



## Board of Directors Minutes for Wednesday, February 19, 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, February 19, 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:***

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

Art Babbott, Board of Supervisors, Coconino County;

Jim McCarthy, City Councilor, City of Flagstaff;

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

Kurt Stull, Executive Director of Facilities and Security, CCC, alternate

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

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

***BOARD MEMBERS EXCUSED:***

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

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

Danelle Knight, Employee Relations Generalist;





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Rhonda Cashman, Executive Assistant and Clerk of the Board;  
Scott Holcomb, NAIPTA Attorney, (WebEx)

**GUESTS PRESENT:**

Roselyn Riggs, Program Manager, Sacred Peaks Health Center

1. CALL TO ORDER -Secretary Keene called the meeting to order at 10:04am.
2. ROLL CALL AND INTRODUCTIONS
3. SAFETY MINUTE – This item was skipped.
4. APPROVAL OF THE MINUTES:
  - a. Regular Meeting 1/15/2020
  - b. Special Meeting 1/29/2020
  - c. Special Meeting 2/6/2020
  - d. Special Meeting 2/14/2020

Director Babbott moved to approve all Board meeting minutes from dates noted above. Director McCarthy seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Joanne Keene	X	
Art Babbott	X	
Jim McCarthy	X	
Austin Aslan	X	
Kurt Stull	X	

**5. CALL TO THE PUBLIC**

Secretary Keene recognized and thanked Ms. Mazza, outgoing CEO and General Manager, for her service to Mountain Line. Directors McCarthy and Babbott also provided comments of thanks. Ms. Mazza expressed her gratitude for her time working with Board members and staff.

**CONSENT ITEMS:**

There were no items for the consent agenda.

**DISCUSSION / ACTION ITEMS:**

6. AUGUST 2020 SERVICE CHANGES  
-Bizzy Collins, Transit Planner



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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.

Ms. Collins quickly reviewed the proposed service changes for August 2020. She asked the Board to consider opening the public comment period through April 15<sup>th</sup>.

Director Babbott made a motion to open the public comment period for the proposed service changes. Director McCarthy seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Joanne Keene	X	
Art Babbott	X	
Jim McCarthy	X	
Austin Aslan	X	
Kurt Stull	X	

Ms. Collins introduced Ms. Riggs from Sacred Peaks. Ms. Riggs noted she has been meeting with Ms. Collins and Ms. Morley recently to discuss her concerns about their patients crossing Highway 89. The speed limit is 45 miles per hour, but often vehicles are traveling even faster. The closest bus stop is approximately half a mile away at the Maverick station. She also noted some of their patients are on crutches, are amputees and many find it difficult to walk that distance.

Ms. Mazza stated Ms. Riggs comments would be entered into the public comment database. All comments will come back to the Board for review in April. Director Babbott asked for information on utilization rates for Flagstaff Arts and Leadership Academy (FALA) and how it will drive ridership. He also requested clarity on the distances of actual stops near Sacred Peaks.

**7. CONSIDER THE UPDATED RULES OF PROCEDURE, CODE OF CONDUCT, AND ANNUAL CONFLICT OF INTEREST STATEMENT**

-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.

This item was tabled.

**8. REPORT ON FY2020 2<sup>ND</sup> QUARTER PERFORMANCE**

-Heather Dalmolin, Administrative Director

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

This item was tabled.



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**9. CONSIDER THE UPDATED FINANCIAL MANAGEMENT PLAN**

-Heather Dalmolin, Administrative Director

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

Ms. Dalmolin reported the Financial Management Plan was reviewed with the Board recently. The updated document cleans up necessary areas and adds language related to large fixed assets. It is reflective of our procurement policy related to disposition. There has been some interest in the Mountain Line vacant parcel. Director Babbott inquired that lease or sale considerations would be brought to the Board. Ms. Dalmolin agreed, that is correct. Director McCarthy asked about Mountain Line’s potential need for expansion and thought a zoning change could be considered should the need arise. Ms. Dalmolin agreed, it would be considered for Mountain Line use as a first priority. Director Babbott moved to approve the updated plan as presented. Director McCarthy seconded. There was no further discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Joanne Keene	X	
Art Babbott	X	
Jim McCarthy	X	
Austin Aslan	X	
Kurt Stull	X	

**10. UPDATE ON THE CEO AND GENERAL MANAGER SUCCESSION PLAN**

-Erika Mazza, CEO and General Manager

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

Ms. Mazza stated this item was a placeholder and will be considered in executive session.

**11. CONFIRM A QUORUM FOR THE MARCH 18<sup>TH</sup>, 2020 BOARD MEETING**

-Rhonda Cashman, Executive Assistant and Clerk of the Board

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

Ms. Cashman asked Board members to reconfirm their availability for March 18<sup>th</sup> or consider moving the Board meeting to March 25<sup>th</sup>. Director Babbott stated he is not available for either. Secretary Keene thinks it is more likely NAU will be represented on March 25<sup>th</sup> versus March 18<sup>th</sup>. Director Stull said he could be available if Vice Chair Peru is not. Director McCarthy stated he is available for both. Ms. Cashman asked Chair Whelan via email and she is available for either. Ms. Mazza mentioned maybe Supervisor Ryan would be available as Director Babbott’s alternate. The Board





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determined it would be more likely that there would be a quorum on March 25<sup>th</sup>. Director McCarthy made a motion to change the meeting date to March 25<sup>th</sup>. Director Babbott seconded. There was no discussion. All approved, none opposed. Motion carried. Ms. Cashman stated she would send out the updated meeting invitation later in the day.

NAME	YES VOTE	NO VOTE
Joanne Keene	X	
Art Babbott	X	
Jim McCarthy	X	
Austin Aslan	X	
Kurt Stull	X	

## PROGRESS REPORTS:

### 12. MOUNTAIN LINE HOW-TO-VIDEOS

-Jacki Lenners, Marketing and Communications Manager

The Board agreed to watch one of the How-To videos. Ms. Lenners chose to show them the Bike and Bus video. There are currently five videos posted on the Mountain Line YouTube channel. Staff started with the topics they thought would be most useful to inexperienced riders.

### 13. UPDATE ON THE DOWNTOWN VISION AND ACTION PLAN

-Kate Morley, Development Director

### 14. UPDATE ON THE BUS RAPID TRANSIT PROJECT

-Bizzy Collins, Transit Planner

### 15. UPDATE ON NEW GRANT AWARDS

-Kate Morley, Development Director

### 16. SUMMARY OF CURRENT EVENTS

-Erika Mazza, CEO and General Manager

There were no questions regarding the other progress reports.

Director McCarthy made a motion to convene an executive session at 10:30am to discuss the Interim CEO and General Manager appointment. Director Babbott seconded. All approved, none opposed. Motion carried.



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NAME	YES VOTE	NO VOTE
Joanne Keene	X	
Art Babbott	X	
Jim McCarthy	X	
Austin Aslan	X	
Kurt Stull	X	

## EXECUTIVE SESSION

Executive sessions are closed to the public.

The Board considered a motion to convene an executive session pursuant to A.R.S. § 38-431.03(A)(1)(3), (4) and (7) for the following purposes:

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).
2. Discussion and consultation with legal counsel for Mountain Line for legal advice and with legal counsel for Mountain Line, 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 reconvened the public meeting at approximately 11:29am.

## DISCUSSION / ACTION ITEMS:

11. 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.

Secretary Keene explained the Board has conducted a thorough process for the Interim CEO and General Manager position. Director Babbott made a motion to appoint Heather Dalmolin the Interim CEO and General Manager according to the terms of the Human Resources contract. Director McCarthy seconded. All approved, none opposed. Motion carried.



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NAME	YES VOTE	NO VOTE
Joanne Keene	X	
Art Babbott	X	
Jim McCarthy	X	
Austin Aslan	X	
Kurt Stull	X	

## ITEMS FROM COMMITTEE AND STAFF:

Secretary Keene announced this too would be her last Board meeting. She will be returning to Coconino County in the coming weeks.

### SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

#### March/April Working Agenda

The next Board meeting will be March 25, 2020, and it will be a WebEx meeting based in Flagstaff in the Mountain Line 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 Mountain Line’s website and at Mountain Line’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 -Secretary Keene adjourned the meeting at approximately 11:33am.

\_\_\_\_\_  
Jamie Whelan, Chair of the Mountain Line Board of Directors

ATTEST:

\_\_\_\_\_  
Rhonda Cashman, Clerk of the Board



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