



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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