



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, April 15, 2020

2:00 PM

Mountain Line Training Room

3825 N. Kaspar Dr.

Flagstaff, AZ 86004

Due to the current public health emergency related to the Coronavirus, this meeting held in the Training Room will not be open to the public. This is a WEB BASED meeting. Members of the Board of Directors may attend by telephone or internet conferencing. The public may submit comments to transportation@naipta.az.gov by 10am on the day of the meeting to be read into the record and may observe the meeting by following the instructions at <https://mountainline.az.gov/about-us/board-of-directors/>.

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 3/25/2020 -pages 5-11

CONSENT ITEMS:

All matters under Consent Agenda are considered by the Board of Directors to be routine and will be enacted by a single motion APPROVING THE CONSENT AGENDA. If discussion is desired on any particular consent item, that item will be removed from the consent agenda and will be considered separately. All items on the Consent Agenda with financial impact have been budgeted.

5. CONSIDER THE METROPLAN AND MOUNTAIN LINE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN
-Estella Hollander, Mobility Planner -pages 12-14
Staff recommends the Board of Directors adopt the MetroPlan & Mountain Line Coordinated Public Transit-Human Services Transportation Plan.
6. REVIEW FY2021 MEETING CALENDAR -pages 15-17
-Rhonda Cashman, Executive Assistant and Clerk of the Board
Staff recommends the Board of Directors approve the FY2021 meeting dates.

DISCUSSION / ACTION ITEMS:

7. CONSIDER THE APPROVAL OF THE PROPOSED AUGUST 2020 SERVICE CHANGES -pages 18-29
-Bizzy Collins, Transit Planner
Staff recommends the Board of Directors: 1) Review the public comments received to date, 2) Close the public comment period effective April 15, 2020 at 5pm, and 3) Approve proposed service enhancements for August 2020.
8. REVIEW FY2021 BUDGET MESSAGE -pages 30-32
-Heather Dalmolin, CEO and General Manager
The Board may provide direction, but there is no recommendation from staff at this time.
9. BUS STOP REHABILITATION PROGRAM AND JOB ORDER CONTRACTING (JOC) JOB ORDER NO. 1 UPDATE -pages 33-36
-Anne Dunno, Capital Project Manager and Wade Forrest, Facilities Manager
This is a discussion item; the Board may provide guidance, but no action is requested.





10. CONSIDER AN INTERGOVERNMENTAL AGREEMENT WITH METROPLAN

-Heather Dalmolin, CEO and General Manager -pages 37-47
Staff recommends the Board of Directors: 1) Approve an Intergovernmental Agreement (IGA) with MetroPlan; and 2) Authorize the CEO and General Manager to execute the IGA and the related Executive Director contract.

PROGRESS REPORTS:

11. UPDATE ON STRATEGIC INVESTMENT PLAN (SIP) -page 48

-Estella Hollander, Mobility Planner

12. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

May/June Working Agenda -page 49

The Board and TAC Joint meeting will be held on Wednesday, May 20, 2020, 10am-2pm. The public is invited to attend. More information will be shared as we determine the best solution for participation in this meeting. Thank you for your patience. May agenda items will include but not be limited to the Downtown Connection Center Intergovernmental Agreement (IGA) Discussion, Budget Presentation, Review Strategic Plan, Guiding Principles Discussion, COVID-19/CARES Act – Federal Funding Discussion, and Grant, Procurement, and Signature Delegation Authority Updates.

The next Board meeting will be June 17, 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. June agenda items will include but not be limited to the Active Transportation Master Plan, Budget Adoption, Delegation of Authority/Grant/Procurement Resolutions, Employee Satisfaction Survey/Engagement/Compensation Study Implementation, CTE Zero Emissions Bus (ZEB) Transition Plan, AECOM Update and Approval, Emergency Operations Center (EOC) Agreement with County, Adoption of Transit Asset Management (TAM), Human Trafficking Campaign, DBE Goal, Election of Officers, Annual Contract Renewals, General Liability Insurance Renewals, Line of Credit, Personnel Policy Manual Updates, Annual Cybersecurity Report, and Grant, Procurement, and Signature Delegation Authority Updates. The June agenda will be





available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the Board.

13. ADJOURNMENT



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Board of Directors Minutes for Wednesday, March 25, 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, March 25, 2020 at 10:00 am in the NAIPTA Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004.

This was a WEB BASED meeting. Members of the Board attended by telephone or internet conferencing only. The public was invited to observe by electronic means only, due to the current public health emergency related to the Coronavirus.

BOARD MEMBERS PRESENT:

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

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

Jim McCarthy, City Councilor, City of Flagstaff, (WebEx);

Dan Okoli, Vice President of Capital Planning and Campus Operations, NAU, designee, (WebEx)

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

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

BOARD MEMBERS EXCUSED:

Art Babbott, Board of Supervisors, Coconino County;

Matt Ryan, Board of Supervisors, Coconino County, alternate

NAIPTA STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager;

Kate Morley, Deputy General Manager;

Jim Wagner, Operations Director, (WebEx);

Wade Forrest, Facilities Manager;

Jon Matthies, IT Manager;

Rhonda Cashman, Executive Assistant and Clerk of the Board;

Scott Holcomb, NAIPTA Attorney, (WebEx)

GUESTS PRESENT:

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

Josh Maher, Associate Vice President for Community Relations, NAU, alternate, (WebEx)





1. CALL TO ORDER -Chair Whelan called the meeting to order at 10:06am.

2. ROLL CALL

3. SAFETY MINUTE

Ms. Dalmolin reminded everyone to keep washing your hands and continue social distancing.

4. APPROVAL OF THE MINUTES 2/19/2020

Vice Chair Peru moved to approve the February 19, 2020 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	
Jim McCarthy	X	
Dan Okoli	X	

CONSENT ITEMS:

All matters under Consent Agenda are considered by the Board of Directors to be routine and will be enacted by a single motion APPROVING THE CONSENT AGENDA. If discussion is desired on any particular consent item, that item will be removed from the consent agenda and will be considered separately. All items on the Consent Agenda with financial impact have been budgeted.

5. CONSIDERATION OF THE FEDERAL TRANSIT ADMINISTRATION'S INNOVATIONS IN TRANSIT PUBLIC SAFETY GRANT

-Estella Hollander, Mobility Planner

Staff recommends the Board of Directors authorize staff to execute the contract of award for Federal Transit Administration's (FTA) Innovations in Transit Public Safety for \$109,515.

6. CONSIDER DELEGATION OF AUTHORITY TO EXECUTE SECTION 5305 GRANT AGREEMENTS FOR THE FARE FREE CONGESTION MITIGATION TO THE CEO AND GENERAL MANAGER

-Estella Hollander, Mobility Planner

Staff recommends the Board of Directors delegate authority to execute Section 5305 grant agreements for the Fare Free Congestion Mitigation Study as necessary to draw down federal funds to the CEO and General Manager.





7. CONSIDER THE FY2019 FINANCIAL AUDIT REPORT

-Lauree Battice, Business Manager

Staff recommends the Board of Directors approve the FY2019 Financial Audit Report as completed by Fester and Chapman P.C. and authorize staff to file report as required by March 31, 2020.

Director McCarthy moved to approve the Consent Agenda items 5, 6 and 7. Vice Chair Peru seconded. All approved, none opposed. Motion carried.

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

DISCUSSION / ACTION ITEMS:

8. CONSIDER A 2020 TRANSIT TAX QUESTION

-Kate Morley, Deputy General Manager

Staff recommends the Board of Directors direct staff to plan for a 2022 ballot measure to increase the transit tax.

Ms. Morley reviewed PowerPoint slides of Dr. Fred Solop's presentation with the Board. She stressed that the results are pre-pandemic. She stated other funding options have been explored, but none offer the consistent funding stream of a sales tax for operational expenses. The question is not if, but when does Mountain Line go to the voters. There was a brief discussion. The Board consensus was to support staff's recommendation of not going to the voters in 2020 and for staff to work on a ballot measure plan, but not specify a year right now in case circumstances change. Director McCarthy made a motion to direct staff to move forward in planning for a ballot initiative with the date undefined. Director Okoli seconded. Vice Chair Peru stated his appreciation for the modification of the recommendation. All approved, none opposed. Motion carried.

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

9. 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.





In the interest of time, Chair Whelan asked if there were any questions regarding this item or if it should be tabled again. Director McCarthy stated he read the documents and he had no questions. There were no questions from others, nor a request to table this item. Director McCarthy moved to approve the documents as presented. Vice Chair Peru seconded. All approved, none opposed. Motion carried.

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

Ms. Dalmolin and Board Chair Whelan thanked Mr. Holcomb and his team for the work done on this item.

10. CONSIDER THE FY2020 COMPENSATION STUDY REPORT

-Danelle Knight, Employee Relations Generalist

Staff recommends the Board of Directors approve the FY2020 Compensation Study report as completed by Evergreen Solutions, LLC and direct staff to implement the recommendations in FY2021.

Ms. Dalmolin presented on behalf of Ms. Knight who is out due to illness at this time. She stated last fall Evergreen Solutions began the Compensation Study. PowerPoint slides were shared with the Board. Meetings were held to allow staff to express their concerns. Ms. Mazza met with staff in groups before her departure to announce the plan that would be brought to the Board for approval. Ms. Dalmolin reviewed the cost of the updated Pay Plan and she provided an explanation of the Open Range Plan and Step Plan, based on employee position classification. She noted this methodology is common and it is a reasonable application in the new Pay Plan. She called attention to the Compensation Study handout emailed to Board members that morning. The handout offered information to show that there is not disparity between the two groups. This information was provided at the recommendation of the TAC. The Pay Plan will be part of the budget recommendation. COVID-19 has changed the situation and may affect revenues. There was discussion among members regarding turnover rate and cost, and anticipated change in the overall budget. The consensus was of support for the Pay Plan philosophy and proposal. She noted she would provide further information at the April meeting, as well as the scheduled budget presentation and discussion in May, prior to the request for budget approval in June. There was a recommendation to provide a comparison of Pay Plan cost versus cost of turnover, netting a potential cost savings if less turnover. It was understood this may not be a definitive indicator. Vice Chair Peru stated he was honored to make the motion to approve the Compensation Study and direct staff to implement the Pay Plan as presented. Director Okoli seconded. Some members requested a deeper dive into





examples with real numbers to have a better understanding of specific position's current pay and what it changes to under the new Pay Plan. This request was acknowledged by Ms. Dalmolin. All approved, none opposed. Motion carried.

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

11. CONSIDER AN INTERGOVERNMENTAL AGREEMENT WITH METROPLAN

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors: 1) Approve an Intergovernmental Agreement (IGA) with MetroPlan; and 2) Authorize the CEO and General Manager to execute the IGA and the related Executive Director contract.

Ms. Dalmolin explained to the Board that MetroPlan now has non-profit status and it will be a stand along entity as of July 1st. The Executive Director was told it would take a year to set up Social Security for the agency. They could set up Arizona State Retirement System (ASRS) contributions sooner, but then they would jeopardize the Social Security status for its employees, and this was of concern. MetroPlan has asked Mountain Line to provide Human Resource, Payroll and Benefit services for a monthly payment to cover the actual cost, plus covering employee time to perform these tasks for MetroPlan employees. Essentially MetroPlan employees would be on loan from Mountain Line. The Executive Director would still oversee Metroplan staff and the operations of the agency and would still report to the MetroPlan Executive Board. Mr. Meilbeck is planning to take this item to the MetroPlan Board on April 1st, and he was hoping to have an agreement with Mountain Line finalized for their approval. Ms. Dalmolin stated 100 percent of the cost is covered by MetroPlan and the costs would be shared for the staff directly related to processing payroll and benefit management. There was a question if the MetroPlan Executive Board recommended changes to the agreement as to whether it would be brought back to the Mountain Line Board. Ms. Dalmolin noted if there were changes of intent or items agreed upon, it would be brought back to our Board; otherwise, it could be handled under delegation of authority. There was a brief discussion resulting in the Board's question as to why MetroPlan does not continue receiving this service from the City of Flagstaff. Mr. Meilbeck was not in attendance to answer the question. Director McCarthy stated as a member of the MetroPlan Executive Board, he has not heard about this item until now. The Board consensus was to table this item until Mr. Meilbeck could be available for questions. Chair Whelan moved to table this item to a future meeting. Director McCarthy seconded. All approved, none opposed. Motion carried.





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

Chair Whelan recommended going into Executive Session and any questions regarding progress reports could follow when the public meeting is reconvened, if time allowed. All members were agreeable to the change in the order of the agenda.

Vice Chair Peru made a motion to convene an executive session at approximately 11:21am for discussion as posted. Director McCarthy seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Steve Peru	X	
Jim McCarthy	X	
Dan Okoli	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 or lease of, and/or use agreement for real property. ARS 38-431.03(A)(3), (4) and (7).

Following the conclusion of the Executive Session, the Board reconvened the public meeting at approximately 12:01pm.

PROGRESS REPORTS:

12. REPORT ON FY2020 2ND QUARTER PERFORMANCE
-Heather Dalmolin, CEO and General Manager
13. COVID-19 (NOVEL CORONAVIRUS) UPDATE
-Heather Dalmolin, CEO and General Manager
14. DELEGATIONS OF AUTHORITY
-Heather Dalmolin, CEO and General Manager





15. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

ITEMS FROM COMMITTEE AND STAFF:

Chair Whelan stated members have the progress reports for review and they may contact Ms. Dalmolin if they have any questions.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

April/May Working Agenda

The next Board meeting will be April 15, 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. April agenda items will include but not be limited to the Active Transportation Master Plan, The Coordinated Plan, FY2021 Meeting Calendar Review, Possible Public Hearing for Service Changes and Close the Public Comment Period, Budget – Message, MetroPlan Intergovernmental Agreement (IGA), Job Order Contracting (JOC) Task Order Update/Bus Stop Amenity Update, The Strategic Investment Plan, and Delegation of Authority Updates. The April 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.

16. ADJOURNMENT

-Chair Whelan adjourned the meeting at approximately 12:03pm.

Jamie Whelan, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board



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DATE PREPARED: April 6, 2020

DATE: April 15, 2020

TO: Honorable Chair and Members of the Board

FROM: Estella Hollander, Mobility Planner

SUBJECT: Consider the MetroPlan and Mountain Line Coordinated Public Transit-Human Services Transportation Plan

RECOMMENDATION:

Staff recommends the Board of Directors adopt the MetroPlan and Mountain Line Coordinated Public Transit-Human Services Transportation Plan.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

Goal:

- ❖ Service Excellence

Objective:

- ❖ Develop and improve community partnerships and interagency relationships to enhance transit and improve our ability to meet community needs and deliver public transit services.

BACKGROUND:

Starting in 2007, all Metropolitan Planning Organizations (MPO's) and Councils of Governments (COG's) in Arizona were required to adopt and annually update a Coordinated Public Transit - Human Services Transportation Plan to satisfy the federal requirements for Section 5310 grant funds. These plans must inventory existing transportation services for elderly individuals, individuals with disabilities, and low-income individuals, identify unmet transportation needs, and provide strategies for improving coordination to meet those needs. To meet this requirement, Mountain Line and MetroPlan partnered to develop the MetroPlan & Mountain Line Coordinated Public Transit - Human Services Transportation Plan (Coordination Plan).

The Coordinated Plan serves two purposes: 1) Provides a framework to improve coordination among transportation service providers and human service agencies to enhance transportation services for disadvantaged populations; 2) The Coordinated Plan meets federal requirements for a "locally developed, coordinated human services transportation plan". The Coordinated Plan was developed in collaboration with Coordinated Mobility Council (CMC). Mountain Line and MetroPlan co-host quarterly CMC meetings. The CMC meetings are publicly noticed and have regular participation by seniors, people with disabilities, members of human service agencies, the City of Flagstaff, and Coconino County. At each meeting, specific items of the Coordinated Plan are discussed, and feedback is incorporated into the Coordinated Plan. During the most recent meeting on February 21, 2020, the CMC





recommended both Mountain Line's Board of Directors and MetroPlan's Executive Board adopt the Coordinated Plan.

The Coordinated Plan has a minor update annually and a major update every four years. This year is a minor update which includes an update to the vehicle inventory list, project inventory, and project priorities for the Flagstaff MPO region. The following table shows the updated priorities for the region. The projects that are bolded are projects added by the CMC in this update.

Flagstaff MPO Regional Priorities, updated and approved by the CMC.

First priority
Continue to fund and enhance existing 5310 programs
Mobility management position/function, enhancing coordination efforts and partnerships with NACOG and existing transportation programs, such as Tribal transit, human service agencies, and volunteer driver programs.
Ensure Mountain Lift operations provides the most efficient, cost-effective and responsive service possible to ADA riders
Replace vehicles and develop accessible capabilities to ensure a State of Good Repair and accessibility throughout the region
Promote Mountain Line wide programs (Mountain Lift, Taxi Program, Vanpool, Travel Training, MoveMeFLG.com)
Develop travel training tools for agency personnel, promote travel trainings to numerous audiences
Report on Coordinated Mobility Council activity and outcomes to all stakeholders
Share Mountain Line and statewide trainings
Second priority
Capital improvements to seamlessly connect the built environment with transit.
Partnering with micro-mobility companies for first-last mile solutions
Review sidewalk and curb ramp standards to verify that they are accommodating of people with mobility limitations
Increase span and frequency of Mountain Line fixed route
Increase awareness of mobility issues due to poor infrastructure design and expand use of Universal Design principles in the built environment
Third priority
Prioritize funding for programs open to the public compared to client-based services
Continue collaboration with CHIP and Access to Care group
Develop/coordinate with a volunteer driving program
Targeted expansion of travel options to identified and unserved neighborhoods





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TAC DISCUSSION:

The Transit Advisory Committee meeting was cancelled, and a full packet provided to members by email. As of the writing of this report, there were no comments from the TAC.

ALTERNATIVES:

- 1) Adopt the MetroPlan & Mountain Line Coordinated Public Transit - Human Services Transportation Plan (**recommended**): Staff recommends that the Board of Directors adopt the MetroPlan & Mountain Line Coordinated Public Transit - Human Services Transportation Plan. If adopted, it will further strengthen the partnership between MetroPlan and Mountain Line, enhance Mountain Line's ownership as many policies and strategies influence Mountain Line's programs, identify projects for our Section 5310 application funding, and further solidify Mountain Line's commitment to coordinated mobility within the region.
- 2) Do not adopt the MetroPlan & Mountain Line Coordinated Public Transit - Human Services Transportation Plan (**not recommended**): If not adopted, the Board could direct staff to modify the Coordinated Plan for future consideration.

FISCAL IMPACT:

The completion of the Coordinated Plan is done internally and supported by Mobility Management funding through the ADOT Section 5310 Program at an 80/20 split. Although the Coordinated Plan has no immediate costs associated, the implementation of the identified projects may have financial impacts to Mountain Line's current and future budgets. The details of the impacts will be explored more specifically on a case by case basis prior to implementation of a project and would be identified in future Mountain Line budgets.

SUBMITTED BY:

Estella Hollander
Mobility Planner

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.



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DATE PREPARED: April 6, 2020

MEETING DATE: April 15, 2020

TO: Honorable Chair and Members of the Board

FROM: Rhonda Cashman, Executive Assistant and Clerk of the Board

SUBJECT: Review FY2021 Meeting Calendar

RECOMMENDATION:

Staff recommends the Board of Directors approve the FY2021 meeting dates.

BACKGROUND:

Pursuant to Board practice, staff offers a calendar review each year in January and June. This allows all Board, TAC and staff members to plan and have meetings marked on their calendars. Due to discussion regarding changes to the March and April meeting dates, the FY2021 meeting dates did not previously get approved in January 2020.

Typically, the Coconino County Board of Supervisors is on summer recess late June to early August and the Flagstaff City Council is on summer recess early July to mid-August. Fall Semester classes at NAU and CCC typically begin the last week of August. Since the County Board of Supervisors and City Council members are on recess in July, it seems appropriate to have the Mountain Line meeting recess in July as well.

For FY2021, staff propose to not hold TAC meetings in the months we have joint meetings, October 2020 and May 2021. Joint meetings will be held on Board meeting Wednesdays for an extended amount of time.

TAC DISCUSSION:

The Transit Advisory Committee meeting was cancelled, and a full packet provided to members by email. As of the writing of this report, there were no comments from the TAC.

FISCAL IMPACT:

The Board and TAC meeting schedule has no fiscal impact.



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SUBMITTED BY:

APPROVED BY:

Rhonda Cashman
Executive Assistant and Clerk of the Board

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. FY2021 Meeting Calendar

-page 17



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NAIPTA FY2021 REGULAR MEETINGS

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

Date	Meeting	Location	Time
7/2020	Recess	-----	-----
8/6/2020	TAC	WEB EX NAIPTA Based	10am
8/19/2020	BOD	WEB EX NAIPTA Based	10am
9/3/2020	TAC	WEB EX NAIPTA Based	10am
9/16/2020	BOD	WEB EX NAIPTA Based	10am
10/21/2020	BOD/TAC Advance	Flagstaff	9am-2pm
11/5/2020	TAC	WEB EX NAIPTA Based	10am
11/18/2020	BOD	WEB EX NAIPTA Based	10am
12/3/2020	TAC	WEB EX NAIPTA Based	10am
12/16/2020	BOD	WEB EX NAIPTA Based	10am
1/7/2021	TAC	WEB EX NAIPTA Based	10am
1/20/2021	BOD	WEB EX NAIPTA Based	10am
2/4/2021	TAC	WEB EX NAIPTA Based	10am
2/17/2021	BOD	WEB EX NAIPTA Based	10am
3/4/2021	TAC	WEB EX NAIPTA Based	10am
3/17/2021	BOD	WEB EX NAIPTA Based	10am
4/1/2021	TAC	WEB EX NAIPTA Based	10am
4/21/2021	BOD	WEB EX NAIPTA Based	10am
5/19/2021	TAC/BOD Joint Meeting	Flagstaff	10am-2pm
6/3/2021	TAC	WEB EX NAIPTA Based	10am
6/16/2021	BOD	WEB EX NAIPTA Based	10am

Subject to change up until 24 hours before meeting

Proposed 12.18.2019



DATE PREPARED: April 6, 2020

DATE: April 15, 2020

TO: Honorable Chair and Members of the Board

FROM: Bizzy Collins, Transit Planner

SUBJECT: Consider Approval of the Proposed August 2020 Service Changes

RECOMMENDATION:

Staff recommends the Board of Directors: 1) Review the public comments received to date, 2) Close the public comment period effective April 15, 2020 at 5pm, and 3) Approve proposed service enhancements for August 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:

The NAIPTA Board of Directors officially opened public comment on the proposed service changes on February 19, 2020. Recommended changes do not meet the threshold for Title VI Policy requirements, and therefore do not require public participation prior to board approval. (Title VI requires that Mountain Line consider equity impacts for disadvantaged populations.) However, staff sought additional input from the community through a public comment period. A variety of outreach efforts were conducted including setting up a unique landing page on the website regarding the changes, developing a comment database, posting a flyer at the Mountain Line Administrative Offices, and engaging Mountain Line operators and staff about proposed changes.

Staff received robust feedback from Mountain Line operators about proposed changes, as well as suggestions unrelated to proposed changes; all comments were considered, and some accepted into the final recommendations. As of April 6, no comments were received from the general public, though proposed changes are so minor that current travel patterns will not be interrupted when service changes are implemented in August.

Several comments regarding access to Sacred Peaks Health Care were received prior to the public comment period. In summary, 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





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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 $\frac{3}{4}$ of a mile. Mountain Line Planning and Operations Divisions evaluated the potential route alignments and timing impacts of providing front door service to the Sacred Peaks and 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. See full analysis of this request in the attached memo.

A detailed list of recommended Service Changes includes:

- 1) **Route 4:** Add an inbound stop at Butler Avenue and Elden Street and adjust timepoints to accommodate it.
There is already an existing bus stop at this location for Routes 3 and 7. Adding this stop to Route 4 will increase in-route connections and access to origins and destinations.
- 2) **Route 5x:** Mountain Line provides a unique bus for FALA students—called the 5x—that is open to the public, matches FALA bell schedule, and follows the Route 5 path. It has one loop in the morning and another in the afternoon. Staff recommends two changes to the 5x:

Add 2x service to 5x in the morning.

Currently, the 5x bus deadheads (not open to passengers) from the Kaspar Drive facility to the Downtown Connection Center (DCC). Staff is proposing to put this bus into revenue service (open to passengers) as a 2x on the morning run only. This will be a benefit to the riding public during peak travel time, benefit BASIS school with an additional deviation onto Gemini Road, and result in increased ridership and decreased deadhead.

Adjust 5x arrival times at FALA.

FALA made bell schedule changes and coordinated with Mountain Line to adjust morning and afternoon arrival times of the 5x bus. Students headed to FALA on the 5x articulated bus generate crush-loads, which overwhelmed regular Route 5 bus capacity prior to the 5x. In an average month when school is in session, the FALA bus stop alone generates over 13% of the total trips on Route 5, the highest ridership of any stop on Route 5.

- 3) **Route 7:** Adjust timepoints to better reflect actual arrival.
This will relieve stress on operators and improve arrival predications and travel planning for the riding public.
- 4) **Route 14:** Depart from the DCC one minute earlier.
This will allow better on-time performance for Route 14 while still allowing connections between routes. Suggestion received from operators during the public comment period.



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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 public outreach and awareness campaign, update posters in bus stop shelters;
- 4) August 9: Implement service.

TAC DISCUSSION:

The Transit Advisory Committee meeting was cancelled, and a full packet provided to members by email. As of the writing of this report, there were no comments from the TAC.

ALTERNATIVES:

- 1) Approve the proposed service changes for August 2020 (**recommended**). These changes will improve on-time performance and increase transit access.
- 2) Do not approve the proposed changes for August 2020 (**not recommended**). We will not be able to make service changes in August, resulting in lowered confidence of arrival predictions and limited access for riders.

FISCAL IMPACT:

Annual operating cost to add the 2x as revenue service is \$965. There are no new capital costs. Costs of implementing these service changes are covered within the annual budget for sign, poster, and RideGuide replacements.

SUBMITTED BY:

Bizzy Collins
Transit Planner

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

- | | |
|---------------------------------------|--------------|
| 1. Comments received to-date | -page 21 |
| 2. Memo-Sacred Peaks Transit Analysis | -pages 22-29 |



Operator Comments from Engagement Wall Posters March 2-20, 2020

Related to proposed changes

<i>Pertaining to</i>	<i>Mountain Line Staff Comment</i>	<i>Service Planning Team Response</i>
Route 4	If Route 4 timepoint is moved to Franklin, adjust minutes between CCC & Franklin to 3 minutes and between Franklin and DCC to 10 minutes	Incorporated into final schedule for Board review
Route 7	Bump 4th & Cedar time to 25/45/05, leave rest same	We are currently standing down at 6th/3rd and 4th/Cedar. Will reduce 6th/3rd by 1 minute which should reduce stand down at both stops.
Route 7	Move Route 7 timepoint at 6th/3rd to West/Felice. 6th/3rd is a horrible spot to stand down as it blocks motorists' view, causing them to pull out in front of cars while the bus is standing down there. West/Felice has a pullout, but anywhere between 6th/3rd and West/Felice would be good.	We considered moving the timepoint to West/Felice and thought there would be conflicts: - with the home owner because he already complains of us blocking him in - people pulling out of the bank and such
Route 7	When operators are running on-time we can catch a break by pulling into DCC around :37/:17/:57. If we are standing down at Sawmill at 36/16/56, our bonus break is lost.	Incorporated into final schedule for Board review
Route 7	Removing IB Sawmill timepoint to match OB would solve this and the "late stress" issue.	Will continue to monitor Route 7 and look at this option for August 2021.

Unrelated to proposed changes

<i>Pertaining to</i>	<i>Mountain Line Staff Comment</i>	<i>Service Planning Team Response</i>
Interline Announcement	Have an announcer on the inside of the bus saying that bus is changing from one route to another. Will help passengers from getting lost.	Yes! Should be in place by this summer. It required updates to TransitFare that were not communicated until late July 2019; we have been working with TransitFare since that time to get this added.
5x	Make Friday 5x PM a permanent 40' bus if low ridership persists after possible schedule changes?	Thanks for the feedback, we will monitor ridership.
Route 7	Add a 7x at rush hour times!	Would require additional operating money, which we don't have at this time.
Route 7	Don't we already have the operations resources (i.e., buses & drivers) to put a 3rd bus on route 7 as originally constituted/"Classic 7"/In August 2019, when we split Route 7 into Route 7/8, we added another bus/driver. So let's add a 3rd bus onto route 7.	We will look at this through the Strategic Investment Plan. Unfortunately, there is not enough time to implement for August 2020, will look at it for August 2021.
Route 7	Route 7 needs more time added, about 3 to 5 minutes. These adjusted time points will hurt the route further by making it harder to make transfers. You can't cut the top off a blanket and sew it to the bottom and think you have a longer blanket.	We will look at this through the Strategic Investment Plan. We are not going to make a timepoint change to Butler/Sawmill stop.
Route 7	No more training on Route 7 unless it is after 6pm or before 11am.	Will try to have multiple trainings on Route 7 during off-peak times before bringing new operators onto Route 7 during peak times. There is value for operators to have the experience of Route 7 at peak times.
Route 14	Let 14 leave a minute early from DCC to avoid congestion on the 2 butler stops! Things have already "settled"-passengers & non-bus traffic are not the issue-leaving early worked much better for all concerned.	Will adjust Route 14 departure to 14 / 44 in Ride Guide for August 2020 changes. Please recognize that if 14 is blocked by another bus it will delay departure.
Route 14	While it is true that Route 14 timepoints "were just changed," it is also true that the changes made are what is causing the problem! The overall route time was shortened by 1 minute (by leaving 1 minute later) & the timepoint between Franklin & CCC was unrealistically shortened to 2 minutes as a result (unattainable). Plus we lost our 1 minute lead time from DCC to get out in front.	Will adjust Route 14 departure to 14 / 44 in Ride Guide for August 2020 changes. Please recognize that if 14 is blocked by another bus it will delay departure.

Need more information to understand comment

	Have Route 7 only as Route 7.	Please share more details about this comment so we can understand.
	Route 4 & 7	Please share more details about this comment so we can understand.
	Route 4 & 8	Please share more details about this comment so we can understand.
	Have route 7 run in reverse- go to sunnyside first then head up to route 8 instead of turning left on route 66 go straight from Butler to Clay then left on Blackbird Roost and right on to Route 66 then after Route 8 is done head into DCC only once and save maybe 5 minutes. I have tested it in my POV with stops.	Please share more details about this comment so we can understand.



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.

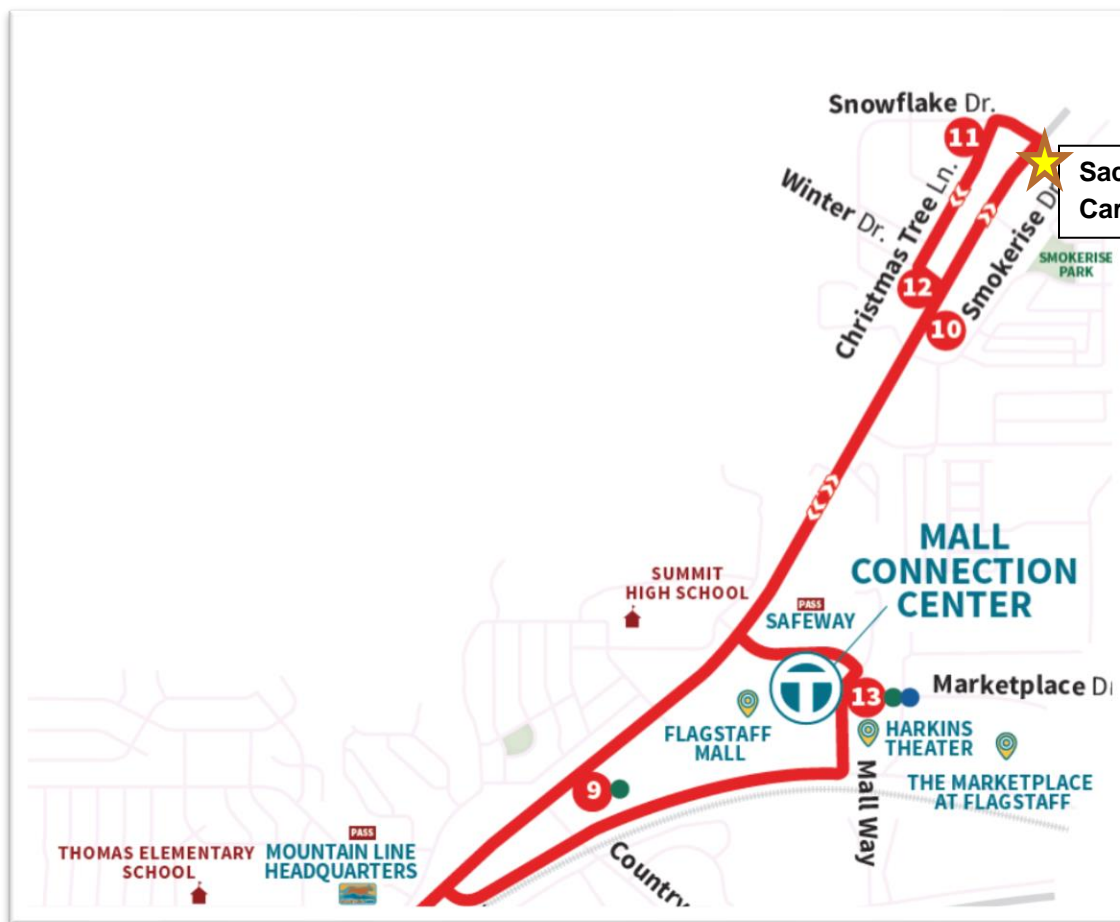
Recommendation:

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 away, 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 $\frac{3}{4}$ 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.

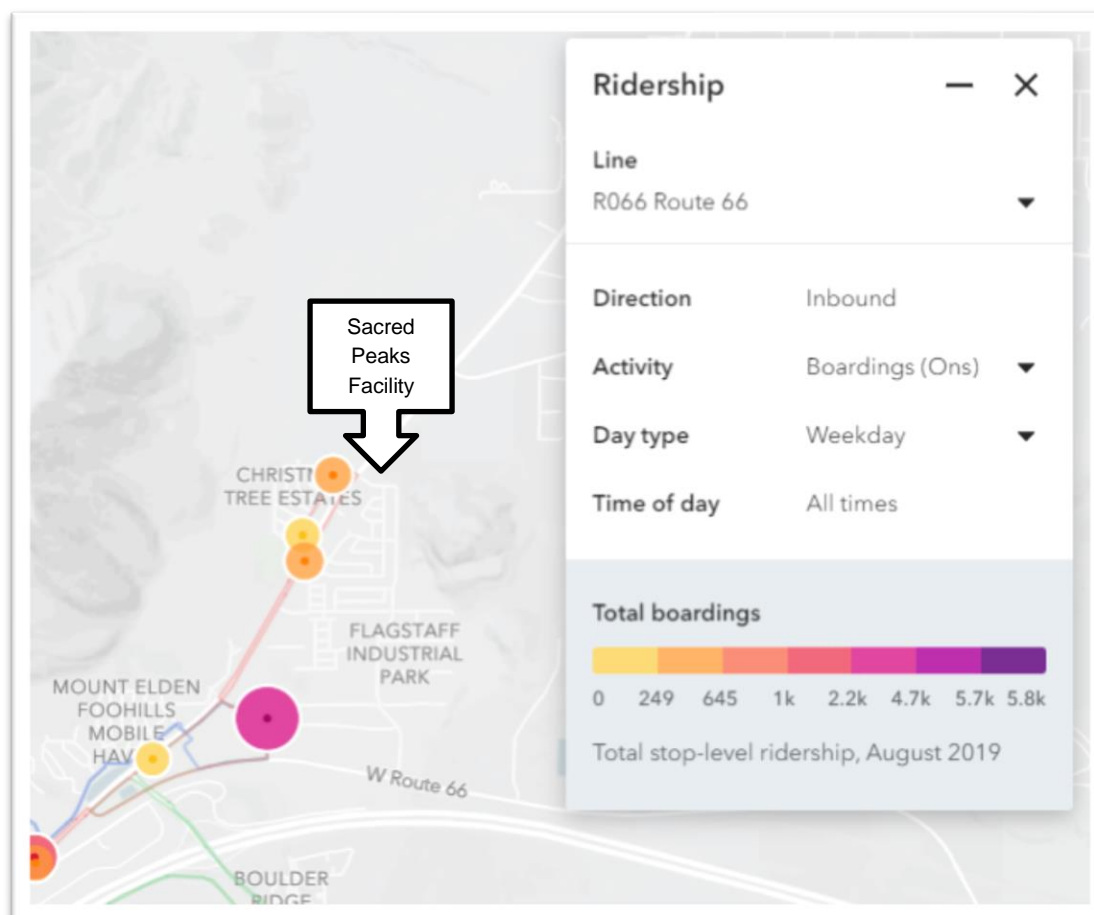




Staff looked at random week of ridership from October 2018, before the Sacred Peaks relocation. Staff found that stop 10, located US 89 and Snowflake Dr., has 245 boardings and alightings, stop 11, located at Christmas Tree and Snowflake, had 306 boardings and alightings and stop 12, located at Christmas 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:

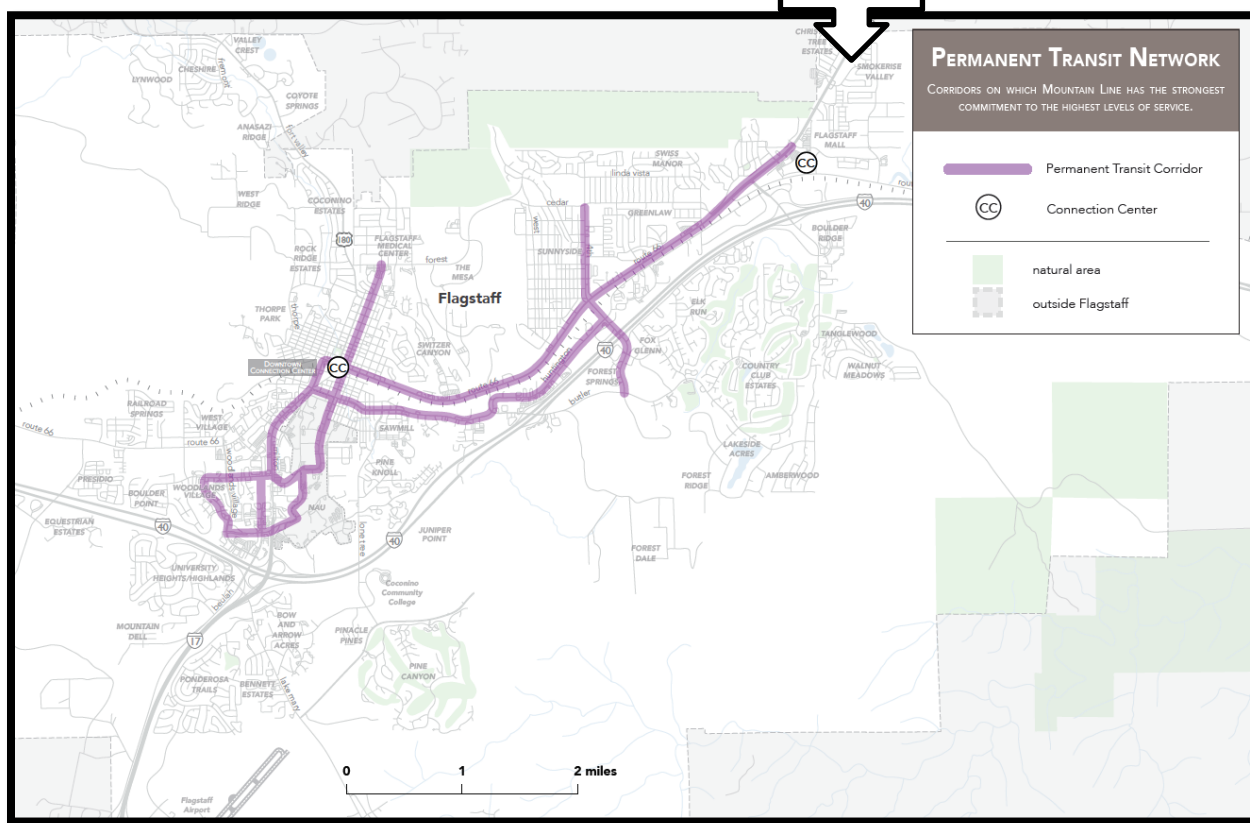
- The City of Flagstaff, whose land use and development regulations and review processes could be amended to encourage transit-supportive development along and near the permanent transit corridors.
- Large institutions like Northern Arizona University, who make largescale development decisions, and can 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.

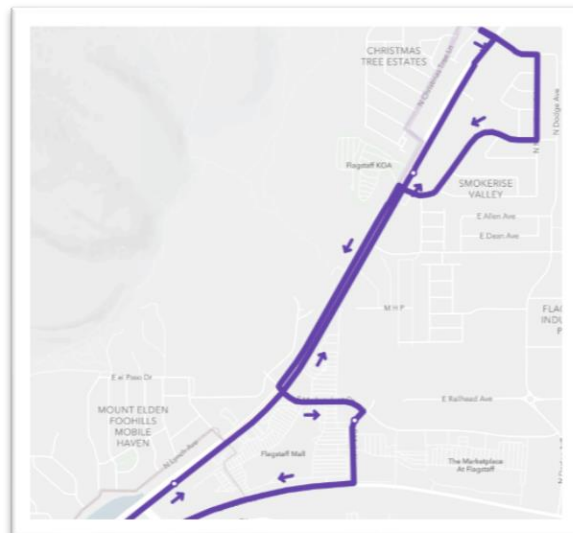
1. Reroute transit Route 66

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

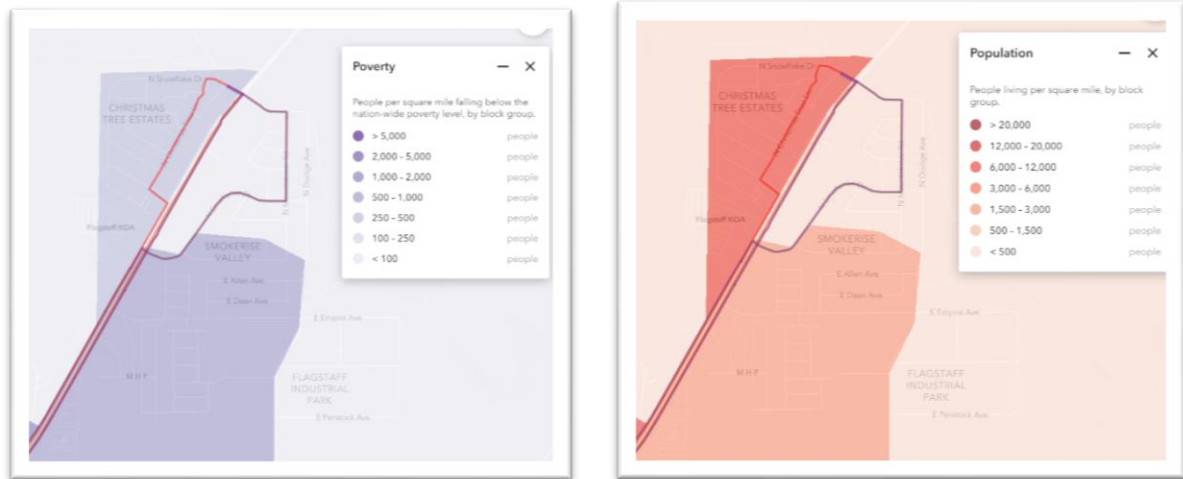


The Christmas Tree neighborhood has been served since Mountain Line's inception in 2001. Additionally, every historical route map in possession from Pine Country Transit includes serving the neighborhood. Removing service would require Title VI equity analysis. Review of census block data (see map 5) 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

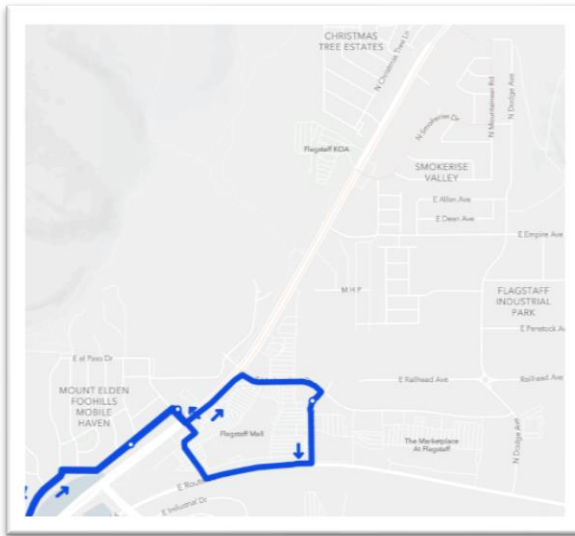
Sacred Peaks also requested Mountain Line consider extending Route 2 to the site. Route 2 currently terminates at the mall and has a 50-minute run time, giving Operators a few minutes for restroom break before heading back out every 60 minutes. There are 3 buses on the route providing 20-minute frequency. 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.





DATE PREPARED: April 6, 2020

DATE: April 15, 2020

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Review FY2021 Budget Message

RECOMMENDATION:

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

RELATED STRATEGIC WORKPLAN OBJECTIVE:

- ❖ FY2020 budget supports all aspects of the Strategic Plan and Key Objectives

BACKGROUND:

The Annual Budget Message is a key part of NAIPTA's annual budget process. The budget message as represented, lays out major themes, issues and projects for the Board and TAC to consider as part of the FY2021 budget development. We will also have a budget presentation at the Joint May 2020 meeting and will request budget adoption in June 2020.

Due to timing of the budget and the current public health emergency, this message is still developing. We have presented a budget request to our partners earlier this year based on February tax revenue projections. Staff is waiting for updates and is prepared to reduce this request as needed due to changes in revenue.

Operating Budget

We are not requesting an increase in our budget for service changes and our overall operating budget will increase by approximately 3%. This contrasts with FY2020 budget increase of 4.5% with service increases. Much of the FY2021 requested increase is due to the implementation of the recently approved Compensation Study. Specifically, the operating budget is projected to increase from \$9.180 million to approximately \$9.461 million. This number will be finalized as each member agency adopts their budget.

- Wage and Employee Related Expenses are increasing by a total of \$327,268. Increases are related to the following changes:
 - Employee Related Expenses increase: Health cost up by 6% and ASRS by .11%, totaling a \$77,603 increase.





Northern Arizona Intergovernmental Public Transportation Authority

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- Wage costs related to changes in total fulltime equivalent employees in FY2021 are increasing by \$65,859.
- Implementing the finding of the Compensation Study as of July 1, 2020 is a total increase of \$183,806
- Liability Insurance, Fuel, oil, and vehicle maintenance are budgeted to increase by approximately \$90,173.
- The FY2020 Budget contained a surplus of \$230,000 for operations expansion that was not implemented and is therefore an overall decrease in the base budget, allowing us to absorb some of the above changes without an overall increase to our budget.

Capital Budget

The FY2021 Capital Budget provides the fleet and facilities we need to provide the service we have historically committed to and the Strategic Plan as approved by the NAIPTA Board in December 2019.

Highlights of the Capital Budget include:

- Downtown Connection Center - feasibility, design of \$2,965,781;
- Capital Programs and Partnerships – planning and design of \$237,108;
- Mountain Line Electric Vehicles (2 replacement vehicles) - purchase of \$2,000,000;
- Mountain Line Vehicle Rehab/Refurbishment – parts and service of \$220,000;
- Passengers Shelters – maintenance and refurbishment of \$125,000;
- Passenger Stop Development – new stops and amenities of \$401,500;
- Safety Program and Outreach - Human Trafficking Awareness Campaign/Training of \$87,612
- Planning and Feasibility Studies – planning efforts of \$493,675; and
- Other (Kaspar Master Plan Study, IT-Server, Fares, Facility Maintenance) – equipment and planning of \$295,000.
- \$31 million is anticipated in carryforward of FY2020 projects: (federal grant and local funding previously approved)
 - \$1.5 million for BRT environmental and engineering;
 - \$2.6 million for DCC acquisition, design, and engineering;
 - \$2.7 million for Kaspar/Route 66 design, engineering, and construction;
 - \$240,000 for Mountain Lift replacement vehicles;
 - \$500,000 for planning and outreach (US180, 1st Mile/Last Mile); and
 - \$23 million for Joint Storage Facility on Campus.

People

The FY2021 budget recognizes that team members need a good work environment, quality supervision, and reasonable pay for NAIPTA to stay competitive and continue to attract and retain the best employees. The NAIPTA Board adopted the findings of the FY2020



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Compensation Study and all employees will receive an adjustment for market conditions on July 1, 2020. Some examples of these adjustments are below.

	FY2020	FY2021
• Operator (average)	\$20.02	\$22.18
• Front Line Administration	\$21.06	\$23.01
• Mid-Level Management	\$33.45	\$37.31
• Executive Management	\$46.77	\$51.97

TAC DISCUSSION:

The Transit Advisory Committee meeting was cancelled, and a full packet provided to members by email. As of the writing of this report, there were no comments from the TAC.

FISCAL IMPACT:

There is no fiscal impact associated with this budget message. The budget items discussed will impact the recommended FY2021 budget to be presented at upcoming meetings.

SUBMITTED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. 2020-2025 Strategic Plan -available upon request





DATE PREPARED: April 6, 2020

MEETING DATE: April 15, 2020

TO: Honorable Chair and Members of the Board

FROM: Anne Dunno, Capital Project Manager and Wade Forrest, Facilities Manager

SUBJECT: Bus Stop Rehabilitation Program and JOC Job Order No. 1 Update

RECOMMENDATION:

This is a discussion item; the Board may provide guidance, but no action is requested.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Goal:

- ❖ Stewardship of Resources

Objective:

- ❖ Maintain our facilities and equipment to demonstrate our pride in service excellence and maximize their useful life

BACKGROUND:

The Mountain Line Bus Stop Rehabilitation Program repairs or replaces bus stop infrastructure, including shelter amenities, to maximize useful life and maintain a state of good repair. Bus stops are prioritized based on asset condition and the annual replacement list is finalized based on budget capacity. Budget capacity for bus stop rehabilitation is typically \$125,000 annually. For FY2020, Mountain Line received additional Section 5310 capital funding in the amount of \$60,000 federal for ADA related improvements to provide total budget for the FY2020 shelter rehabilitation program of \$185,000. In February 2019, the Board of Directors approved the Section 5310 grant application and authorized execution of the grant award agreement.

Mountain Line utilizes 2 contracts to implement the annual bus stop rehabilitation program:

- RFP 2019-106 awarded in April 2019 is for job order contracting services for horizontal construction of transit facilities associated with bus stops. Term of the master contract is effective through October 1, 2021 with option to renew contract for up to (2) additional (12) month periods. Master contracts were awarded to SWP Contracting & Paving (SWP) and Kinney Construction Services (KCS). For each individual job order request, Mountain Line procurement requires formal proposals from both JOCs and selection of the JOC based on best value.
- RFP 2016-108 was awarded on June 15, 2016 for bus stop amenity fabrication, installation and rehabilitation to Southwest Fabrication, LLC for a 5-year term expiring on June 15, 2021. Pricing for amenity items is fixed under the contract with scaled pricing based on volume per job order.



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FY2020 Bus Stop Rehabilitation Program

Mountain Line identified the following 7 bus stops for shelter pad replacements, ADA related improvements and amenity replacements:

- Route 2: Lockett & King St. (Inbound)
- Route 2: Turquoise & Forest (Inbound – north side)
- Route 2: Turquoise & Forest (Outbound – south side)
- Route 2: Gemini @ Basis
- Route 3: Butler & Black Bart's (Inbound)
- Route 3/7: Butler & Cambridge (Outbound)
- Route 4: Lone Tree & Franklin (Inbound)

Mountain Line received two JOC proposals: 1) KCS for \$109,260 and 2) SWP for \$90,810. Both proposals have a comparable scope and schedule. As such, to provide best value to Mountain Line, the General Manager awarded SWP Contracting & Paving Job Order No. 1 in amount of \$90,810.

In April 2020, Southwest Fabrication will remove 7 amenities and install 7 new shelters in June 2020 for estimated fee of \$87,600. There may be a short lag between completion of shelter pad replacements and installation of new shelters. Mountain Line will provide onsite messaging to advise riders of shelter replacements.

Timeline to complete FY2020 rehabilitation is approximately April through June 2020.

TAC DISCUSSION:

The Transit Advisory Committee meeting was cancelled, and a full packet provided to members by email. As of the writing of this report, there were no comments from the TAC.

FISCAL IMPACT:

Funding available for Mountain Line's FY2020 bus shelter rehabilitation program is \$185,000 which includes \$125,000 local and Surface Transportation Program (STP) funds, and Section 5310 capital grant funding in amount of \$60,000 federal.

Mountain Line estimates expending \$90,810 for SWP Contracting & Paving, \$87,600 for associated shelter amenities with Southwest Fabrication, and \$6,000 for City permitting for a total of \$184,410.

CO-SUBMITTED BY:

Anne Dunno, Capital Project Manager
Wade Forrest, Facilities Manager

APPROVED BY:

Heather Dalmolin
CEO and General Manager



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ATTACHMENTS:

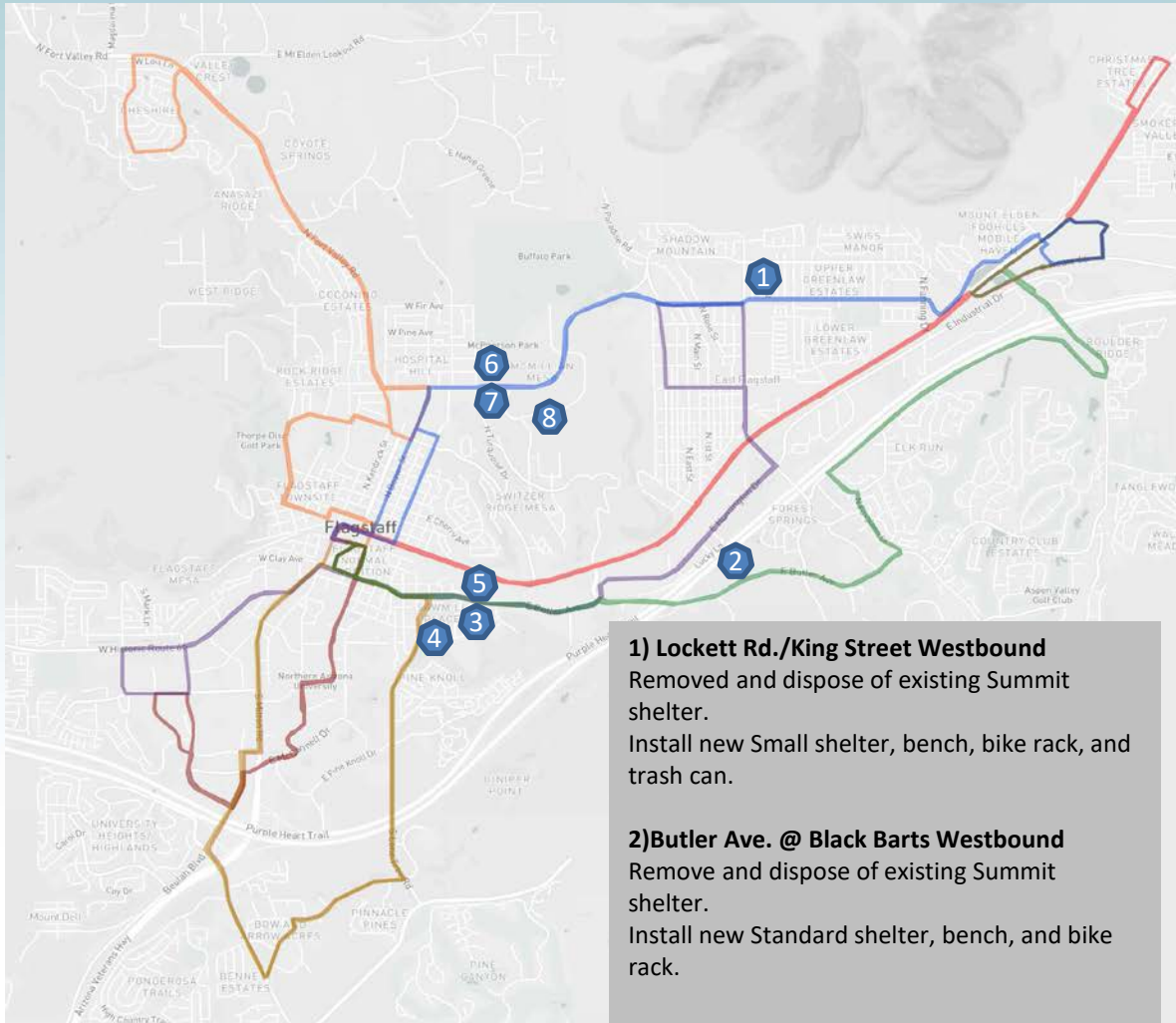
1. Reference FY2020 Bus Stop Rehabilitation Map -page 36



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FY2020 Bus Stop Rehabilitation Program



1) Lockett Rd./King Street Westbound
Removed and dispose of existing Summit shelter.
Install new Small shelter, bench, bike rack, and trash can.

2) Butler Ave. @ Black Barts Westbound
Remove and dispose of existing Summit shelter.
Install new Standard shelter, bench, and bike rack.

3) Butler Ave./Cambridge Eastbound
Remove and dispose of existing city shelter.
Install new Small shelter, bench, bike rack, and trash can.

4) Lone Tree Rd./Franklin Ave. Northbound
Remove and dispose of existing city shelter.
Install new Small shelter, bench, bike rack, and trash can.

5) Butler Ave./Sawmill Westbound
Remove and dispose of existing city shelter.
Install new Standard shelter, bench, bike rack, and trash can.

6) Turquoise/Cedar Westbound*
Remove and dispose of existing shelter.
Install new Small shelter, bench, bike rack, and trash can.

7) Turquoise/Cedar Eastbound*
Remove and dispose of existing shelter.
Install new Small shelter, bench, bike rack, and trash can.

8) Gemini/Basis*
Install new ADA landing in sidewalk parkway area.

*Indicates ADA related improvements



Getting you where you want to go





DATE PREPARED: April 6, 2020

MEETING DATE: April 15, 2020

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Consider an Intergovernmental Agreement with MetroPlan

RECOMMENDATION:

Staff recommends the Board of Directors: 1) Approve an Intergovernmental Agreement (IGA) with MetroPlan; and 2) Authorize the CEO and General Manager to execute the IGA and the related Executive Director contract.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

Goal:

- ❖ Service Excellence

Objective:

- ❖ Develop and improve community partnerships and interagency relationships to enhance transit and improve our ability to meet community needs and deliver public transit services.

BACKGROUND:

MetroPlan, previously the FMPO, is recognized as an independent public body under the State of Arizona and staff of MetroPlan have been working to create a distinct standing in our community. As such, they are separating themselves from the City of Flagstaff structure. Jeff Meilbeck, Executive Director, contacted Mountain Line to ask if it would be possible to hire the MetroPlan employees and make them available 'on loan' to conduct the work of MetroPlan with all cost reimbursed by MetroPlan. The need for this assistance is related to sequence of steps necessary to set up both social security and Arizona State Retirement System benefits. As it was explained in the request from MetroPlan, it will take up to a year to get the agency established for social security and if they enroll in ASRS before setting up social security all staff would have to waive rights to social security. It is the goal of MetroPlan to ensure the current employees are kept whole during this transition.

Staff at Mountain Line reviewed the request and considered impact on existing workloads to provide payroll and benefit administration to MetroPlan employees. There are four employees, one is an intern that is already also employed by Mountain Line. Implementing services as requested will require our accounting team to add a new enterprise fund and require staff to process three additional paychecks per pay period as well as to include the three new staff members in our monthly processing of benefits. Additionally, we will need to conduct onboarding for the three staff members currently not employed and provide orientation regarding policies. MetroPlan has requested transferring employees be allowed to receive the most beneficial policy consideration related to matters of pay, paid time off, and accruals. All staff will otherwise be subject to Mountain Line's policies. Staff believe that the effort to hire and manage these three employees will not present a hardship. The Executive Director is a contract position and will





Northern Arizona Intergovernmental Public Transportation Authority

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continue to report directly to the MetroPlan Executive Board and will provide day to day management and supervision of all other employees. Mountain Line will need to sign a subsequent contract and Mountain Line's CEO and General Manager will work with the Executive Director to approve recommended employment actions as per set policies. The contact between the MetroPlan Executive Director and Mountain Line will include reference to contract as authorized by MetroPlan Executive Board and recognize application of Mountain Line policies except as noted in the referenced contract.

Staff met with Mr. Meilbeck to talk through the above and to review if there are other roles or responsibilities that could be captured in the IGA at this time.

Currently, Mountain Line has a Memorandum of Understanding (MOU) with MetroPlan for Mountain Line's public planning process as required by Federal Transit Administration in order to access federal funds. The requirement supports the annual effort to adopt and submit the transportation improvement program (TIP) to ADOT and FHWA/FTA. In order for projects to be eligible for funding, they must be included in the TIP and reviewed in public session. The process for public review and adoption is managed by MetroPlan including the advertising of public session and agenda setting. Thru this proposed IGA, we can replace the existing MOU and gain additional clarity on the roles of MetroPlan and Mountain Line for public transportation planning.

The last item captured in the proposed IGA is newly defined in our relationship with MetroPlan, although it is a practice that has been in place for multiple years, to designate Mountain Line as the recipient of FTA Section 5310 funds managed by the Arizona Department of Transportation. Historically, Mountain Line has applied for and managed these funds on behalf of the MetroPlan geographic area to implement the Mobility Management program. However, recently ADOT updated language in the Notice of Funding Availability that we feel could lead to confusion regarding how these funds are managed in the future. MetroPlan and Mountain Line are in agreement that adding this section to our IGA is essential to demonstrating to ADOT our joint intentions for acceptance, use, and management of 5310 funds in our region.

Key Considerations:

- ❖ Mountain Line has staff capacity to absorb payment and benefit administration as requested.
- ❖ MetroPlan has agreed to pay 3% of actual staff time for staff required for biweekly processing payroll.
- ❖ MetroPlan has agreed to pay all actual cost for processed payroll and benefits for staff 'on loan' to conduct MetroPlan work.
- ❖ Mountain Line is required to complete an annual public process to adopt its program or projects and doesn't currently have a system to handle the requirement in house.
- ❖ MetroPlan manages transportation planning processes and is subject to similar rules as Mountain Line for its program of projects and continues to be willing to provide this on behalf of Mountain Line.
- ❖ Mountain Line and MetroPlan are in agreement regarding 5310 funding and both want to capture this IGA to support future direction to ADOT, if necessary.

The proposed IGA does provide funding to offset some of Mountain Line's payroll cost, creating a savings for Mountain Line's transit programs and revenue partners.



Getting you where you want to go





The proposed IGA has been reviewed by Mountain Line staff and legal counsel as well as MetroPlan staff and their legal counsel. The IGA is not yet finalized however staff are in agreement on intentions, as detailed in roles described above, and is confident all concerns can be resolved. MetroPlan has expressed this item will be presented to the Executive Board on April 1. Approval of the IGA and authorization for the CEO and General Manager to execute allows staff to keep moving forward with this integration of staff in order to meet the July 1 effective date.

Per the March 25, 2020 discussion of the Board of Directors, this item was tabled for consideration at the April 15, 2020 meeting and the MetroPlan Executive Director, Jeff Meilbeck, was invited to attend.

TAC DISCUSSION:

The Transit Advisory Committee meeting was cancelled, and a full packet provided to members by email. As of the writing of this report, there were no comments from the TAC.

ALTERNATIVES:

- 1) Approve the IGA with MetroPlan; and 2) Authorize execution of the IGA by the CEO and General Manager (**recommended**): This IGA is agreeable to all parties and provides a new revenue stream, albeit small, to offset some on Mountain Line's cost. The IGA ensures all parties are engaged in public planning and that the two agencies appropriately support parallel missions.
- 2) Do not approve the IGA (**not recommended**): This alternative is not recommended as staff would need to spend additional time and resources to identify an alternative IGA and it places MetroPlan in jeopardy for keeping employees whole in respect to benefits. If this item is not approved, Mountain Line would forego an opportunity to partner with MetroPlan and our relationship is important to our overall transportation and transit programs.

FISCAL IMPACT:

The IGA includes that NAIPTA will recover 100% of actual expenses associated with payroll and benefit management for MetroPlan employees and offers funding to offset existing payroll and human resource staffing costs without creating a demand for additional staff.

SUBMITTED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

- | | |
|--------------------------------|--------------|
| 1. Draft Intergovernmental IGA | -pages 40-45 |
| 2. Appendix A | -pages 46-47 |



INTERGOVERNMENTAL AGREEMENT

Between
Flagstaff Metropolitan Planning Organization, DBA MetroPlan
and
Northern Arizona Intergovernmental Public Transportation Authority, DBA Mountain Line

This Intergovernmental Agreement ("Agreement") is entered into this ____ day of _____, 2020 (the "Effective Date"), among the Flagstaff Metropolitan Planning Organization ("FMPO" or "MetroPlan"), an Arizona nonprofit corporation, with a legal address of 112 N Elden Street, Flagstaff, Arizona, and Northern Arizona Intergovernmental Public Transportation Authority ("Mountain Line"), a political subdivision of the State of Arizona with offices at 3773 N Kaspar Lane, Flagstaff, Arizona. Mountain Line and MetroPlan may each be referred to in this Agreement individually as a Party, and collectively as the Parties.

RECITALS

- A. The Parties have authority to enter into this intergovernmental agreement pursuant to A.R.S. § 11-952 for joint exercise of authority and cooperative action.
- B. MetroPlan wishes to procure payroll and personnel management services from Mountain Line and Mountain Line wishes to provide these services.
- C. Mountain Line requires MetroPlan to conduct public participation services and processes as part of federal requirements for public transportation funding and MetroPlan wishes to provide these services.
- D. MetroPlan and Mountain Line mutually desire to establish grant management processes with the State of Arizona that are efficient and effective.
- E. MetroPlan and Mountain Line mutually desire to have Mountain Line manage section 5310 funds for the region.

NOW, THEREFORE, in consideration of the mutual covenants contained in this Agreement, the Parties agree as follows:

1. Purpose of the Agreement

The purpose of this Agreement is to identify responsibilities and commitments between the parties.

2. Duration and Termination of Agreement

This Agreement will remain effective from the date it is executed by both Parties through June 30, 2025. A Party may terminate this Agreement upon at least sixty (60) days prior written notice to the other Party to the Agreement. Terminating the Agreement shall not relieve a Party from those liabilities or obligations already incurred under this Agreement. The Agreement will renew automatically, subject to the appropriation of funds by MetroPlan or the federal or state government for FMPO purposes, for **two (2)** additional terms of **five (5)** years each, unless this Agreement is cancelled as described above.

3. Public Participation

MetroPlan will provide public participation notices and processes for Mountain Line as required to meet federal and state requirements for public participation and open meetings. These

responsibilities include appropriate notification on MetroPlan meeting agendas, advertisement of public opportunity for participation, publication of the Transportation Improvement Program (TIP) and related documents.

4. Employment of Personnel

Mountain Line will establish within its personnel system positions to be occupied exclusively by employees to be assigned to MetroPlan, ("Assigned Employees).

4.1 Assigned Employees. All Assigned Employees, including temporary, interns and part-time employees are subject to Mountain Line personnel policies and procedures with the following considerations, exceptions and contingencies.

4.1.1 Terms of employment including but not limited to Paid Time Off (PTO), medical and dental insurance, Arizona State Retirement System (ASRS), Social Security Insurance (SSI), life insurance, deferred compensation, and accrual rates will follow Mountain Line benefits except where MetroPlan employment letters for current employees specifically differ from Mountain Line benefits. In the event that MetroPlan employment letters related to terms of employment or benefits differ from Mountain Line, the terms of the MetroPlan employment letters shall prevail. (See sample appendix A)

4.1.2 The MetroPlan Executive Director is responsible for and authorized to make personnel management decisions in accordance with adopted Mountain Line policies for Assigned Employees, including but not limited to compensation levels, scheduling, travel approvals, classification, job titles, promotions and disciplinary action.

4.1.3 The Mountain Line CEO and General Manager is responsible and authorized to approve or deny personnel management decisions for Assigned Employees that include compensation adjustments, or disciplinary actions under Mountain Line policies and as per MetroPlan's annual adopted budget.

4.1.4 Hiring and termination of Assigned Employees shall be conducted in accordance with adopted Mountain Line Policies.

4.2 MetroPlan Executive Director. The MetroPlan Executive Director, as a contract employee, is also an Assigned Employee and is subject to the adopted Mountain Line Policies, except as set forth in the MetroPlan Executive Director contract and as follows:

4.2.1 MetroPlan Executive Director reports to the MetroPlan Executive Board and serves at the pleasure of the MetroPlan Executive Board.

4.2.2 Pay, benefits and position details for the MetroPlan Executive Director will be established by the MetroPlan Executive Board and a copy of the Executive Director's contract signed by the MetroPlan Executive Board Chair and MetroPlan Executive Director will be provided to Mountain Line. The MetroPlan Executive Director's contract with Mountain Line will include the same terms as his contract with MetroPlan.

4.2.3 All personnel decisions related to the MetroPlan Executive Director including compensation, benefits and disciplinary action are to be determined by and detailed within the contract as agreed up and approved by the MetroPlan Executive Director and Executive Board and not subject to approval of the Mountain Line CEO or Mountain Line Board of Directors.

4.3 Payroll Services.

4.3.1 Mountain Line will issue payroll checks, W-2 forms and other payroll services for Assigned Employees.

4.3.2 MetroPlan will reimburse Mountain Line by the 15th of each month for the prior month's payroll expenses plus the related ratio of direct shared cost for staff actually performing payroll and human resource services for MetroPlan as per Section 4 of Mountain Line's Financial Management Plan.

4.3.3 Benefit enrollment shall be conducted by Mountain Line in accordance with adopted Mountain Line Policies.

4.4 Procurement. MetroPlan will be responsible for its own procurement. Mountain Line procurement policies and practices will not apply to MetroPlan activities. Further, Mountain Line will bear no responsibility for MetroPlan procurement practices.

4.5 Travel. MetroPlan will be responsible for its own travel claims and policies. Mountain Line travel policies and practices will not apply to MetroPlan employees. Further, Mountain Line will bear no responsibility for management of MetroPlan.

4.6 Unemployment Claims. Unemployment claim costs incurred by Mountain Line for Assigned Employees will be reimbursed by MetroPlan.

4.7 Workers' Compensation. Actual workers' compensation costs incurred by Mountain Line for Assigned Employees will be reimbursed by MetroPlan.

4.8 Employment Practice Liability. The portion of Mountain Line's employment practice liability insurance incurred by Mountain Line in relation to Assigned Employees will be reimbursed by MetroPlan.

4.9 Other Expenses. Any other expenses incurred by Mountain Line in relation to the Assigned Employees will be reimbursed by MetroPlan.

5. **Section 5310 Funds**

MetroPlan designates Mountain Line as the region's responsible agent for mobility management coordination activities and management of 5310 funds. Mountain Line accepts responsibility for management of 5310 funding.

6. **Liability and Indemnification**

6.1 Force Majeure. A Party shall not be liable for failure to comply with any of the terms and conditions of this Agreement where any failure to comply is caused by an act of God, court order, government regulation or requirement, other than those imposed by the Party that fails to perform, strike or labor difficulty, fire, flood, windstorm, breakdown or other damage to equipment, power failure or any other cause beyond the reasonable control of said Party.

6.2 Indemnification. To the fullest extent permitted by law, each Party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other Party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's

fees) (collectively referred to as "Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.

6.3 Indemnification Related to Employment. To the fullest extent allowed by law, MetroPlan agrees to indemnify, defend, and hold harmless Mountain Line from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (collectively referred to as " Employment Claims") arising out of or relating to Mountain Line's employment of the Assigned Employees.

7. Dispute Resolution

7.1 Mediation. If a dispute arises out of or relates to this Agreement, and if the dispute cannot be settled through negotiation, the Parties agree first to try in good faith to resolve the dispute by mediation before resorting to litigation or some other dispute resolution procedure. Mediation will take place in Flagstaff, Arizona, be self-administered and be conducted under the CPR Mediation Procedures established by the CPR Institute for Dispute Resolution, 366 Madison Avenue, New York, New York 10017, (212) 949-6490, www.cpradr.org, with the exception of the mediator selection provisions, unless other procedures are agreed upon by the Parties. Unless the Parties agree otherwise, the mediator(s) shall be selected from panels of mediators trained under the auspices of the Alternative Dispute Resolution Program of the Coconino County Superior Court. Each agrees to bear its own costs in mediation. The Parties will not be obligated to mediate if an indispensable Party is unwilling to join the mediation.

7.2 Legal Action. This mediation provision is not intended to constitute a waiver of a Party's right to initiate legal action if a dispute is not resolved through good faith negotiation or mediation, or if a Party seeks provisional relief under the Arizona Rules of Civil Procedure. Nothing in this Agreement shall be considered a waiver of the requirements of A.R.S. §12-821 or 12-821.01 by either Party.

7.3 Litigation and Attorney's Fees. In the event any action at law or in equity is instituted between the Parties in connection with this Agreement, the prevailing Party in the action will be entitled to its costs including reasonable attorneys' fees, expenses (including expert witness fees) and court costs from the non-prevailing Party.

8. Notices

Unless otherwise specified in this Agreement, any notice or other communication required or permitted to be given shall be in writing and sent to the address given below for the Party to be notified, or to such other address notice of which is given:

If to Mountain Line:
CEO and General Manager
Mountain Line
3773 N. Kaspar Drive
Flagstaff, Arizona 86004

If to MetroPlan:
Executive Director
MetroPlan
6 East Aspen Ave., Suite 200
Flagstaff, Arizona 86001

9. General Provisions

9.1 Authorization to Contract. Each Party represents and warrants that it has full power and

authority to enter into this Agreement and perform its obligations under this Agreement and has taken all required acts or actions necessary to authorize the same.

9.2 Integration; Modification. Each Party acknowledges and agrees that it has not relied upon any statements, representations, agreements or warranties, except as expressed in this Agreement, and that this Agreement constitutes the Parties' entire agreement with respect to the matters addressed in this document. All prior or contemporaneous agreements and understandings, oral or written, with respect to such matters are superseded and merged in this Agreement. This Agreement may be modified or amended only by written agreement signed by or for both Parties and recorded by the County Recorder, and any modification or amendment will become effective on the date so specified, but no earlier than the date of the recording by the County Recorder.

9.3 Cancellation for Conflict of Interest. Pursuant to A.R.S. § 38-511, either party may cancel this Agreement without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of a Party is, at any time while the Agreement or any extension of the Agreement is in effect, an employee or agent of another Party of the Agreement in any capacity or as a consultant to the other Party of the Agreement with respect to the subject matter of this Agreement.

9.4 Waiver. No failure to enforce any condition or covenant of this Agreement will imply or constitute a waiver of the right of a Party to insist upon performance of the condition or covenant, or of any other provision of this Agreement, nor will any waiver by either Party of any breach of any one or more conditions or covenants of this Agreement constitute a waiver of any succeeding or other breach under this Agreement.

9.5 Compliance with Immigration Laws and Regulations. Pursuant to the provisions of A.R.S. § 41-4401, each Party warrants to the other Parties that the warranting Party and its subconsultants, if any, are in compliance with all Federal Immigration laws and regulations that relate to their employees and with the E-Verify Program under A.R.S. § 23-214(A). The Parties acknowledge that a breach of this warranty by a Party or any of its subconsultants is a material breach of this IGA subject to penalties up to and including termination of this IGA or any subcontract. Each Party retains the legal right to inspect the papers of any employee of the other or any subconsultant who works on this IGA to ensure compliance with this warranty.

9.5.1 A Party may conduct random verification of the employment records of the other Parties, and any of its subconsultants, to ensure compliance with this warranty.

9.5.2 A Party will not consider the other Parties or any of their subconsultants in material breach of the foregoing warranty if the other Party and its subconsultants establish that they have complied with the employment verification provisions prescribed by 8 USCA § 1324(a) and (b) of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. § 23-214(A).

9.5.3 The provisions of this Article must be included in any contract a Party enters into with any and all of its subconsultants who provide services under this IGA or any subcontract. As used in this Section 10.5, "services" are defined as furnishing labor, time or effort in the State of Arizona by a contractor or subcontractor. Services include construction or maintenance of any structure, building or transportation facility, or improvement to real property.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed effective as of the day and year first written above.

Mountain Line/NAIPTA

MetroPlan/FMPO

Heather Dalmolin,
CEO and General Manager

Coral Evans,
Board Chair

Attest:

Attest:

Clerk of the Board

Clerk of the Board

PROPER FORM AND AUTHORITY:

This IGA has, prior to its execution, been submitted to the attorney for each Party, who has determined that the agreement is in the proper form and is within the powers of and authority granted under the laws of this state to such Party.

Dated this ____ of _____, 2020.

Dated this ____ of _____, 2020.

By: _____
Mountain Line/NAIPTA Legal Counsel
Dickinson Wright PLLC

By: _____
MetroPlan/FMPO Legal Counsel
Mangum, Wall, Stoops & Warden, PLLC

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Flagstaff, AZ 86001
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Appendix A - SAMPLE

(Date)

(Employee Name)

(Employee Address)

Pursuant to the Intergovernmental Agreement (IGA) between Mountain Line and MetroPlan recorded on (date), this letter serves two purposes:

- 1) As a letter of offer for employment with the Northern Arizona Intergovernmental Public Transportation Authority ("Mountain Line") on assignment to Flagstaff Metropolitan Planning Organization ("MetroPlan"), and
- 2) As a letter of resignation from employment with the City of Flagstaff.

By signing this letter, it is agreed that employment with Mountain Line is contingent on the following terms and conditions:

1. I resign my position as (title) with the City of Flagstaff effective June 30, 2020 at 11:59 PM.
2. I accept a position as (title) with Mountain Line on assignment to MetroPlan effective July 1, 2020 at 12:00 AM.
3. I accept that effective on July 1, 2020 at 12:00 AM, the employment and personnel policies of the Mountain Line shall prevail with the following details and specific exceptions:
 - a. Pay Rate is (\$x.xx) per (hour or year), i.e. \$20 per hour or \$40,000 per year
 - b. Pay Range and grade is (x to x); i.e. \$15,000 to \$50,000, grade 15
 - c. Job Description is as attached
 - d. Hire Date (Indicate hire date with MetroPlan, i.e. 4/1/1997)
 - e. Vacation accrual bank as of July 1, 2020 = ____, as recorded and updated by the final payroll issued by the City of Flagstaff, will be carried forward to Mountain Line (indicate projection of vacation hours and commit to it on both sides, i.e. x hours)
 - f. Sick leave accrual bank as of July 1, 2020 = ____, as recorded and updated by the final payroll issued by the City of Flagstaff, will be carried forward to Mountain

Line (indicate a projection of sick leave hours and commit to it on both sides, i.e. x hours)

- g. Vacation accrual rate at x days per year and accrual cap of x hours, per current Vacation Policy (Policy x) of the City of Flagstaff
- h. Sick leave accrual rate at x days per year and accrual cap of x hours, , per current Vacation Policy (Policy x) of the City of Flagstaff
- i.
- j. Sick leave buy back of 50% of sick leave bank upon retirement from MetroPlan, , per current Vacation Policy (Policy x) of the City of Flagstaff
- k.
- l. Anything else?

Signed

EMPLOYEE:

METROPLAN:

[Employee Name]

Date

Jeff Meilbeck, Executive Director

Date



NAIPTA MEMORANDUM

DATE: April 15, 2020

TO: Honorable Chair and Members of the Board

FROM: Estella Hollander, Mobility Planner

SUBJECT: Update on Strategic Investment Plan (SIP)

On January 30, 2019, Mountain Line was awarded a Section 5305 planning grant from ADOT for a Strategic Investment Plan (SIP). The purpose of the SIP is to develop strategies to optimize and maintain on-time performance and to plan long-term for the implementation of those strategies in capital and financial planning.

This plan includes four components: an operational analysis, an implementation plan, a capital improvement plan and annual process for updating it, and an update of financial planning process. The operational analysis will evaluate the current system and predict future route cycle times related to increasing congestion. This information will be used to plan for future impacts on frequency and reliability of the system. From this analysis, the SIP will provide a long range (10 – 20 year) implementation plan for operational efficiency improvements. The capital improvement plan will provide an update to our prioritized list of capital needs with these new improvements in mind, as well as create a formal annual process for updating it and tying it to the financial plan. Finally, the financial planning component will review the current financial planning process and recommend any changes. It will also identify innovative funding sources to best achieve the identified recommendations. The recommendations in the SIP will ensure fiscal sustainability and provide staff better direction for what projects to apply for when grants are released. The information from the SIP will provide information to support needs related to a future tax initiative.

A request for proposals (RFP) was released March 20, 2020 for a qualified consultant to complete the plan. A contract should be awarded in May. Per delegation of authority, the CEO and General Manager can authorize and award the procurement since the SIP was budgeted in FY2020. The Board of Directors will be updated on the awarded contract. The timeline for the SIP is to have a completed document by Winter of 2021.



May: NO TAC Meeting Board and TAC Joint Meeting is Wed, 5/20

ITEMS:	WHO & WHAT:
Safety Minute	
DCC IGA Discussion	Kate – D/A
Budget Presentation	Heather D - D/A
Review Strategic Plan	Leadership - D/A
Guiding Principles Discussion	Heather D - D/A
COVID-19/CARES Act – Federal Funding Discussion	Heather D - D/A
Grant/Procurement/Signature Delegation Authority Update	Heather D - PR
Current Events	Heather D - PR
June/August Agenda Calendar	

June: TAC Meeting is Thurs, 6/4 Board Meeting is Wed, 6/17

ITEMS:	WHO & WHAT:
Active Transportation Master Plan Presentation	Estella/Martin
Safety Minute	
Budget Adoption	Lauree - D/A
Delegation of Authority/Grant/Procurement Resolutions	Heather D - D/A
Employee Satisfaction Survey/Engagement/Compensation Study Implementation	Heather D - D/A
CTE Zero Emissions Bus (ZEB) Transition Plan	Bizzy - D/A
AECOM Update and Approval	Kate - D/A
Emergency Operations Center (EOC) Agreement with County	Sam - D/A
Adoption of Transit Asset Management (TAM)	Wade - D/A
Human Trafficking Campaign	Sam/Jacki - D/A
DBE Goal	Heather H - D/A
Election of Officers	Rhonda/Jamie - D/A
Annual Contract Renewals	Heather H - C
General Liability Insurance Renewals	Heather D - C
Line of Credit	Lauree - C
Personnel Policy Manual Updates	Danelle - C
Annual Cybersecurity Report	Jon - PR
Grant/Procurement/Signature Delegation Authority Update	Heather D - PR
Current Events	Heather D - PR
August/September Agenda Calendar	