



Mountain Line

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NOTICE AND AGENDA OF PUBLIC MEETING AND POSSIBLE EXECUTIVE SESSION OF THE TRANSIT ADVISORY COMMITTEE (TAC) 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 TAC of the Northern Arizona Intergovernmental Public Transportation Authority (“Mountain Line”) and to the general public that the TAC will hold a meeting on:

Thursday, June 4, 2020
10:00 AM
Mountain Line Training Room
3825 N. Kaspar Drive
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 Transit Advisory Committee may attend by telephone or internet conferencing. The public may submit comments to transportation@naipta.az.gov by 9am 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/transit-advisory-committee/>.

The TAC may vote to hold an executive session for the purpose of obtaining legal advice from Mountain Line’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. APPROVE TAC MINUTES 3/5/2020

5. TAC AGENDA

a. **DISCUSSION / ACTION ITEMS:**

i. ELECTION OF FY2021 VICE CHAIR FOR THE TRANSIT ADVISORY COMMITTEE (TAC)

-Rhonda Cashman, Executive Assistant and Clerk of the Board
Staff recommends the TAC perform the election of the Vice Chair position and affirm the ascension of current Vice Chair to the Chair position for FY2021, effective July 1, 2020 and ending June 30, 2021.

6. REVIEW OF THE DRAFT BOARD BUSINESS AGENDA

The TAC will review the draft board business agenda and discuss staff reports to provide recommendations to the Board.

a. **DISCUSSION / ACTION ITEMS:**

i. PRESENTATION ON THE CITY OF FLAGSTAFF ACTIVE TRANSPORTATION MASTER PLAN AND FLAGSTAFF URBAN TRAILS SYSTEM (FUTS) MASTER PLAN

-Estella Hollander, Mobility Planner
-Martin Ince, City of Flagstaff/MetroPlan's Multimodal Planner
This item is for information and discussion only.

ii. CONSIDER AND APPROVE THE FY2021 PROPOSED 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.

iii. CONSIDER THE FY2021 COLLECTIVE GRANT RESOLUTION 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

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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.

iv. CONSIDER 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.

v. CONSIDER 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.

vi. CONSIDER ADOPTION OF TRANSIT ASSET MANAGEMENT PLAN

-Wade Forrest, Facilities Manager

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

vii. DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL SETTING FFY2021-FFY2023

-Heather Higgins, Purchasing Specialist

Staff recommends the Board of Directors approve updated DBE goals for FFY2021-FFY2023, based on FTA guidance for goal setting and as adjusted per Arizona Department of Transportation Disparity Study 2020.

viii. CONTINUATION OF TERM IN FY2021 FOR 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 current Chair and Vice Chair for FY2021, effective July 1, 2020 and ending June 30, 2021.





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ix. 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, service provision, and capital costs for the fleet technologies available.

b. 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.

i. 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.

ii. 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.

iii. CONSIDER FY2021 TASK ORDERS TO AECOM TECHNICALSERVICES, 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.

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iv. 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.

v. CONSIDER AND 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.

c. PROGRESS REPORTS:

i. NOTICE OF COMPLETION: MILTON CAMPUS ENTRY STUDY

-Anne Dunno, Capital Project Manager

ii. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

ITEMS FROM COMMITTEE AND STAFF:

7. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

August/September Working Agenda

The next TAC meeting will be August 6, 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. The public is invited to attend. August agenda items may include but not be limited to the Fare Strategies: Fare Capping, Annual Cybersecurity Report, Human Trafficking Campaign, Emergency Operations Center Update, Annual Safety Report, Pandemic Updates by Department, Maintenance Updates, and Delegation of Authority Update: Agreements, Grants, Procurements. The August agenda will be available for review on Mountain Line's website and at Mountain Line's public posting places (listed on the Mountain Line website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the TAC.

8. ADJOURNMENT

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