petitioning the Board of Supervisors and entering into the Restated Master IGA by and between the Agencies effective July 1, 2013, as the same may be amended (the "Restated Master IGA"), provided that Board membership is to be apportioned among the participating municipalities according to their respective populations.

SECTION 4.3 Dues, Fees, and Assessments. Each Agency must pay, within the time and on the conditions approved by the Board, the dues, fees, and assessments in amounts to be fixed from time to time by a majority of the Board.

SECTION 4.4 Resignation of Agency. In the event that one or more Agencies resigns from the Authority, the resigning Agency shall no longer be represented on the Board. New Agencies may be invited to fill any vacancies as provided in Section 4.2 above.

ARTICLE V - OFFICERS

SECTION 5.1 Officers of the Authority. The Officers of the Authority, who must also be Board Members, shall be a Chair and a Vice Chair.

- (a) A person may only hold one office at a time.
- (b) In the event of a vacancy in an office, a new officer shall be appointed as provided in Section 5.3 of these Rules.

SECTION 5.2 Duties of Officers.

- (a) *Chair.* The Chair shall: 1) act as Presiding Officer at all meetings of the Board; 2) sign all documents on behalf of the Authority; 3) be an ex-officio member of all committees.
- (b) *Vice Chair.* The Vice Chair shall have all the powers and assume all of the duties of the Chair in the Chair's absence.
- (c) *Duties Generally.* The Officers of the Authority shall act in the best interest of the Authority and in accordance with the constitutions and laws of the United States of America and the State of Arizona, and with all policies adopted by the Board.

SECTION 5.3 Election and Re-election of Officers.

- (a) *Terms.* The term of the Chair and Vice Chair positions shall be for a period of one (1) year, commencing on July 1 and ending on the following June 30, unless otherwise directed by the Board as provided in Section 5.3(e). In the event of an unexpected mid-term vacancy, the replacement Officer, determined in accordance with this Section 5.3, shall serve the remainder of the term.
- (b) *Order of Ascension.* Subject to Section 5.3(e), elected Officers shall serve for two (2) consecutive terms: first as the Vice Chair, and then as the Chair. The Vice Chair shall be elected before July 1 of each fiscal year and take office effective July 1.
- (c) *Vacancies.* At the completion of a full term, or in the event of a vacancy in the position of Chair, the Vice Chair shall ascend to the position of Chair. In the event of a vacancy in the position of Vice Chair, the Board shall entertain nominations from the Board Members to fill any such vacancies for the term or the remainder of the term, as may be appropriate. It is recommended, but not required, that Board Members having served 12 or more months be considered for nomination. If two or more Board Members are nominated for the office, the vote shall be by secret ballot. In the case of a single nominee, the vote may be by voice. In the event both the Chair and Vice Chair positions become vacant simultaneously, both positions shall be filled by the Board pursuant to the nomination and election provisions of this section; provided, however, that the Board Member elected to the Chair position shall only serve out the remainder of the term, and not be entitled to serve as both Chair and Vice Chair without being separately elected to the Vice Chair position in a different election cycle.
- (d) *Limitations.* No one person may serve in successive positions of Chair to Vice Chair. No Agency may hold the position of Chair and Vice Chair simultaneously.
- (e) *Continuity Extension.* The Board, acting in its sole discretion, may extend the term of the Chair for a subsequent year, provided, however, that no Chair shall serve more than two (2) full sequential terms. In the event of such an extension, the Board has the discretion to retain the Vice Chair during such extended term or appoint a new Vice Chair pursuant to the provisions of Section 5.2(c).

SECTION 5.4 Absence or Disability of Chair. In the absence or disability of the Chair, (1) the Vice Chair of the Board, and then (2) the Board Members in order of their tenure as Board Members of the Board, shall perform all duties of the Presiding Officer. When so acting, the Vice Chair or Board Member shall have all powers of, and be subject to all restrictions on, the Presiding

Officer. The said Vice Chair or Board Member shall have such other powers and perform such other duties as the Board Members, or the bylaws may prescribe.

Officer positions are personal to the Board Members elected to such position. In the absence of the Chair or Vice Chair, an Agency's alternate may vote in a meeting, but does not serve in the role of an Officer.

SECTION 5.5 Indemnification. Each Officer of the Authority shall be defended by the Authority against any action, suit or proceeding arising from an act or omission alleged to have been committed by such officer within the scope of the individual's official capacity with the Authority to the full extent allowed by applicable law.

SECTION 5.6 Compensation. Board Members shall be allowed such necessary travel and other expenses incurred in the performance of their duties as authorized by the Board.

SECTION 5.7 Other Officers and Employees. The CEO and General Manager, and Treasurer shall be appointed by the Board. All other officers and employees shall be appointed by, and serve at the pleasure of, the CEO and General Manager. All instructions, demands, or direction to Authority employees shall be made by the Board to the CEO and General Manager. Nothing cited in either the law or these Rules of Procedure shall be deemed to provide for or contain any language authorizing an individual Board Member to instruct, direct, or make demands, specifically or by innuendo, of any person employed by the Authority.

ARTICLE VI - MEETINGS OF THE BOARD

SECTION 6.1 Regular Meetings of Board. Regular meetings of the Board shall be held at least monthly, or as otherwise directed by the Board. Meetings shall be held at a place and time designated by the Board in the notice of meeting.

SECTION 6.2 Special Meetings. The Presiding Officer of the body may call a special meeting of the Board for any lawful purpose at any time.

SECTION 6.3 Notice Requirements for Meetings. Notice of meetings and an agenda of the items to be discussed shall be provided to the members of the body and the public as provided in the Arizona Open Meeting Law, A.R.S. §38-431 et seq. Additional notice may be provided as the Board deems advisable. At least twenty-four hours before each meeting, the clerk shall cause the final agenda for the meeting to be posted in accordance with the Arizona Open Meeting Laws and distributed to each member and member of the public requesting the agenda in writing.

SECTION 6.4 Agenda Items. Only those items listed on the agenda, as posted pursuant to Section 6.3, may be considered and acted upon at the meeting.

SECTION 6.5 Quorum. A majority of Board Members entitled to vote shall constitute a quorum for the transaction of business at any meeting.

SECTION 6.6 Attendance. The effectiveness of the Board is directly related to the regular participation of each Board representative in each and all regular and special meetings. Board Members are expected to be present at all regularly scheduled meetings and be prepared to discuss

and consider the items on the agenda. As a courtesy to other members, Board Members shall notify the clerk at the earliest possible time if they will be unable to attend any meeting, indicating the reason(s) for their non-attendance at such meeting. In the event that a Board Member has a pattern of absences (3 or more in a calendar year), the Presiding Officer may contact the respective Agency to make them aware of the situation.

SECTION 6.7 Attendance by Technological Means. Board Members, including an Agency's alternative representatives, may participate in a meeting by technological means, provided that the member can hear and participate in all discussions and the public can hear all statements made by the member so participating.

SECTION 6.8 Order of Business. The order of business for all meetings will be established by the CEO and General Manager in consultation with the Presiding Officer. The order of business, as set forth in the agenda, may be subject to change. Members of the Board may submit to the CEO and General Manager, at least ten (10) days before the date of any regularly scheduled meeting, and forty-eight (48) hours before the date of any special meeting, requests for items to be placed on the agenda.

SECTION 6.9 Minutes of Meetings. Minutes of meetings will record only formal actions taken by the Board, a summary of important reports and discussions, and all other information required by Arizona's Open Meeting Law, A.R.S. §38-431 et seq. Members may request that specific comments be included in the minutes. The clerk shall furnish the prior meeting's minutes to Board for review prior to the next meeting. Minutes of each meeting shall be approved by the Board Members at the next regularly scheduled meeting.

SECTION 6.10 Conduct of Meetings. In all matters not addressed by these Rules of Procedure or Arizona law, meetings of the Board may be governed by Robert's Rules of Order.

ARTICLE VII - VOTING PROCEDURES FOR THE BOARD

SECTION 7.1 Manner of Casting Votes. Voting may be by voice or ballot at the discretion of the Presiding Officer.

SECTION 7.2 Voting Rights of Agencies. Each Board Member appointed pursuant to Article 4 of these Rules (including the Chair) shall be entitled to cast one vote on each matter submitted to a vote of the Board, respectively. Other elected officials, staff members, and citizens may attend public meetings and participate as provided by law but shall not be permitted to vote.

SECTION 7.3 Approval by Majority Vote. If a quorum is present, the affirmative vote of the majority of the voting power represented at the meeting, entitled to vote and voting on any matter shall be the act of the body, unless the vote of a greater number is required by Arizona law or these Rules of Procedure.

SECTION 7.4 Alternate Members of Board. Alternate representatives to the Board shall be appointed as provided herein and shall be authorized to attend Board meetings. Alternate Members shall vote on all issues coming before the Board in the event that the regular representative is unable to attend a meeting or has a declared conflict of interest as provided in the

Code of Conduct. Each Agency shall appoint a single Board alternate, and such alternate may be changed from time to time with prior written notice to Board and clerk.

ARTICLE VIII – EXECUTIVE SESSIONS

SECTION 8.1 Scheduling. The Board, upon a majority vote, may hold closed executive sessions during a regular, special, or emergency meeting after the presiding officer has identified the authorization under A.R.S. § 38-431.03 for holding such executive session.

SECTION 8.2 Notice. The subject of the executive session must be noticed on the agenda.

SECTION 8.3 Minutes of Meetings. Minutes of executive sessions shall be kept in the same manner as minutes of regular meetings, except that content and materials, the disclosure of which is inconsistent with the purpose for which an executive session is authorized to be held, may be excluded from the recorded minutes.

SECTION 8.4 Alternative Representatives. An Agency’s alternative representative to the Board shall be permitted to attend all executive sessions.

ARTICLE IX - TRANSIT ADVISORY COMMITTEE

SECTION 9.1 Members. The Transit Advisory Committee (“TAC”) shall consist of the Coconino County Manager or designee; a Coconino County citizen appointed by the Board of Supervisors; Flagstaff City Manager or designee; a Flagstaff citizen appointed by the City Council; Northern Arizona University Vice-President or designee; the Manager of the Flagstaff Metropolitan Planning Organization; the Student Senate President from Northern Arizona University or designee; the Student Senate President from Coconino County Community College or designee; and at the discretion of the Board, a representative of a business or economic development association. The corporate boundaries of each of the Agency municipalities and counties constitutes a Service Area for the purpose of this Section 9.1. Additional guest members from surrounding communities may be invited by the TAC Chair as needed to hold meaningful regional discussions. Such invitations are intended to be for a temporary period as necessary for the particular topic. The Student Senate Presidents and guest members shall be ex-officio, non-voting members.¹

SECTION 9.2 Terms of Office of Citizen Members; Business or Economic Development Representative. Citizen members, and the representative of a business or economic development organization, shall serve for terms of three years each.

¹ Section 11.1 of the Restated Master IGA dated July 1, 2013 (the "Master IGA"), provides that the Student Senate President of each Member university or college shall be ex-officio, non-voting members of the Transit Advisory Committee ("TAC"). The intent of the parties to the Master IGA was to provide a non-voting seat on the TAC to the head of the student organization at each Member university or college. Since the Master IGA was signed, it has come to NAIPTA's attention that at Northern Arizona University, the equivalent position to Student Senate President is the Associated Students of NAU (“ASNAU”) President, and at Coconino County Community College is the Student Body President. Accordingly, the students occupying these positions will fill the positions accorded to the president of the student senate.

SECTION 9.3 Responsibilities. The TAC shall have the duties and responsibilities provided in the Restated Master IGA and in such position descriptions and policy handbooks as are reviewed by the TAC and approved by the Board.

SECTION 9.4 Officers. The officers of the TAC shall consist of a Chair and Vice Chair. The Chair and Vice Chair must be voting members of the TAC.

SECTION 9.5 Duties of Officers.

- (a) *Chair.* The Chair shall: 1) act as Presiding Officer at all meetings of the TAC; 2) sign such documents as may be necessary on behalf of the TAC.
- (b) *Vice Chair.* The Vice Chair shall have all the powers and assume all of the duties of the Chair in the Chair's absence.

SECTION 9.6 Election and Re-election of Officers.

- (a) *Terms.* The term of the Chair and Vice Chair positions shall be for a period of one (1) year, commencing on July 1 and ending on the following June 30. In the event of an unexpected mid-term vacancy, the replacement Officer, determined in accordance with this Section 9.6, shall serve the remainder of the term.
- (b) *Order of Ascension.* Elected Officers shall serve for two (2) consecutive terms: first as the Vice Chair, and then as the Chair. The Vice Chair shall be elected before July 1 of each fiscal year and take office effective July 1.
- (c) *Vacancies.* At the completion of a full term, or in the event of a vacancy in the position of Chair, the Vice Chair shall ascend to the position of Chair. In the event of a vacancy in the position of Vice Chair, the TAC shall entertain nominations from the TAC Members to fill any such vacancies for the term or the remainder of the term, as may be appropriate. It is recommended, but not required, that TAC Members having served 12 or more months be considered for nomination. If two or more TAC Members are nominated for the office, the vote shall be by secret ballot. In the case of a single nominee, the vote may be by voice. In the event both the Chair and Vice Chair positions become vacant simultaneously, both positions shall be filled by the TAC pursuant to the nomination and election provisions of this section; provided, however, that the TAC Member elected to the Chair position shall only serve out the remainder of the term, and not be entitled to serve as both Chair and Vice Chair without being separately elected to the Vice Chair position in a different election cycle.
- (d) *Limitations.* No one person may serve in successive positions of Chair to Vice Chair. No Agency may hold the position of Chair and Vice Chair simultaneously.

SECTION 9.7 Regular Meetings. Regular meetings of the TAC shall be held at least monthly, or as otherwise determined by the TAC. TAC meetings shall be held at a place and time designated by the TAC in the notice of meeting.

SECTION 9.8 Alternate Members of the TAC. Alternate representatives to the TAC shall be appointed as provided herein and shall be authorized to attend TAC meetings. Alternate TAC representatives shall vote on all issues coming before the body in the event that the regular representative is unable to attend a meeting or has a declared conflict of interest as provided in the Code of Conduct. Each Agency shall appoint a single TAC alternate, and such alternate may be changed from time to time with prior written notice to the TAC and clerk.

ARTICLE X – MEMBER CONDUCT

Members of the Board and TAC shall be governed by a Code of Conduct adopted by the Board and attached hereto as Addendum A. The Code of Conduct may be amended or repealed by the approval of a majority of the Board Members.

ARTICLE XI - AMENDMENTS

New bylaws may be adopted or these bylaws may be amended or repealed by the approval of a majority of all the Board Members, provided, however, that any provision of these bylaws that requires the vote of a larger proportion of the Board Members than otherwise is required by law may not be altered, amended, or repealed except by vote of that greater number. No amendment may extend a director's term beyond that for which the director was elected.

DATED this _____, day of _____, 2020.

ADDENDUM A

**NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION
AUTHORITY (“NAIPTA”) CODE OF CONDUCT**

[See following pages]

ADDENDUM A

NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY (“MOUNTAIN LINE”) CODE OF CONDUCT

This Mountain Line Code of Conduct is an addendum to the Mountain Line Rules of Procedure and shall be considered incorporated into such Rules of Procedure and the Mountain Line Personnel Policy Manual, as they may be amended from time to time. Capitalized terms not expressly defined herein shall have the same meaning ascribed to such terms as in the Rules of Procedure, unless the context clearly indicates otherwise.

Article I Public Records

Section 1 - Statement on Public Records

As a public body, Mountain Line is subject to Arizona’s public records law and must make available for public inspection public records, including but not limited to meeting agendas, minutes, e-mails, and other documents reflecting the official business of Mountain Line. Mountain Line, and each Board Member, Officer, TAC member, or employee of Mountain Line may have independent obligations to maintain and preserve any and all public records that are in the possession of that individual. Nothing in this Code of Conduct should be construed to create any obligation on Mountain Line greater than that imposed by law.

Section 2 - Roles

1. Mountain Line

Mountain Line as a public body recognizes the public’s right to inspect its public records, and through its staff maintain systems that facilitate access to public records. Mountain Line through its staff will respond to public records requests by gathering responsive records that are under Mountain Line’s control. Mountain Line will work to coordinate gathering records, not under Mountain Line’s control, from other custodians including Mountain Line’s Board Members, Officers, TAC members, and employees.

2. Individual Board Members, Officers, TAC Members, and Employees of Mountain Line

Mountain Line’s Board Members, Officers, TAC members and employees should be aware that:

- A. the public has a right to inspect public records;
- B. public records can be created on virtually any medium, including personal cell phone messages, e-mails, social media;
- C. Mountain Line’s Board Members, Officers, TAC members, and employees have an independent duty under the law to maintain and preserve public records in their custody.

In light of these realities, Mountain Line recommends its Board Members, Officers, TAC members, and employees

A. avoid using personal accounts (including personal cell phones, e-mail accounts, and social media accounts) for official or public business. By using official accounts only, public records are centralized in fewer locations which enhances the public's ability to access records and minimizes the burden on individual record custodians.

B. cooperate with Mountain Line staff in gathering and providing responsive records stored in personal accounts.

Article II Social Media

Section 1 - Policy of Social Media

Mountain Line recognizes that social media has become a ubiquitous feature of contemporary life and Mountain Line supports the use of social media to facilitate communications with constituents and engage in the community. To address the fast-changing landscape of the internet and the way residents communicate and obtain information online, Mountain Line and its officials may consider using social media tools to reach a broader audience. Mountain Line encourages the use of constructive social media to advance and further Mountain Line's goals and mission, where appropriate.

Mountain Line has an overriding interest and expectation in deciding what is "spoken" on its behalf on social media sites, however, and designates its CEO and General Manager or his or her designee to have exclusive authority to manage Mountain Line's official social media presence.

Section 2 - Individual Responsibility

1. Board Members, Officers, TAC members, and employees who choose to use social media to discuss Mountain Line business must take care in that usage. Board Members, Officers, TAC members, and employees should adhere to the following requirements:
 - All social media posting should clearly delineate between posts in a Board Member's, Officer's, TAC member's, or employee's personal capacity and in a public capacity. Mountain Line strongly recommends using separate accounts for personal and public posting.
 - Board Members, Officers, TAC members, and employees must avoid implying that their individual views are the official views of Mountain Line. If a Board Member, Officer, TAC member, or employee is using social media in his or her official capacity, they should include disclaimers when and if appropriate, such as: "The postings on this site are my own and do not reflect or represent the opinions of Mountain Line."
 - Posts made in a Board Member's, Officer's, TAC member's, or employee's official capacity should be preserved pursuant to Arizona's public records law.
 - If a Board Member, Officer, TAC member, or employee chooses to use social media for public purposes, that individual must take care not to block critics or individuals expressing differing points of view and should not delete comments or response of either themselves, or of others.

- Board Members and TAC members must take care to avoid creating a quorum in a nontraditional forum (such as joining the same group on a networking site or other technology enabled forum).

Section 3 - Social Media Usage During Meetings

It is the policy of Mountain Line to prohibit the usage of social media by Board Members, Officers, TAC members, or employees of Mountain Line during duly noticed and agendized meetings and work sessions. The purpose of this policy is to ensure that consideration and deliberation of Mountain Line business occurs in a public meeting and that public input relating to matters under Mountain Line's consideration is publicly received by all members on equal terms.

Article III Conflicts of Interest

Section 1 - Definitions

1. **Financial Interest.** A person has a financial interest if the person enters or proposes to enter into a transaction with Mountain Line, or such person has, directly or indirectly, through business, investment or family:

A. an ownership or investment interest in any entity with which Mountain Line has a transaction or arrangement, or

B. a compensation arrangement (which shall include any employment or independent contractor arrangement) with Mountain Line, or any entity or individual with which Mountain Line has a transaction or compensation arrangement, or

C. a potential ownership or investment interest in, or compensation arrangement with, Mountain Line or with any entity or individual with which Mountain Line is negotiating a transaction or compensation arrangement.

A compensation arrangement includes any arrangement pursuant to which any direct and indirect remuneration passes to or from Mountain Line.

2. **Interested Person.** Any Board Member, Officer, or representative of a committee with voting powers, who has a direct or indirect "financial interest", as defined above, is an "interested person".

Section 2 - Procedures

1. Approval Requirement

All transactions or compensation arrangements in which an interested person has a financial interest shall be disclosed and subject to the approval of the Board; provided, however, that no such disclosure or approval is required for (1) contributions, donations or other support given to Mountain Line in support of its mission for no consideration (except recognition, acknowledgment and other courtesies routinely extended to similarly situated donors), or (2) the purchase of goods of services from Mountain Line on the same terms and conditions as are made available by Mountain Line to the general public, or (3) any transaction or compensation arrangement that would, if the interested person

were a "public officer" and Mountain Line were a "public agency", constitute a "remote interest", as each such term is defined in A.R.S. § 38-502 (governing conflicts of interest of public officers).

2. Duty to Disclose

In connection with any transactions or compensation arrangements which are or may be subject to disclosure and approval as required herein, an interested person must disclose in writing the existence and nature of his or her financial interest to the Presiding Officer of the Board or committee, who shall then bring the matter before the Board and General Counsel. The existence and nature of the financial interest of the interested person shall be disclosed to the Board or committee considering the proposed transaction or compensation arrangement.

3. Determining Whether a Conflict of Interest Exists

After written disclosure of the financial interest, Mountain Line's General Counsel shall make a determination of whether a conflict of interest exists and report the determination to the CEO and Presiding Officer of the Board or committee prior to any discussion or action on the transaction or compensation arrangement by the body. In the event of a disclosure of a financial interest during a meeting, Mountain Line's General Counsel shall determine whether a conflict of interest exists prior to the discussion or action of the transaction or compensation agreement. In the event a conflict of interest is found, the conflicted Board Member or committee member shall refrain from discussing or voting on the transaction or compensation agreement.

4. Procedures for Addressing the Conflict of Interest

If a conflict of interest is determined to exist, the Board or committee shall, after consideration of whether there are alternatives to the proposed transaction or compensation arrangement and whether Mountain Line can obtain a more advantageous transaction or compensation arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest, determine by a majority vote of the disinterested Board Members or committee members present and voting at the meeting (including the alternative representative for the interested party, if applicable) whether the transaction or compensation arrangement is in Mountain Line's best interest and for its own benefit, whether the transaction or project is fair and reasonable to Mountain Line, and the Board or committee shall make its decision as to whether to enter into the transaction or compensation arrangement in conformity with such determination.

Section 3 - Records of Proceedings

The minutes of Board, Board Committee, or TAC meetings, as applicable, shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, and the General Counsel's determination of whether a conflict of interest exists.

2. The names of the persons who were present for discussions and votes relating to the transaction or compensation agreement, the content of the discussion, including any alternatives to the proposed transaction or compensation arrangement or opportunity project, and a record of any votes taken in connection therewith.

Section 4 - Annual Statements

Each Board Member, Officer and TAC member shall annually, no later than July 1 of each new fiscal year, sign a statement which affirms that such person:

1. has received a copy of the conflicts of interest policy;
2. has read and understands the policy;
3. has agreed to comply with the policy.

Article IV Representing Mountain Line

Section 1 – Code of Conduct

It is expected that every Board and TAC member will aspire to develop a culture of excellence and adhere to the following code of conduct:

1. Recognize the worth of fellow Board or committee members and appreciate their individual perspectives, backgrounds, and contributions;
2. Uphold the strategic goals and priorities of Mountain Line, and help the Authority develop a culture of risk-taking and innovation;
3. Understand and work towards what is in the best interest of the greater Authority region, even when the regional interest must sometimes be balanced with local considerations;
4. Treat fellow Board Members, TAC members, Mountain Line staff, and members of the public with respect and professionalism even when legitimate disagreements over policy and process might arise;
5. Conduct public affairs with honesty, integrity, fairness, and respect for others;
6. Represent the adopted positions of Mountain Line when communicating on behalf of Mountain Line;
7. Communicate any real or perceived conflicts of interest to the Presiding Officer and Mountain Line's CEO and General Manager;
8. Make attendance at all meetings of the Board or TAC, and any applicable committees, a high priority. Come to Mountain Line meetings prepared to discuss the issues and business on the agenda.
9. Recognize that every Board Member, TAC member, and staff member represents the diversity of the region and has the right to freedom from all forms of discrimination and harassment in their association with Mountain Line;
10. Avoid and discourage conduct that is divisive or harmful to Mountain Line and the region.

11. Always consider that as a Board or TAC member, your actions and communications will reflect upon Mountain Line, whether at Mountain Line meetings and events, or when engaging the community professionally and privately.

12. Clearly delineate between Mountain Line's messages to the public and personal views and opinions. When sharing opinions or materials with members of the public, Board and committee members should consider expressing orally or inserting a disclaimer in written communications to the effect that their opinions, posts, communications, etc., reflect only their own personal beliefs and do not reflect the opinion of Mountain Line.

Article V Mountain Line Meeting Decorum and Order

Section 1 – Decorum and Order

The Presiding Officer shall preserve decorum and decide all questions of order, subject to appeal to the body, as follows:

1. During public meetings, Board Members and TAC members (for the purposes of this Article V, each shall be referred to as a "Member") shall preserve order and decorum and shall not delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or the Rules of Procedure. Every Member desiring to speak shall address the Presiding Officer, and upon recognition by the Presiding Officer shall confine all comments to the question under debate and shall avoid all personalities and indecorous language. Once recognized, a Member shall not be interrupted while speaking unless called to order by the Presiding Officer or unless a point of order is raised by another Member. If a Member is called to order while speaking, the Member shall immediately cease speaking until the question of order is determined. If ruled to be not in order, the Member shall remain silent or shall alter all remarks so as to comply with the Rules of Procedure. If the Presiding Officer fails to act, any Member may move to require the Presiding Officer to enforce the rules, and the affirmative vote of the majority of the body shall require the Presiding Officer to act.

2. The Presiding Officer shall have the authority to preserve decorum in meetings. Any remarks shall be addressed to the Presiding Officer and to any or all Members. Without permission from the Presiding Officer, no staff member, other than the staff member who has the floor, shall enter into any discussion, either directly or indirectly.

3. All persons attending meetings shall observe the same rules of propriety, decorum, and good conduct applicable to Members. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous while addressing the body or while attending the meeting, shall be removed from the room if so directed by the Presiding Officer. Unauthorized remarks from the audience, stomping of feet, whistles, yells, or similar demonstrations shall not be permitted by the Presiding Officer, who shall direct the removal of such offenders from the room. Should the Presiding Officer fail to act, any member of the body may move to require the Presiding Officer to enforce the rules, and the affirmative vote of the majority of the body shall require the Presiding Officer to act. Any members of the public desiring to address the body shall be recognized by the Presiding Officer, shall state their name and city of residence in an audible tone for the record, and shall limit their remarks to the questions under discussion. Any remarks shall be addressed to the Presiding Officer and to any or all Members.

4. Any Member may appeal a ruling of the Presiding Officer to the body. If the appeal is seconded, the Member making the appeal may briefly state the reason for the same, and the Presiding Officer may briefly explain the ruling, but there shall be no debate on the appeal, and no other Member shall participate in the discussion. The Presiding Officer shall then ask the question, "Shall the decision of the Chair be sustained?" If the majority of the body present vote "Aye," the ruling of the Presiding Officer is sustained; otherwise, it is overruled.

5. Without permission of the Presiding Officer, no Member of the body or member of the public shall be allowed to speak more than once upon any one subject until all Members have had an opportunity to speak, nor for a longer time than five (5) minutes. Citizen groups shall be represented in presentation to the body by one of the group's members.



ANNUAL CONFLICT OF INTEREST STATEMENT

Pursuant to the Rules of Procedure of Northern Arizona Intergovernmental Public Transportation Authority (“Mountain Line”), I hereby certify that I:

- (a) have received the Mountain Line Conflict of Interest Policy (“Policy”), as the Policy may be amended from time to time; and
- (b) have read and understand the Policy; and
- (c) agree to fully comply with its terms and conditions at all times during my service as a Mountain Line Board Member.

Board Member Signature

Board Member Printed Name

Date



DATE PREPARED: February 11, 2020

MEETING DATE: February 19, 2020

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Report on FY2020 2nd Quarter Performance

RECOMMENDATION:

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

RELATED STRATEGIC WORKPLAN OBJECTIVE

Goal:

- ❖ Service Excellence

Objective:

- ❖ Deliver service enhancements that are in line with our 5-year transit plan and make transit an attractive mode choice.

BACKGROUND:

As part of Mountain Line's regular review of financial and performance data, staff has prepared the FY2020 2nd Quarter Performance Report to illustrate both financial and service performance for the period of October through December 2019. The report includes a projection of performance data (ridership, miles, and hours) as well as a review of financial data. The report compares current performance to: 1) prior year, 2) goals for current year, and 3) future year goals. The performance measures identified are the benchmarks, as approved in 2015, by Mountain Line's Transit Advisory Committee and Board of Directors, as measurements to be used for reporting system data in a uniform manner.

Staff is presenting this information for consideration and is not seeking any action.

TAC DISCUSSION:

Staff presented the 2nd quarter report to the Transit Advisory Committee and confirmed for the Committee members that staff would be evaluating these key performance indicators to ensure we have the right measurements to evaluate success in meeting objectives of the Strategic Plan recently adopted by the Board.





FISCAL IMPACT:

The performance measures are intended to capture trends in performance related to service and financials. The report itself has no fiscal impacts however any recommended changes as a result of performance could have future fiscal impacts.

SUBMITTED BY:

APPROVED BY:

Heather Dalmolin
Administrative Director

Erika Mazza
CEO and General Manager

ATTACHMENTS:

None.



Getting you where you want to go





DATE PREPARED: February 11, 2020

MEETING DATE: February 19, 2020

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Consider the Updated Financial Management Plan

RECOMMENDATION:

Staff recommends the Board of Directors update the approved Financial Management Policies and adopt them as policy and procedure for Mountain Line.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Goal:

- ❖ Fiscal Responsibility

Objective:

- ❖ Ensure a sustainable financial future through long-term financial planning

BACKGROUND:

Over several meetings during FY2019, staff presented the Financial Management policies to the Board as a refresher on what guidelines and policies exist for making financial decisions. During that review, staff identified several areas that required updates or that could be improved.

There are 10 sections to the Financial Management Plan:

- ❖ Section 1: Revenue Management
Revenue Management provides direction on how revenues from Mountain Line’s three major sources will be managed to provide maximum service value to our partners. This section also informs staff on how Mountain Line General Fund will be used.
- ❖ Section 2: Cash and Investments
Cash and Investments defines how and when cash can be invested and identifies treasury services for Mountain Line.
- ❖ Section 3: Reserves
Reserves describes fund balance standards and requirements.
- ❖ Section 4: Cost Allocation and Sharing
Cost Allocation and Sharing provides direction on how expenses are to be attributed to and shared between Mountain Line’s programs, allocated or indirect costs.
- ❖ Section 5: Operating Budget and Compensation Philosophy





- Operating Budget and Compensation Philosophy defines the standards to be used by Mountain Line to set and track the operating budget, including salary and wage budget.
- ❖ Section 6: Capital Improvement Plan
Capital Improvement Plan is the methodology to be used for prioritizing capital projects within available funding and as needed for meeting service goals.
 - ❖ Section 7: Asset Management
Asset Management establishes guidelines for ensuring assets are tracked, maintained and used for full useful life.
 - ❖ Section 8: Debt Management
Debt Management prescribes and informs decisions to use debt services for planned capital improvements as well as capital outlay.
 - ❖ Section 9: Accounting, Auditing, and Financial Reporting
Accounting, Auditing, and Financial Reporting provides direction on the requirements of Mountain Line's accounting system and sets expectations for reporting.
 - ❖ Section 10: Risk Management
Risk Management defines Mountain Line's risk management efforts.

The following are recommended changes for Board consideration.

- ❖ Section 1: Revenue Management is updated to reflect current federal sources and add other funding options and opportunities. Policy also updated to notation consideration for low-income and unbanked in setting fares.
- ❖ Section 7: Asset Management is updated to apply disposal policy contained in this section to assets with remaining value of less than \$5,000, referring to new Section 8 for all assets with value of \$5,000 or more.
- ❖ Section 8: Real Estate and Fixed Asset Property Disposition (NEW): Mountain Line's policy: Section 7 Asset Management contained disposal policy; however, this addition is recommended to further define roles, responsibilities, and procedures to protect assets and financial investment of Mountain Line and the Federal Transit Administration.
- ❖ All section numbering after previous version of Section 8 have been updated for this inserted, new Section 8.
- ❖ All references to NAIPTA were changed to Mountain Line.

Staff will continue to evaluate the Financial Management Plan, to determine other concerns that are best practice to address. Additional changes will be brought before the Board for consideration at future meetings.

TAC DISCUSSION:

The updates recommended by staff were supported without discussion by the Transit Advisory Committee.





ALTERNATIVES:

- 1) Approve the recommended update to the Financial Management Plan (**recommended**): The updates clarify the disposal process for assets over \$5,000 and add clear direction for sell of real estate. The policy as previously approved did not provide a process for real estate.
- 2) Do not approve the update to the Financial Management Plan (**not recommended**): While the need to dispose of real estate is not urgent, having a policy that doesn't provide guidance on that process can be problematic in the future. Mountain Line has received several interested calls regarding excess property owned on Linda Vista Dr and it would be helpful to advise those parties on how that sell will be handled in the future.

FISCAL IMPACT:

Development of Financial Management Plan and policies has no adverse impact and has the potential of reducing financial risks.

SUBMITTED BY:

APPROVED BY:

Heather Dalmolin
Administrative Director

Erika Mazza
CEO and General Manager

ATTACHMENTS:

- 1. Section 8: Real Estate and Fixed Asset Property Disposition (NEW) -pages 58-59



Section 8. Real Estate and Fixed Asset Property Disposition

Mountain Line Board of Directors or the designee, may sell or trade, or otherwise dispose of surplus real estate pursuant to Mountain Line Purchasing Policy Section 6, "Contracts", and Section 10, "Disposition". In accordance with ARS 11-201, the Board of Directors is the only entity that has authority to incur financial, legal and other obligations on behalf of Mountain Line, its agencies and elected officials. Although some Mountain Line officials may have express or implied authority to enter into contracts, all of their authorities are subject to approval by the Board of Directors. To ensure fiscal control, the Board of Directors must approve all contracts or specifically authorize a designated elected or appointed official to enter into contracts. The Board has delegated this authority as follows:

- A. The Administrative Director must approve sales and contracts for amounts totaling less than \$50,000.
- B. The CEO & General Manager must approve all sales and contracts for amounts of \$50,000 or greater but that are less than \$100,000.
- C. The Board of Directors must approve all sales for \$100,000 and above. These sales must be put on the Board's agenda and be routed through Administrative Director, General Counsel, and the CEO and General Manager.

Formal Process: Mountain Line owned fixed assets valued in excess of \$5,000 shall be sold after published notice of the sale as follows:

- A. All personal property disposition under a formal process, shall be sold by public on-site auction, public on-line bidding process or through a formal competitive sealed bid sale process.
- B. Any surplus property with a value greater than \$100,000 shall be sold through a formal competitive sealed bid sale, when it is more advantageous to Mountain Line than holding it for public on-site auction or public on-line bidding.
 1. All formal sealed bid sales shall be conducted in a manner substantially similar to the procedures established in Section 5.7, "Competitive Sealed Request for Proposals" and shall include a description of the property for sale and all terms and conditions applicable to the sale.
- C. Any surplus property sold under this formal process shall be sold to the person making the highest responsive, responsible, offer most advantageous to Mountain Line.

Section 2. Declaration Regarding Surplus Property

The disposition of all Mountain Line owned surplus property shall be determined and handled by Mountain Line 's Administrative Director. Divisions shall be responsible for property in their possession and as necessary, may declare such property as surplus and shall complete an asset disposal form with all required signatures. This form is available from Mountain Line's financial team and shall accompany all items to be disposed of as surplus property and need to reflect whether the item(s) are operational or not, so the information can be given to Bidders.

Section 3. Organizational Need

Prior to pursuing any method for disposal of surplus property, the Division or end-user shall first determine that it is of no use to any other Division. Divisions shall review inventories of personal property to determine the existence of excess or obsolete items that could be declared surplus property and shall notify the Administrative Director.

Section 4. Surplus Property Listing

A listing of surplus property shall be maintained by each Division and such property shall be transferred between Divisions as needed prior to any other disposition method handled by the Administrative Director. The Administrative Director shall maintain a surplus property list of all items that are scheduled to be sold either through a public on-site auction or public on-line bid sale.

Section 5. Surplus Property Trade-In Allowance

Prior to trading for credit against a new purchase or service, the Purchasing Specialist shall determine the fair market value and document the disposal in the surplus item file with reference to the Purchase Order for the new materials or services.

Section 6. Proceeds from Sales

All proceeds from the sale of surplus property shall be deposited in an established revenue account determined by the Business Manager and is to be used for purpose of public transit.

Section 7. Donation of Surplus Property

Surplus personal property may be donated pursuant to Mountain Line Financial Management Plan Section 7, Asset Management to organizations in exchange for services that would benefit the community, where such value would exceed the revenues generated from a sale, as determined in writing by the CEO and General Manager. For donations valued in excess of \$5,000.00, the receiving organization shall execute a receipt or contract according to how the donation will be used. Board has delegated this authority as follows:

- D. The Administrative Director must approve donations for amounts totaling less than \$50,000.
- E. The CEO & General Manager must approve all donations for amounts of \$50,000 or greater but that are less than \$100,000.
- F. The Board of Directors must approve all donations for \$100,000 and above. These donations must be put on the Board's agenda and be routed through Administrative Director, General Counsel, and the CEO and General Manager.



Northern Arizona Intergovernmental Public Transportation Authority

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

DATE PREPARED: February 11, 2020

MEETING DATE: February 19, 2020

TO: Honorable Chair and Members of the Board

FROM: Erika Mazza, CEO and General Manager

SUBJECT: Update on the CEO and General Manager Succession Plan

RECOMMENDATION:

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

BACKGROUND:

The CEO and General Manager will provide an update at the meeting as to the most recent developments in the process to fill the position.

TAC DISCUSSION:

A brief update was provided on the process to appoint an Interim CEO and General Manager. There was no TAC discussion.

SUBMITTED BY:

Erika Mazza
CEO and General Manager



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DATE PREPARED: February 11, 2019
MEETING DATE: February 19, 2019
TO: Honorable Chair and Members of the Board
FROM: Rhonda Cashman, Executive Assistant and Clerk of the Board
SUBJECT: Confirm Quorum for the March 18, 2020 Board Meeting

RECOMMENDATION:

Staff recommends the Board of Directors discuss member availability for the March 18th Board meeting; and possibly consider changing the date to the following week, Wednesday, March 25th, due to the Flagstaff area Spring Break.

BACKGROUND:

Spring Break in mid-March is a potential repetitive conflict for the Board. At the December 18, 2019 meeting, Chair Whelan, Director McCarthy and Director Okoli said they would be available to attend. Vice Chair Peru said he would not be available. Director Babbott left the meeting before this discussion and Secretary Keene was not present. This is the meeting slated to have the polling data shared regarding a potential tax initiative and the work session for new revenues, in addition to other important items. Please reconfirm Board member availability to ensure a quorum on Wednesday, March 18th or consider moving the meeting date to the following week, Wednesday, March 25th.

TAC DISCUSSION:

This item was not brought before the TAC.

FISCAL IMPACT:

The Board and TAC meeting schedule has no fiscal impact.

SUBMITTED BY:

APPROVED BY:

Rhonda Cashman
Executive Assistant and Clerk of the Board

Erika Mazza
CEO and General Manager

ATTACHMENTS:

- 1. FY2020 Meeting Calendar



NAIPTA FY2020 REGULAR MEETINGS

Transit Advisory Committee (TAC) - First Thursday of each Month
Board of Directors (BOD) – Third Wednesday of each Month

Date	Meeting	Location	Time
7/2019	Recess	-----	-----
8/1/2019	TAC	WEB EX NAIPTA Based	10am
8/21/2019	BOD	WEB EX NAIPTA Based	10am
9/5/2019	TAC	WEB EX NAIPTA Based	10am
9/18/2019	BOD	WEB EX NAIPTA Based	10am
10/3/2019	BOD/TAC Advance	Flagstaff Aquaplex	9am-2pm
11/7/2019	TAC	WEB EX NAIPTA Based	10am
11/20/2019	BOD	WEB EX NAIPTA Based	10am
12/5/2019	TAC	WEB EX NAIPTA Based	10am
12/18/2019	BOD	WEB EX NAIPTA Based	10am
1/2/2020	TAC	WEB EX NAIPTA Based	Cancelled
1/15/2020	BOD	WEB EX NAIPTA Based	10am
2/6/2020	TAC	WEB EX NAIPTA Based	10am
2/19/2020	BOD	WEB EX NAIPTA Based	10am
3/5/2020	TAC	WEB EX NAIPTA Based	10am
3/18/2020	BOD	WEB EX NAIPTA Based	10am
4/2/2020	TAC	WEB EX NAIPTA Based	10am
4/15/2020	BOD	WEB EX NAIPTA Based	2pm*
5/20/2020	TAC/BOD Joint Meeting	Flagstaff	10am-2pm
6/4/2020	TAC	WEB EX NAIPTA Based	10am
6/17/2020	BOD	WEB EX NAIPTA Based	10am

Subject to change up until 24 hours before meeting

*Updated 12.18.2019



NAIPTA MEMORANDUM

DATE: February 19, 2020

TO: Honorable Chair and Members of the Board

FROM: Jacki Lenners, Marketing & Communications Manager

SUBJECT: Mountain Line How-To Videos

The Marketing and Mobility Management teams worked together to produce five “How-To” videos to introduce new riders to Mountain Line. The videos were shot and edited by local videographer Stephen Root and have been posted on Mountain Line’s YouTube page. The videos will be used as a marketing tool to familiarize new riders with the system, as well as when staff conducts travel training and we can share the videos at events and at presentations.

The video topics include:

How to Travel on Mountain Line: https://www.youtube.com/watch?v=mkNL__z5WEQ

How to use the FLGRide App: https://www.youtube.com/watch?v=ZWCD_3a_-sc

How to Plan a Trip on Mountain Line: <https://www.youtube.com/watch?v=kZuzxs5H61M>

How to Buy a Mountain Line Pass: <https://www.youtube.com/watch?v=G9eqMCbFxc>

How to Bike and Bus: <https://www.youtube.com/watch?v=e5zqXC93ck>



Getting you where you want to go





NAIPTA MEMORANDUM

DATE: February 19, 2020

TO: Honorable Chair and Members of the Board

FROM: Kate Morley, Development Director

SUBJECT: Update on the Downtown Vision and Action Plan

The Downtown Vision and Action Plan (Downtown Vision) was first organized by the Flagstaff Downtown Business Alliance (FDBA) nearly one year ago. The goal of the Downtown Vision is to “Create a vision through a collaborative process for Downtown Flagstaff including implementation strategies to support the vision. Areas of interest include zoning impacts on land use and development opportunities; potential for redevelopment and desired built environment; historic preservation priorities and standards; local business development and support; economic development opportunities; parking, public infrastructure, transportation, and connectivity; and addition and activation of civic/community spaces.”

FDBA released a Downtown Vision Request for Proposals (RFP) for vendors to complete a scope of work that includes:

1. A market analysis focused on key opportunities at Beaver and 66 and the County facility on Agassiz and Cherry;
2. Recommendations for the built environment, land use, and development standards;
3. Recommendations on parking, public infrastructure, the transportation network; and,
4. A 3-7-year implementation strategy.

The Downtown Vision will also incorporate the new Downtown Connection Center and Bus Rapid Transit project into considerations and recommendations.

Stakeholders from FDBA, the City of Flagstaff, Coconino County, and Mountain Line met on January 24th to review and select a vendor from the 10 proposals received. Staff were able to narrow down to three for further questions and review. The stakeholders reviewed the follow up responses on February 6, 2020 and made a recommendation to FDBA for final negotiations.

The total available budget for the Downtown Vision is \$130,000 with a \$20,000 commitment from Mountain Line. The City of Flagstaff, Coconino County, and Flagstaff Downtown Business Alliance are funding the remainder of the project.





NAIPTA MEMORANDUM

DATE: February 19, 2020

TO: Honorable Chair and Members of the Board

FROM: Bizzy Collins, Transit Planner

SUBJECT: Update on the Bus Rapid Transit Project

Since the Bus Rapid Transit (BRT) update to the Board of Directors in December 2019, staff have been presenting the project to commissions and business organizations for feedback. Overall groups have been excited to learn about the BRT project and with their unique perspectives have shared insights. Below is a full list of groups that we hope to present to; a brief description of feedback received is included for those presentations that have been completed.

Group	Feedback Received
Airport Commission	Excited by the possibility of using every other BRT bus to serve the airport extension.
Pedestrian Advisory Committee	Suggestion to use existing plans to identify ped infrastructure needs. Ensure any widening for additional lanes on Milton under railroad tracks does not eliminate sidewalks. Open to center-running bus-only lanes.
Planning & Zoning Commission	Do better where we can with bike facilities. Only way to make significant impact is with center-lane BRT.
Sustainability Commission	Discussed opportunities and challenges of center bus-only lanes and stations.
NAU Transportation Action Team	As the Mountain Link BRT (Route 10) has been a proven success, there is excitement about a second line. Appreciated the ambition and vision for a center bus-only lane on Milton Road.
Inclusion and Adaptive Living	The long distance between existing crossings on Milton are challenging and are happy that the BRT project and the ADOT CMP will address that. Would like to see east-west transit routes increase frequency, too.
Flagstaff Lodging, Restaurant & Tourism Association	Overall interest in the project and support for increased transit service throughout the community. Had questions about changes to business access.
Transportation Commission	Excited about the project and interested in knowing how they could support it. Requested more information on the ADOT CMP process.
Bicycle Advisory Committee	Had good discussions about shared bus and bike lanes and relationships between biking and transit in general.
Coordinated Mobility Council	Scheduled for February 21
ECoNA	Scheduled for February or March





CVB	Scheduled for March
Affordable Housing Commission	Scheduled for March or April
Coconino County Board of Supervisors	Date TBD
MetroPlan Management Committee	Date TBD, tentatively April
MetroPlan Executive Board	Date TBD, tentatively April
NAU Graduate Student Government	Date TBD
Chamber of Commerce	Date TBD
Downtown Business Alliance	Date TBD
Flagstaff City Council	Date TBD
Northern Arizona Leadership Alliance (NALA)	Date TBD
NAU quarterly meeting	Date TBD
Participants of the August 2019 BRT Open House	Staff has reached out with BRT project updates and invited them to attend the Transportation Committee or Bicycle Advisory Committee public meetings to provide feedback.
Flagstaff Bicycle Organization	Staff has reached out with information about the BRT project and invited them to attend the Transportation Committee or Bicycle Advisory Committee public meetings to provide feedback.
Sierra Club	

Feedback will be shared with BRT project stakeholders to help inform decision-making on locally preferred alternatives. It is anticipated that public outreach will be completed in April, followed by a recommendation for a locally preferred alternative by the stakeholders. At that time the recommendation will be presented to the Board of Directors for their approval of a locally preferred alternative.

Other ongoing tasks include environmental analysis, determining bus station location and design along with utility impacts, and continued coordination with the ADOT Milton Corridor Master Plan (CMP). Ensuring ADOT's long-range plans include Mountain Line's BRT service enhancement project is vital for success. The planning phase of the BRT project will be completed by September 2020.



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NAIPTA MEMORANDUM

DATE: February 19, 2020

TO: Honorable Chair and Members of the Board

FROM: Kate Morley, Development Director

SUBJECT: Update on New Grant Awards

Mountain Line has been awarded two new grants, valued at just under \$300,000 in new projects.

FTA Innovations in Transit Public Safety: \$109,515 total grant award at 80/20 split

Mountain Line partnered with Northland Family Help Center (NFHC) to leverage the existing efforts of the Flagstaff Initiative Against Trafficking (FIAT) for this grant. The goal of this project is to increase safety and awareness while reducing occurrences of human trafficking in Flagstaff and the surrounding region. Funds from the grant will be used to conduct de-escalation and human trafficking awareness trainings. Mountain Line and NFHC will co-develop a training video to ensure the sustainability of human trafficking training at Mountain Line for new staff. This project includes the development of an anonymous reporting app to enable the community to report suspicious behavior on Mountain Line or other places in the community. The grant also allows support for the reentry of survivors into the workforce through a workforce training program and free bus passes for victims seeking employment. The grant includes funding for marketing and awareness efforts, including advertising on buses.

The grant award of \$109,515 includes \$87,612 in federal funds. All match will be in-kind including staff time from both Mountain Line and NFHC, advertising and bus passes.

ADOT 5305(e) Planning Grant: \$187,5000 total grant award at 80/20 split

The Fare Free Congestion Mitigation Study will provide a temporary incentive for the public to ride transit during next summer's high impact construction season. The grant will offset lost fare revenue for up to 6 weeks and will help encourage ridership and reduce the number of cars on Flagstaff's roads. This will be critically important as Flagstaff has multiple high impact road construction projects planned, including the replacement of the Rio de Flag bridge on Route 66. Impacts of the free fare demonstration will provide research and data to understand the relationship between ridership, fares and automobile usage during periods of high congestion.

This grant award of \$187,500 includes \$150,000 in federal money to offset lost fare revenue and for marketing. Mountain Line has included \$37,500 in match for the draft FY2021 budget for match to conduct research and analysis regarding the impacts of the demonstration.



March: TAC Meeting is Thurs, 3/5 Board Meeting is Wed, 3/18

ITEMS:	WHO & WHAT:
Safety Minute	
Active Transportation Master Plan	Estella/Martin
Financial Audit	Heather D - D/A
Budget – Revenues	Heather D - D/A
Compensation Study Report	Heather D - D/A
Polling Data and Next Steps for New Revenues/Work Session	Interim GM - D/A
Get on Board Day Proclamation	Jacki - D/A
Capital and Operating Plan	Estella - PR
Kaspar Intersection Update	Anne - PR
Campus Entry Study Update	Anne - PR
Grant/Procurement/Signature Delegation Authority Update	Interim GM - PR
Current Events	Interim GM - PR
Possible Executive Session for DCC Discussion	Interim GM/Jamie
April/May Agenda Calendar	

April: TAC Meeting is Thurs, 4/2 Board Meeting is Wed, 4/15

ITEMS:	WHO & WHAT:
Safety Minute	
Public Hearing: 1) Service Changes/If Opened in Feb, Close Public Comment Period, 2) Fare Changes	Bizzy/Heather D - D/A
Budget - Message	Heather D - D/A
The Coordinated Plan	Estella - D/A
JOC Task Order Update/Bus Stop Amenities Update	Anne/Wade - PR
Grant/Procurement/Signature Delegation Authority Update	Interim GM - PR
Current Events	Interim GM - PR
Possible Executive Session for DCC Discussion	Interim GM/Jamie
May/June Agenda Calendar	