



Northern Arizona Intergovernmental Public Transportation Authority

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NOTICE AND AGENDA OF PUBLIC MEETING AND POSSIBLE EXECUTIVE SESSION OF THE BOARD OF DIRECTORS (BOD) AND THE TRANSIT ADVISORY COMMITTEE (TAC) OF THE NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY (NAIPTA)

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Board of Directors (BOD) and the Transit Advisory Committee (TAC) of the Northern Arizona Intergovernmental Public Transportation Authority ("NAIPTA") and to the general public that the BOD and TAC will hold a joint meeting on:

Wednesday, May 20, 2020

1:00 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 and Transit Advisory Committee 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



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2. ROLL CALL
3. SAFETY MINUTE
4. APPROVAL OF MINUTES 4/15/2020 -pages 5-11

DISCUSSION / ACTION ITEMS:

5. CONSIDER DOWNTOWN CONNECTION CENTER NEXT STEPS
-Kate Morley, Deputy General Manager -pages 12-14
Staff recommends the Board of Directors direct staff to proceed with concept planning for the DCC.
6. CONSIDER CARES ACT AWARDS -pages 15-16
-Kate Morley, Deputy General Manager
Staff recommends the Board of Directors: 1) Authorize the CEO and General Manager to accept CARES Act award of \$7,202,736 as apportioned by the Federal Transit Administration (FTA) on April 2nd, 2) Authorize the CEO and General Manager to accept CARES Act award of \$47,500 as awarded by ADOT and 3) Authorize the CEO and General Manager to apply for and execute any additional CARES Act funding.
7. CONSIDER FY2021 BUDGET -page 17
-Heather Dalmolin, CEO and General Manager
The Board may provide direction, but there is no recommendation from staff at this time.
8. REVIEW THE 2020-2025 STRATEGIC PLAN
-Heather Dalmolin, CEO and General Manager
-Kate Morley, Deputy General Manager
-Jim Wagner, Operations Director
-Jacki Lenner, Marketing and Communications Manager
-Wade Forrest, Facilities Manager
Presentation at the joint meeting.

PROGRESS REPORTS:

9. MOUNTAIN LINE GUIDING PRINCIPLES -page 18
-Heather Dalmolin, CEO and General Manager
10. COVID-19 RESPONSE -pages 19-21
-Heather Dalmolin, CEO and General Manager



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11. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

June/August Working Agenda

-page 22

The next TAC meeting will be on June 4, 2020 and 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 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 Resolutions: Agreements with Public or Private Partners, Grants, Procurements; 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 Delegation Authority Updates: Agreements with Public or Private Partners, Grants, Procurements. 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 TAC.

The next Board meeting will be on June 17, 2020 and 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. June agenda items will include but not be limited to the Active Transportation Master Plan; Budget Adoption; Delegation of Authority Resolutions: Agreements with Public or Private Partners, Grants, Procurements; 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 Delegation Authority Updates: Agreements with Public or Private Partners, Grants, Procurements. 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.



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12. ADJOURNMENT



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Board of Directors Minutes for Wednesday, April 15, 2020

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

The Board of Directors met in Regular Session on Wednesday, April 15, 2020 at 2pm 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);

Art Babbott, Board of Supervisors, Coconino County, (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:

None.

MOUNTAIN LINE STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager;

Kate Morley, Deputy General Manager;

Wade Forrest, Facilities Manager joined at approximately 2:25pm and left at 3:06pm;

Sam Short, Safety Manager, left at approximately 2:10pm;

Jon Matthies, IT Manager, (WebEx);

Anne Dunno, Capital Planning Manager, joined at approximately 2:23pm and left at 3:06pm;

Bizzy Collins, Transit Planner;

Rhonda Cashman, Executive Assistant and Clerk of the Board;

Scott Holcomb, Mountain Line Attorney, (WebEx)

GUESTS PRESENT:

Jeff Meilbeck, Executive Director, MetroPlan, (WebEx);



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Austin Aslan, City Councilor, City of Flagstaff, alternate, (WebEx), joined at approximately 2:10pm;

Josh Maher, Associate Vice President for Community Relations, NAU, alternate, (WebEx), left meeting at approximately 3pm

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

Mr. Short reported on Safety Data Sheets, which provide details about chemicals used in the workplace. They have been a valuable source of information for staff.

4. APPROVAL OF THE MINUTES 3/25/2020

Director McCarthy moved to approve the March 25, 2020 Board meeting minutes. Director Babbott seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Steve Peru	X	
Art Babbott	X	
Jim McCarthy	X	
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. CONSIDER THE METROPLAN AND MOUNTAIN LINE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN
-Estella Hollander, Mobility Planner
Staff recommends the Board of Directors adopt the MetroPlan & Mountain Line Coordinated Public Transit-Human Services Transportation Plan.
6. REVIEW FY2021 MEETING CALENDAR
-Rhonda Cashman, Executive Assistant and Clerk of the Board



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

Director Babbott moved to approve the Consent Agenda items 5 and 6. Director McCarthy seconded. There was no discussion. All approved, none opposed. Motion carried.

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

DISCUSSION / ACTION ITEMS:

7. CONSIDER THE APPROVAL OF THE PROPOSED AUGUST 2020 SERVICE CHANGES

-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.

Ms. Collins reviewed the list of proposed service changes with Board members via PowerPoint slides. Though not required by Title VI, staff asked the Board to offer a public comment period, February 19th through April 15th. Mountain Line Operators offered a significant number of comments, but there were no comments from the public as of this meeting. The Route 14 proposed change to leave the Downtown Connection Center (DCC) one minute earlier was an operator suggestion which made sense to implement at this time. With this change to Route 14, the bus can get out ahead of other routes to improve on-time performance. Director McCarthy made a motion to close the public comment period at 5pm on April 15th and approve the August 2020 service changes as proposed. Chair Whelan seconded. There was no discussion. All approved, none opposed. Motion carried.

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

8. REVIEW FY2021 BUDGET MESSAGE

-Heather Dalmolin, CEO and General Manager

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

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Ms. Dalmolin reviewed PowerPoint slides with the Board. She proposed the investment in Mountain Line employees and reviewed ongoing capital projects. This presentation reflects the budget requests to our partners. The current situation is affecting FY2020 revenues and will likely affect future revenues. The City of Flagstaff has not asked for revision at this point. She reviewed loss of revenue impacts to the extent they are known and projected, as well as cost of turnover and noted staff is reviewing possible delays to some capital projects. Revenue projections are difficult to determine as of now, but COVID-19 federal funding through the CARES Act will help shore up lost revenue and cover wages to keep our essential transit service operating within our community during this time. Funds were appropriated to three small urban cities in Arizona that do not operate transit systems and that money is usually swept by the Arizona Department of Transportation (ADOT) and redistributed through a competitive grant process. That did not seem to match the intent of the CARES Act. The four agencies operating transit service in small urban cities have suggested to ADOT a redistribution of the additional funds proportionate to the initial CARES Act funds appropriation for each agency. This could mean another \$2.1 million for Mountain Line. These funds are available for 100 percent operating assistance and do not require local match. The CARES Act requires contracts to be federalized. Currently we have several contracts that are not federalized, for example our janitorial contract. Staff plan to review contracts to determine which ones make sense to federalize to use the CARES Act funding versus local transit tax funds. Staff are also evaluating what operating expenses may be trimmed to preserve the pay plan implementation for employees, which is considered to be very important; as well as what capital projects may be delayed and those impacts. At this time, the City of Flagstaff has not provided an update on long term revenue projections for the designated transit tax. Director Babbott asked to go back the Pay Plan slide of the budget presentation. He asked if these increases are proposed across the board. Ms. Dalmolin confirmed they are across the board increases by position per the Compensation Study. He appreciated the email regarding hazard pay increases, but he needs clarification as to if the CARES Act covers all increases or only if work is related to the COVID-19 response. Ms. Dalmolin confirmed the hazard pay increase is only for the front-line, public-facing staff paid hourly and it is 100 percent eligible under the CARES Act. Once COVID-19 has passed, the hourly wage of our front-line employees will return to what it was previously. The CARES Act operating assistance funds can be used toward wages and benefits in FY2021 and future years until it is spent. The Pay Plan slide is indicative of general position levels for the proposed first year increase based on the recently completed Compensation Study Implementation Plan adopted last month. The Pay Plan was sustainable at the time per our Financial Plan. The CARES Act funding is intended to be used for operations and would be used first before drawing on local transit tax funds. Director Babbott responded that there is no clear understanding of the depth of the cliff that is in front of us, nor the duration of a potential recession. A lot has changed in the month since the Pay Plan was proposed. He has heard about a 30-40 percent deficit in revenues projected for the first one to two quarters of FY2021. All normal budget processes are out the window, due to



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uncertainty. He recommended being overly cautious. He may need further understanding of the CARES Act, but he would find it difficult to support baseline pay increases at this time, even though the Board was supportive of the Pay Plan last month. Vice Chair Peru stated the fiscal reality of how deep a recession we may face is unknown, nor do we know the length of time for recovery, and Mountain Line has a dependence on the sales tax long term. He suggested looking at revenue triggers. Perhaps, the pay increases should be delayed and reviewed again going into the third quarter. Director McCarthy agreed with being cautious regarding any increased expenses; maybe a small pay increase, but not the 10-13 percent proposed. Director Okoli agreed with a voice of caution as there is still talk of furloughs and layoffs in public agencies as a way to contain budgets. We don't know what is going to happen. Consider the optics of giving pay increases, when we are unsure of jobs and long-term funding. Chair Whelan noted the grant funding regulations for transportation are more relaxed than for municipalities. Mountain Line is seeing triple increases and the potential for additional funding. She stated she is grateful for Board members input. She asked Board members to think about turnover cost and asking employees to stick with us. Please consider the recent change in our top executives as well. We are not sure how long we are asking them to do this before the Board starts a search for a permanent replacement. Ms. Dalmolin stated she would try to get the long-term City revenue projections for the May discussion so that Mountain Line staff are using the same numbers. Vice Chair Peru asked staff to try to keep operators whole as much as possible and look at front line staff first for pay increases, based on revenue triggers. Chair Whelan asked staff to consider one-time pay adjustments versus base-building increases until we gain direction. Director Babbott stated he cannot support pay increases for upper level management at this time. There needs to be guardrails; consider other options. A hiring freeze may be coming for the County. Director McCarthy asked how much funding Mountain Line receives from the local transit tax on an annual basis. Ms. Dalmolin replied that it is typically about \$5 million. Vice Chair Peru conveyed this is a matter of timing. It is known that Ms. Dalmolin is mindful of budgetary concerns. She is a fiscal steward, and this is just the questionable reality. Chair Whelan reiterated her appreciation of the comments shared.

9. BUS STOP REHABILITATION PROGRAM AND JOB ORDER CONTRACTING (JOC) JOB ORDER NO. 1 UPDATE

-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.

Ms. Dunno provided an update on the Job Order Contracting (JOC) competitive bid process for Job Order No. 1. With responses submitted from both Kinney Construction Services (KCS) and SWP Contracting and Paving (SWP), it was determined the best value was SWP and they were awarded an approximately \$90,000 contract. With the competitive process, Mountain Line recognized significant savings. A map of the bus shelters scheduled for rehabilitation was shown on screen. There were no questions. Board members expressed appreciation for the update.



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10. 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 introduced this item; stating it was a continuation from the March Board meeting. Staff have evaluated and feel the additional work is doable. Costs will be paid by MetroPlan for their share of salaries and benefits, as well as a contribution to Mountain Line staff time for processing. Mr. Meilbeck stated MetroPlan has a lot in common with Mountain Line; an intergovernmental agency, sharing three Board members and serving the local community. There have been some obstacles in moving to a non-profit agency and this arrangement provides the ability for MetroPlan employees to continue participation in the Arizona State Retirement System (ASRS) and the Social Security, ensuring a smooth transition on July 1st. Chair Whelan called for a motion if there were no questions. Vice Chair Peru moved to approve and execute this item as presented. Director Babbott seconded. Director McCarthy commented on his support of this agreement. All approved, none opposed. Motion carried.

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

PROGRESS REPORTS:

11. UPDATE ON STRATEGIC INVESTMENT PLAN (SIP)

-Estella Hollander, Mobility Planner

12. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

There were no questions regarding the progress reports.

ITEMS FROM COMMITTEE AND STAFF:

Chair Whelan congratulated staff on the new Williams vanpool and noted the Downtown Connection Center (DCC) Intergovernmental Agreement (IGA) is headed to the Council.



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Ms. Dalmolin conveyed the Mountain Line staff appreciation for the support of our Board of Directors and reminded Board members about the Board and TAC Joint meeting in May, which will likely be a remote access WebEx meeting again.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

May/June Working Agenda

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, CARES Act – Federal Funding Discussion, Budget Presentation, Review Strategic Plan, Guiding Principles Discussion, COVID-19 Response, and Signature Delegation of Authority Update – Agreements, Grants, Procurements.

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 Resolutions: Agreements with Public or Private Partners, Grants, Procurements, 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 Signature Delegation of Authority Update – Agreements, Grants, Procurements. 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.

16. ADJOURNMENT -Chair Whelan adjourned the meeting at approximately 3:17pm.

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: May 6, 2020
MEETING DATE: May 20, 2020
TO: Honorable Chair and Members of the Board
FROM: Kate Morley, Deputy General Manager
SUBJECT: Consider Downtown Connection Center Next Steps

RECOMMENDATION:

Staff recommends the **Board of Directors** direct staff to proceed with concept planning for the DCC.

RELATED STRATEGIC PLAN GOAL & OBJECTIVE

Goal:

- ❖ Service Excellence

Objective:

- ❖ Invest in capital to improve efficiencies and infrastructure to enhance customer-first service delivery.

BACKGROUND:

Last fall, AECOM completed a site alternatives analysis that looked at a variety of parcels in the downtown area for locating the new Downtown Connection Center (DCC). After analyzing 66 criteria in 10 overall categories, expanding the current site on Phoenix Avenue was identified as the highest-ranking alternative. The entire site from Milton to Beaver is owned by the City of Flagstaff with the exception of one, small, north-south sliver owned by BNSF (see attached map).

Based on this analysis, staff had hoped to enter into an Intergovernmental Agreement (IGA) with the City of Flagstaff for the long-term use of the property at this time. However, upon review by the Federal Transit Administration, Mountain Line has been directed to complete requirements of the National Environment Policy Action (NEPA) prior to entering into the IGA. Despite not being able to take action to execute the IGA at this time, staff will proceed with presentation to Council on 5/12/2020. Feedback from Council will be shared with the Board during the May meeting.

CONCEPT DESIGN AND NEPA:

Mountain Line's contract with AECOM for the design of the DCC includes completing NEPA. In order to complete NEPA a substantial portion of design needs to be finalized so that impacts can be evaluated, and mitigation measures determined.

In order to begin the design process, resolving key questions about partnership opportunities is necessary. Staff completed a market analysis in March which included potential revenues and risks for pursuing joint development. In the meantime, the Rio de Flag project has developed an easement over the property which takes up more significant space than originally anticipated, limited the buildable area of the property (see attached). The Rio de Flag project is also moving faster than anticipated with construction on this site occurring in Spring 2022. These two factors influence the DCC by creating a faster timeline to get to construction than originally anticipated and less area to pursue partnerships.



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Based upon the above, staff recommend we proceed into concept development right away. To do this, we recommend only considering small, ancillary partnership opportunities, such as space for community groups, small human service agency spaces and coordinating development to accommodate partner agency needs such as offices or parks as possible. Limiting the partnership opportunities will allow concept and NEPA to proceed right away whereas large partnership opportunities could delay concept development by up to a year and insert more risk into the project.

NEXT STEPS:

Staff have drafted a public survey to get necessary input on programming to help refine elements of the development and generate excitement related to the project. Meanwhile, AECOM is compiling a base map including easements, topography, and utilities to start to guide design. They have started NEPA review by gathering existing conditions data and compiling environmental documents that have already been completed on and around the parcels for other projects.

RECOMMENDATION:

1. Direct staff to proceed with concept planning for the DCC (**recommended**). Proceeding with concept will allow Mountain Line to best coordinate activities with the Rio de Flag and limit risks related to large-scale joint development. The action will also allow NEPA to be conducted as soon as possible and therefore future action on an IGA.
2. Do not direct staff to proceed with concept planning for the DCC (**not recommended**). Staff could proceed in a variety of ways based on Board feedback including pursuing a Request for Information (RFI) for joint development. Such action will cause significant delays for the project.

FISCAL IMPACT:

Proceeding without an IGA provides some risk to the project in that Mountain Line could design a facility for which the City of Flagstaff later declines to grant use of. The Task Order with AECOM for the design of the DCC is valued at \$739,503. However, compliance with the Federal Uniform Act and NEPA requires these steps to be completed prior to property negotiations.

Staff believe the most fiscally conservative approach is to proceed with concept development of the DCC with only small, ancillary joint development opportunities. This will allow Mountain Line to minimize risks related to approval of an IGA by moving the project forward quickly. Additionally, the current economic crisis is anticipated to negatively impact any joint development opportunities.

SUBMITTED BY:

Kate Morley
Deputy General Manager

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

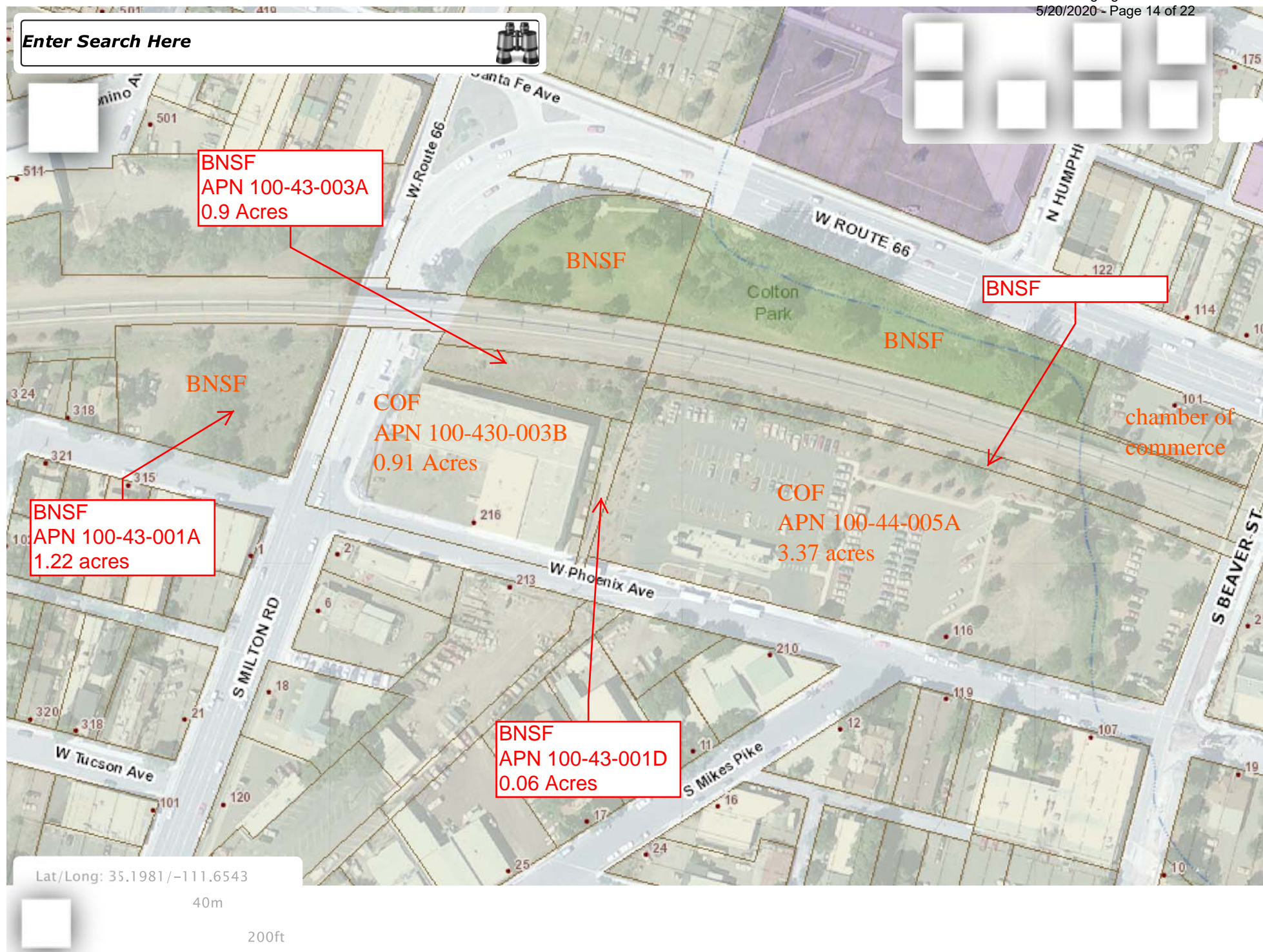
1. Phoenix Avenue Parcels Maps

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DATE PREPARED: April 20, 2020
MEETING DATE: May 20, 2020
TO: Honorable Chair and Members of the Board
FROM: Kate Morley, Deputy General Manager
SUBJECT: Consider CARES Act Awards

RECOMMENDATION:

Staff recommends the Board of Directors: 1) Authorize the CEO and General Manager to accept CARES Act award of \$7,202,736 as apportioned by the Federal Transit Administration (FTA) on April 2nd, 2) Authorize the CEO and General Manager to accept CARES Act award of \$47,500 as awarded by ADOT and 3) Authorize the CEO and General Manager to apply for and execute any additional CARES Act funding.

RELATED STRATEGIC PLAN GOAL & OBJECTIVE

Goal:

- ❖ Fiscal Responsibility

Objective:

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

BACKGROUND:

On April 2nd, Mountain Line was notified of our apportionment for \$7,202,736 of the \$25 billion allocation to public transit in the CARES Act that was signed into law on March 27th. The goal of CARES Act funding is to allow public transit agencies to be able to continue operations and meet additional needs related to COVID-19. As such, the funding was awarded at 100% and requires no match. Mountain Line may use the funds for any eligible operating or capital expense allowed under existing FTA rules. Staff would prioritize the money to support continued operations in the face of lost fare and transit tax revenue.

In addition to Mountain Line's direct apportionment, CARES Act funds were awarded to ADOT to distribute to qualifying programs throughout the state. Mountain Line meets requirements to receive additional funds for Mobility Management. On May 4th, ADOT notified Mountain Line of an award of \$47,500 for this program. Additionally, Mountain Line is eligible for any potential reallocation of unused Section 5307 funds from communities who do not operate public transit. Availability of Section 5307 funds remain to be seen as communities currently not operating are exploring the option of using this 100% funding to start systems.

Mountain Line continues to work closely with Nexus Consulting on an anticipated CARES 2 Act in late May or June. A CARES 2 Act could bring additional money to Mountain Line. Mountain Line is supporting the need for reduced local match for Section 5307 operating funds and capital programs. CARES 2 is anticipated to have a large infrastructure package including transit-specific capital programs. A significant infrastructure package with reduced match requirements would allow Mountain Line to continue to pursue important capital projects such as the Campus Bus Storage Facility, Bus Rapid Transit, McConnell Multimodal Improvements and others.



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ALTERNATIVES:

1. 1) Authorize the CEO and General Manager to accept CARES Act award of \$7,202,736 as apportioned by the Federal Transit Administration (FTA) on April 2nd, 2) Authorize the CEO and General Manager to accept CARES Act award of \$47,500 as awarded by ADOT and 3) Authorize the CEO to apply for and execute any additional CARES Act funding. **(recommended)**: CARES Act funding is awarded at 100% and requires no local match. Authorizing the CEO and General Manager to pursue funds will allow us draw down funds quickly, preserving local revenues.
2. Do not 1) Authorize the CEO and General Manager to accept CARES Act award of \$7,202,736 as apportioned by the Federal Transit Administration (FTA) on April 2nd, 2) Authorize the CEO and General Manager to accept CARES Act award of \$47,500 as awarded by ADOT and 3) Authorize the CEO to apply for and execute any additional CARES Act funding. **(not recommended)**: This action would delay Mountain Line in receiving funds and risks potential funding sweeps.

FISCAL IMPACT:

All CARES Act funds are available at 100% and may be used to offset direct costs of COVID-19 such as extra bus cleaning, lost revenues, as well as any federally eligible operating and capital needs. The use of these funds will be prioritized so that Mountain Line can reserve transit tax dollars for a future date.

SUBMITTED BY:

Kate Morley
Deputy General Manager

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.



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Northern Arizona Intergovernmental Public Transportation Authority

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DATE PREPARED: May 7, 2020

DATE: May 20, 2020

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Consider FY2021 Budget

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:

Per the April FY2021 Budget Message discussion, staff will be presenting information on current revenues, revenue projections, the fund balance, financial plan sustainability, and the FY2021 budget.

FISCAL IMPACT:

There is no fiscal impact directly associated with this FY2021 Budget discussion. The items discussed will impact the final FY2021 budget proposed at the June 2020 meetings.

SUBMITTED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. 2020-2025 Strategic Plan -available upon request



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NAIPTA MEMORANDUM

DATE: May 12, 2020

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Mountain Line Guiding Principles

In January 2020, the Board of Directors adopted the 2020 Strategic Plan as a result of the October 2019 strategic planning meeting. Historically, the strategic planning efforts and resulting adoption have included the review and/or affirmation of the Mountain Line Mission, Vision, and Guiding Principles. The work of the Board and TAC, along with staff, in October resulted in a comprehensive Strategic Plan that staff is using to build workplans, strategize efforts, construct workloads, and determine financial investments for FY2020 and the five years beyond. With that forward-focused work, time was not allocated for reviewing the Mission, Vision, and Guiding Principles. As staff regularly use these items as reference and guideposts in making recommendations, I wanted to take this opportunity to confirm that we will continue to use the adopted Mission, Vision, and Guiding Principles until such time as the Board updates or removes them. The referenced text is below for your reference.

Mission: Getting you where you want to go.

Vision: To create the finest public transportation experience making Mountain Line services an excellent choice for Northern Arizona Communities.

Guiding Principles:

- Treat everyone with respect
- Show initiative, imagination and creativity
- Collaborate to enhance service delivery
- Strive for continuous improvement in all we do
- Put the customer first
- Be environmental stewards
- Be trustworthy and dependable
- Be fiscally responsible and responsive to changing demographics
- View risks as opportunities

If the Board would like to evaluate these as part of our next strategic planning meeting, in October 2020, we are happy to ensure the agenda captures that request.



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NAIPTA MEMORANDUM

DATE: May 12, 2020

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: COVID-19 Response

Staff have been responding to COVID-19 in our community since March 4, 2020. We have strived for weekly updates to staff and our Board on what we are doing, what has changed, and what we anticipate needing to do. This report captures the history of events, attached as exhibit A, and provides an update on what steps we are taking to plan for getting back to full service.

We will continue to monitor ridership demand as a trigger for either introduction of modified service or restoring full service. As of the writing of this message, we have not seen an increase in ridership. Our intent is to offer service levels as needed to offer adequate social distancing on the vehicles. Another important consideration is adequate staffing. We continue to have several staff from our operations division unavailable to work due to ill family members, illness not related to COVID, or childcare issues as result of COVID. We are currently working on our staff plan and developing a training plan so that we can hire and train new staff, with appropriate distancing measures. We hope to have a plan by the end of next week to ensure we are ready to be responsive to demand as it occurs.

We are looking at additional safety measures in the driver's area to allow front door boarding and collection of fares. We have been researching what other systems are doing and a cost-effective long-term solution. The intent is to find a solution that provides the operator separation from the public and that could address the request from operators for a partition that offers protection from potential passenger assault. We have hesitated to introduce the security panels in the past as it could be perceived to reduce customer service or convey to riders that riding the bus isn't safe. We feel like we have an opportunity to reinvent perception and expectations while introducing this measure in response to COVID-19.

We have reached out to the business sector and our partners to ensure we understand how we can aid in recovery. We have notified our public partners on the ecoPASS program that we will renew their employee bus passes for FY2021 without additional fees or charges. This is due in part to the free fare offered in this last quarter of FY2020 and as a gesture to ensure the program is maintained while these partners are faced with potential budget cuts. We are hoping to identify other partnerships for either employee passes or advertising with other businesses as a measure to support recovery in our community.

We will continue to monitor CDC guidelines and the information from Coconino County Health and Human Services for added measures or modified recommendations that could impact our services or plans for returning to regular service.



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Attachment A: COVID-19 Response Timeline

- 03.04.2020: Communication to staff as a reminder to stay home if sick, wash hands, and advise of cleaning tools available.
- 03.06.2020: Stocked Mountain Line buildings with hand sanitizer and provided refillable containers to public-facing employees.
- 03.11.2020: ASU announced it was moving classes to online environment for two weeks following spring break. NAU followed suit on March 12.
- 03.12.2020: City of Flagstaff closed Council and Commission meetings to public attendance at City Hall.
- 03.13.2020: Mountain Line implemented changes to reduce exposure and contact between staff and riders. We implemented requirement to wear gloves if handling money, introduced measures to reduce operators touching cash or passes, and announced that Route 10 would not resume normal service until NAU returned to on-campus classes. We also began assembling inventory lists to evaluate staffing situation and determined what would trigger reduction in service, including a staffing shortage.
- 03.15.2020: Governor Ducey closed all Arizona schools through March 31, 2020 and we determined we would delay introduction of school deviation services until schools reopen.
- 03.16.2020: Mayor Evans ordered the closure of certain businesses and facilities through April 1, 2020. This announcement triggered a reduction in service and Mountain Line moved to weekend service levels, seven days a week effective March 21, 2020.
- 03.17.2020: We announced to staff the reduction in service, and the move to fare-free service as well as limited front door boarding to passengers requiring the use of the ramp. Additionally, we closed the office, changed lost and found procedures, and implemented restrictions on in-person meetings, travel and training, and new vacation requests. We implemented 80 hours of public health emergency leave for employees. Lastly, school deviations and supplemental services were cancelled due to FUSD closure through May 27, 2020.
- 03.19.2020: We became aware of an employee being tested for COVID-19 and immediately implemented mandatory work from home orders. We also increased cleaning and sanitizing efforts in vehicles and in the office.
- 03.26.2020: Mayor Evans expanded the proclamation and removed the April 1 expiration date. Staff were informed to expect changes implemented March 21, 2020 to be in place indefinitely.
- 03.30.2020: Governor Ducey extended closure of Arizona schools through the end of the school year and we determined we would continue service without the school deviation until next school year.
- 03.30.2020: Governor Ducey issued a Stay at Home order and named transit as an essential business. The order did limit use of transit to essential trips and resulted in placement of a barrier in the bus to ensure 6-foot distance between rider and operator. It also provided the opportunity for staff to confirm purpose of trip as measure to ensure transit was limited to essential trips.
- 04.01.2020: Launched a page within our website for COVID-19 communication to the public. <https://mountainline.az.gov/health/>

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- 04.03.2020: The CDC modified recommendation for face covering/masks. Mountain Line staff procured material and began making masks. More than 200 double sided masks with a filter were produced by five staff members within seven days. Use of masks was entirely voluntary.
- 04.09.2020: The CDC published "What Bus Transit Operators Need to Know about COVID-19," which we shared with staff along feedback on our response to each item.
- 04.13.2020: Introduced a \$2.00 per hour wage adjustment for hours spent working in public facing jobs. The adjustment was made retroactive to March 23 and ends on May 30, 2020.
- 04.17.2020: Made six additional Employee Assistance Program (EAP) appointments available to all staff through 12.31.2020.
- 04.21.2020: Coconino County Health & Human Services (CCHHS) notified us that one of our Mountain Line employees had tested positive for COVID-19 and had been in the workplace while contagious. We notified all staff of the exposure and implemented several measures due to the workplace exposure. Face coverings became required while operating a bus or in public areas of our facilities. Health screening, including temperature checks, began being performed for all employees upon reporting to work. Breakrooms were closed to more than one person and community food offerings were banned. Every staff member was contacted by phone. Additionally, we issued a press release to notify the public.
- 04.22.2020: Staff asked for guidance on interacting with customers that state they have tested positive for COVID-19. Passengers that state they have tested positive will be denied service and asked to leave the premise. If the passenger is making this statement and using the information to intimidate or threaten, Flagstaff Police Department will be contacted.
- 04.27.2020: We learned a second employee has tested positive for COVID-19. Staff reached out to CCHHS to request the ability for our staff to have access to testing without a doctor's order. We also began talking to staff about the upcoming expiration of the Governor's Executive Order on April 30, 2020 to reaffirm that Mountain Line's service changes would remain in place.
- 04.29.2020: CCHHS confirmed that employees can be tested at the Fort Tuthill drive-thru site by showing their Mountain Line ID. Staff were informed of expanded testing options and informed that all employees with pending tests would be excluded from the workplace until a negative result or until the employee is symptom free per the CDC.
- 04.29.2020: Governor Ducey issued a new Executive Order effective May 1, 2020 thru May 15, 2020. This order had the effect of opening certain businesses back up by May 8, 2020 with social distancing measures in place.
- 04.30.2020: Offered a one-time exception to staff to sell back vacation leave before the end of the fiscal year due to restrictions on leave in last several months, and as a way to offer a small financial relief if needed.
- 05.05.2020: As we learned of negative COVID-19 test results for employees who took advantage of the extended testing options, we communicated with staff about expectations as employees return to work. We reiterated good practices to prevent the spread of germs. Additionally, we informed team members that many of the measures put in place will be maintained indefinitely, including 6-foot distancing for operators, rear door boarding with free fare, closure of breakroom, use of health screenings, and requirement to wear face masks.

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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	

August: TAC Meeting is Thurs, 8/6 Board Meeting is Wed, 8/19

ITEMS:	WHO & WHAT:
Safety Minute	
Fare Strategies: Fare Capping	Heather D - D/A
Tax Action Plan	Heather D - D/A
Annual Safety Report	Sam - PR
Delegation of Authority Update - Agreements, Grants, Procurements	Heather D - PR
Current Events	Heather D - PR
September/October Agenda Calendar	