



## Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · [www.mountainline.az.gov](http://www.mountainline.az.gov)

### 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, June 17, 2020

10:00am

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. Members of the public may submit comments related to agenda items before 9am on the day of the meeting to [transportation@naipta.az.gov](mailto:transportation@naipta.az.gov) and 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:

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

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### **4. APPROVAL OF JOINT MEETING MINUTES 5/20/2020**

#### **DISCUSSION / ACTION ITEMS:**

### **5. CONSIDER AND APPROVE THE FY2021 BUDGET**

-Heather Dalmolin, CEO and General Manager

Staff requests the Board of Directors approve the FY2021 Proposed Budget for a total expense budget of \$48,351,176, operating of \$9,508,223 and capital of \$38,842,954.

### **6. CONSIDER ADOPTION OF THE TRANSIT ASSET MANAGEMENT PLAN**

-Wade Forrest, Facilities Manager

Staff recommends the Board of Directors adopt the Transit Asset Management Plan.

### **7. CONTINUATION OF TERM IN FY2021 FOR THE CHAIR AND VICE CHAIR OF THE BOARD OF DIRECTORS**

-Rhonda Cashman, Executive Assistant and Clerk of the Board

Staff recommends the Board of Directors affirm the continuation of the current Chair and Vice Chair for FY2021, effective July 1, 2020 and ending June 30, 2021.

### **8. CONSIDER THE ZERO EMISSIONS BUS (ZEB) TRANSITION PLAN**

-Bizzy Collins, Transit Planner

Staff recommends the Board of Directors provide staff with direction on the policy tradeoffs between emissions savings and cost for the fleet technologies available.

### **9. CONSIDER AND ADOPT FACE COVERING REQUIREMENT FOR TRANSIT PASSENGERS**

-added item

-Heather Dalmolin, CEO and General Manager

Staff requests the Board of Directors approve requirement for all transit passengers to wear a face covering while riding in transit vehicles, waiting at bus stops, and while at the connection centers.

#### **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.

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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.

**10. CONSIDER THE DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL FFY2021-FFY2023**

-Heather Higgins, Purchasing Specialist

Staff recommends the Board of Directors approve the updated DBE goal for FFY2021-FFY2023 of 3%, based on Federal Transit Administration (FTA) guidance for goal setting and as adjusted per Arizona Department of Transportation (ADOT) Disparity Study 2020.

**11. CONSIDER THE FY2021 COLLECTIVE GRANT RESOLUTION AND, 2021-100, AND THE FY2021-FY2025 TRANSIT PROGRAM FROM THE TRANSPORTATION IMPROVEMENT PROGRAM**

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors: 1) Approve the FY2021 Collective Grant Resolution, Resolution 2021-100, for federal and state transit grant applications and subsequent executions as necessary to support transit programs within the 10-year financial plan; and 2) Approve the Transit Program from the FY2021-FY2025 regional Transportation Improvement Program.

**12. CONSIDER THE PROCUREMENT RESOLUTION 2021-110**

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors approve Procurement Resolution 2021-110 authorizing the CEO and General Manager to 1) authorize and award procurements and 2) execute contracts that support projects that are within the approved fiscal year budget, the 10-year financial plan, and which may be related to the approved annual Grant Resolution.

**13. CONSIDER AN INTERGOVERNMENTAL AGREEMENT (IGA) WITH NORTHERN ARIZONA UNIVERSITY (NAU) FOR THE DEVELOPMENT OF THE CAMPUS BUS STORAGE FACILITY**

-Kate Morley, Deputy General Manager

Staff recommends the Board of Directors authorize the CEO and General Manager to execute an Intergovernmental Agreement (IGA) with Northern Arizona University (NAU) for the development of the Campus Bus Storage Facility.





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14. CONSIDER APPROVAL OF SECTION 5310 SUPPLEMENTAL FUNDS APPLICATION FOR \$600,000 AND EXECUTION OF CONTRACT  
-Estella Hollander, Mobility Planner  
Staff recommends the Board of Directors: 1) Authorize staff to submit application to the Arizona Department of Transportation (ADOT) for Section 5310 Supplemental Funds in the amount of \$600,000; and 2) Execute the contract of award.
  
15. CONSIDER VALUATION FOR FY2021 ANNUAL JOB ORDER CONTRACTING (JOC) FOR HORIZONTAL TRANSIT FACILITIES ASSOCIATED WITH BUS STOPS  
-Anne Dunno, Capital Project Manager  
Staff recommends the Board of Directors authorize Mountain Line CEO and General Manager to execute Job Orders under RFP 2019-106 in an amount not to exceed \$185,000.
  
16. CONSIDER FY2021 TASK ORDERS TO AECOM TECHNICAL SERVICES, INC.  
-Kate Morley, Deputy General Manager  
Staff recommends the Board of Directors authorize the CEO and General Manager to redistribute prior approved Task Order valuations as FY2021 carry forward in value of \$1,954,526 for AECOM Technical Services, Inc contract.
  
17. CONSIDER RENEWAL OF LINE OF CREDIT FROM WELLS FARGO FOR \$500,000  
-Heather Dalmolin, CEO and General Manager  
Staff recommends the Board of Directors authorize Mountain Line CEO and General Manager to renew and activate the Wells Fargo credit line in an amount of up to \$500,000 to provide cash flow assistance if necessary, to meet cash flow commitments during fiscal year 2020-2021.
  
18. CONSIDER AN UPDATED PERSONNEL POLICY MANUAL  
-Danelle Knight, Employee Relations Generalist  
Staff recommends the Board of Directors adopt various updates to Mountain Line policies to incorporate changes that reflect both regulatory requirements and Mountain Line's actual practices.

### **PROGRESS REPORTS:**

19. NOTICE OF COMPLETION: MILTON CAMPUS ENTRY STUDY  
-Anne Dunno, Capital Project Manager

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### **20. SUMMARY OF CURRENT EVENTS**

-Heather Dalmolin, CEO and General Manager

#### **EXECUTIVE SESSION**

Executive sessions are closed to the public.

The Board will consider a motion to convene an executive session pursuant to A.R.S. § 38-431.03(A) for the following purpose:

1. Discussion and consultation with Mountain Line's attorney for legal advice and with Mountain Line's attorney and designated representatives, including the Mountain Line Interim CEO and General Manager, regarding the CEO and General Manager position and the Deputy General Manager position. A.R.S. § 38-431.03(A)(1), (3) and (4).

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

#### **DISCUSSION / ACTION ITEMS:**

### **21. CONSIDER THE CEO AND GENERAL MANAGER CONTRACT**

The Board of Directors may consider taking action on the CEO and General Manager Contract.

#### **ITEMS FROM COMMITTEE AND STAFF:**

#### **SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS**

August/September Working Agenda

The next Board meeting will be August 19, 2020 and will be a WebEx meeting based in Flagstaff in the NAIPTA Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004 at 2pm. Parking will be available at 3773 N. Kaspar Dr. The public is invited to attend. August agenda items will include but not be limited to the Active Transportation Master Plan, Disadvantaged Business Enterprise (DBE) Goal, Annual Cybersecurity Report, Human Trafficking Campaign, Central Yavapai Metropolitan Planning Organization (CYMPO) Request for Service and IGA, Strategic Plan Updates, Annual Safety Report, Emergency Operations Center (EOC) Update, Pandemic Updates by Department, Maintenance Updates, and Delegation Authority Update: Agreements, Grants, and

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Procurements. The August 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.

## **22. ADJOURNMENT**

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