



## Northern Arizona Intergovernmental Public Transportation Authority

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### Board of Directors Minutes for Wednesday, August 19, 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, August 19, 2020 at 10am in the Mountain Line 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, (Zoom);  
Steve Peru, (Vice Chair) Chief Development and Government Relations Officer, CCC, designee, (Zoom);  
Art Babbott, Board of Supervisors, Coconino County, (Zoom), joined at approximately 10:02am.  
Jim McCarthy, City Councilor, City of Flagstaff, (Zoom);  
Dan Okoli, Vice President of Capital Planning and Campus Operations, NAU, designee, (Zoom)  
*\*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;  
Sam Short, Safety Manager;  
Jon Matthies, IT Manager;  
Danelle Knight, Human Resource Manager, (Zoom);  
Heather Higgins, Purchasing and Contracts Officer/DBE Liaison Officer, (Zoom);  
Rhonda Cashman, Executive Assistant and Clerk of the Board;  
Scott Holcomb, Mountain Line Attorney, (Zoom);  
Sam Coffman, Mountain Line Attorney, (Zoom), joined at approximately 11:07am

#### *GUESTS PRESENT:*

None.

1. CALL TO ORDER -Chair Whelan called the meeting to order at approximately 10:00am.



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2. ROLL CALL

3. SAFETY MINUTE

Mr. Short delivered the safety message on how to beat the heat with a mask during the pandemic. For safety and comfort, use a light cotton material with at least two layers. If it gets wet, it is less effective due to reduced filtration and decreased airflow. It's a good idea to keep a spare mask around, should you need to change it out. Other materials are much warmer in the high heat. Be sure to wash your face covering regularly.

4. APPROVAL OF THE MEETING MINUTES:

- a. Regular Meeting 6/17/2020
- b. Emergency Meeting 6/29/2020

Director Babbott moved to approve the June 17, 2020 Regular Board meeting minutes and the June 29<sup>th</sup> Emergency Board meeting minutes. Vice Chair Peru 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 SECTION 5307/5339 APPROVAL OF APPLICATION AND EXECUTION OF CONTRACT

-Estella Hollander, Mobility Manager

Staff recommends the Board of Directors: 1) Authorize staff to submit application to the Arizona Department of Transportation (ADOT); and 2) Execute the contract awards for Section 5307/5339 funds from the Federal Transit Administration (FTA) through ADOT for capital purchases.

6. CONSIDER TRANSIT 4 ALL MOBILITY ON-DEMAND (MOD) APPROVAL OF APPLICATION

-Estella Hollander, Mobility Planner

Staff recommends the Board of Directors: 1) Authorize staff to submit application to



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The Community Transportation Association of America (CTAA); and 2) Execute the contract awards for CTAA’s Transit 4 All Mobility On-Demand (MOD) Grant funding through CTAA, U.S. Administration for Community Living (ACL), and Federal Transit Administration (FTA) for planning and implementing a MOD pilot.

The Board considered the consent agenda items 5 and 6 in one motion. Director Babbott moved to approve the consent agenda. 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 AECOM CHANGE ORDER FOR THE DOWNTOWN CONNECTION CENTER (DCC)

-Kate Morley, Deputy General Manager

Staff recommends the Board of Directors approve a change order to the DCC Task Order with AECOM Technical Services, Inc. contract in the amount of \$799,931.

Ms. Morley reviewed a PowerPoint presentation with the Board. She stated the original grant received for the DCC was \$6.7 million. Since then, another grant for \$15 million was received. Therefore, the DCC project task order needs to be re-scoped. She provided background on what tasks AECOM has completed to date. The original programming identified needed and desired items. With the additional funds, those desired items can move into the needed items and some new items have been identified as well. The additional scope will increase the task order by approximately \$800,000 and get us through the Planning and Zoning approval process. The schedule is as follows: Final Design in 2021 and Construction in 2022-2023. The total project budget for AECOM is not to exceed \$1.5 million. She also proposed consideration of having an Owner’s Rep. There were questions about the consideration of Admin facilities to be added and the public outreach touch points. Ms. Morley replied that customer service was always part of the plan; however, with more funding available it may be possible to move more of the overall administrative function, closer to our partners, and this would allow potential repurpose of the administrative building at Kaspar as current facility has reached maximum bus capacity. A Kaspar Master Plan is scheduled to kick off in the next couple months to help address these concerns and review the potential for repurposing the space. Regarding public outreach, she explained rider surveys and open houses were planned. Now staff want to increase effort with a community group committee for those interested and to address the civic space. There was support noted for more committees; it is important to hear from the west side of town as they are affected but need to hear from the east side of town as well. There was support for the Owner’s Rep since we are not in the building business.



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There was no further discussion. Director McCarthy moved to approve as recommended. Director Okoli 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. CONSIDER THE DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL FEDERAL FISCAL YEAR (FFY)2021-FFY2023

-Heather Higgins, Purchasing and Contracts Officer/DBE Liaison Officer  
Staff recommends the Board of Directors adopt the FFY2021-FFY2023 DBE Goal Setting Methodology and approve the updated DBE goal of 3%. The documentation and process is based on Federal Transit Administration (FTA) guidance for DBE programs and the goal setting process.

Ms. Higgins shared a PowerPoint presentation and explained the DBE Goal Setting process. There were no public comments received during the public comment period of July 1 – August 15, 2020. The DBE goal of three percent is recommended. There were questions regarding use of a template from the federal government, any concern over the previous goal being nine percent and lowering it to three percent, when did the program go into effect and request for clarification on the participation trend. Ms. Higgins responded that the goal setting is based on state guidance; the goal should be achievable, and nine percent really was not. The total in the previous triennial period was 4.08 percent. Ms. Dalmolin reported the program has been in place for more than 10 years and was triggered by the amount of federal funding Mountain Line received. The program is federally approved, and staff are required to update the goal every three years. The goal varies based on the types of contracts and DBE vendors available. Most DBE vendors reside in large metropolitan areas and do not want to travel to small urban areas for small contracts. Our participation fluctuates based on the capital projects during the three year period. Vice Chair Peru moved to approve as recommended. 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	

## 9. CONSIDER FY2021 LIABILITY INSURANCE OPTIONS

-Heather Dalmolin, CEO and General Manager



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Staff recommends that the Board of Directors 1) authorize the CEO and General Manager to engage Mountain Line’s partners to revise the Master IGA regarding section 16 Insurance as a result of the changing liability insurance market and to reflect Mountain Line loss history and 2) delegate authority to the CEO and General Manager and Mountain Line legal counsel to finalize the language for executing signatures.

Ms. Dalmolin reviewed a PowerPoint presentation to follow up on the June 29<sup>th</sup> discussion. She provided background on how this situation came to be and noted a maximum of \$21 million in liability insurance has been secured. It will be an ongoing challenge to purchase more. At this point, an amendment to the Restated Master Intergovernmental Agreement (IGA) is recommended. She reviewed the current coverage for FY2021 and the gaps in coverage as required by the Restated Master IGA. She has discussed this information with the City and County Risk Managers, the language revision in the amendment, as well as Mountain Line’s loss history, and they support the change. With approval from the Board, staff can reach out to each agency to approve the amendment. There was a discussion about liability limits in all areas of coverage. Ms. Dalmolin stated additional coverage options could be explored further in the future, but the insurance market is expected to remain challenging for the next 2-5 years. Mountain Line is looking to make this change effective as soon as possible. Vice Chair Peru moved to approve as recommended. Director Babbott seconded. There was further discussion regarding part two of the recommendation allowing the CEO and General Manager and legal counsel to finalize the language. Ms. Dalmolin clarified the language has been approved by the City of Flagstaff and Coconino County Risk Managers and Attorneys. It has not been reviewed by Northern Arizona University (NAU) or Coconino Community College (CCC) yet. There would only be non-substantive changes to the amendment language. Mr. Holcomb stated the language would be subject to the parameters based on the Board approval. 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	

**10. CONSIDER THE CENTRAL YAVAPAI METROPOLITAN PLANNING ORGANIZATION (CYMPO) REQUEST FOR SERVICE**

-Kate Morley, Deputy General Manager

Staff has no recommendation at this time and item is for discussion only. Staff anticipate a related item for action at a future board meeting.

Ms. Morley shared a PowerPoint presentation and noted no action is required at this time. CYMPO staff are working through their approval process and this item may come back in October. CYMPO is not a direct 5307 grant recipient and they are requesting Mountain Line assistance to draw down Coronavirus Aid, Relief, and Economic



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Security (CARES) Act funds. Mountain Line would receive 10 percent of total project value for staff time. CARES Act funds are 100 percent, with no local match required. She reviewed the Regional Service Request requirements with the Board and additional considerations. This is a planning effort only. The goal is to get CYMPO to their own direct 5307 recipient status. The Board was supportive of this effort.

### 11. COVID-19 REOPENING PLAN

-Kate Morley, Deputy General Manager

On behalf of the Board, Chair Whelan requested discussion of this item.

Ms. Morley reviewed the COVID-19 Reopening Plan with the Board. Some staff members have been working on the plan since March: looking at what partner agencies are doing; an employee survey was done, and input from the County Public Health Department has been considered. She reviewed our current conditions, which are considered to be the most restrictive. Phase 2 started on August 9<sup>th</sup> with our return to regular service and our service changes that became effective. Students are returning to the NAU campus and this allows for greater social distancing on the buses. It is going well. Ridership has increased, but loads are about the same due to more buses in service. Phase 3 will be considered when there are declining cases in the region and include reinstatement of fare collection, opening the lobby and consideration to coincide with the City reopening. Phase 4 is essentially the end of the pandemic, when it is safe to resume normal operations. Staff do plan to continue the cleaning processes established. She asked for feedback that may be incorporated before the consideration of approval in September. Per Director McCarthy, the City Council voted 5-2 last night to move into Phase 3. Ms. Morley said that is good news and stated it will take Mountain Line a little time to get a few items in order: driver barriers installed, cash handling process initiated, and office reopening. Director Babbott asked Director McCarthy and Chair Whelan if they could help him understand the practical output of the Council's decision and then asked for Ms. Morley to explain for Mountain Line. Mr. McCarthy stated the only thing the City can do is control its property. Most restrictions are prescribed by the Governor. The sports, soccer fields, are expected to reopen soon. Chair Whelan said the Council took a look at their own criteria and after a good discussion, decided to reopen outdoor facilities and fields to teams that have their own protocols in place. The Governor has a dashboard; they will be watching the data carefully and proceeding with caution. Director Babbott said he anticipates some repercussions with NAU students' arrival and parties, etc. Chair Whelan stated we must remain flexible to change. Ms. Morley responded that it is unlikely Mountain Line can get to collecting fares before the September Board meeting. Staff need to work on installation of the Operator barriers, cash handling procedures, and secure pickup of cash. Ms. Dalmolin noted that the City's Phase 3 triggers consideration of our Phase 3. She stated it will probably take at least two weeks to provide notice to riders of the intent to start fare collection. The driver partition installation is critical for safety. It is anticipated by October 1<sup>st</sup> and necessary before fare collection begins. Chair Whelan asked about fare collection options. Ms. Dalmolin replied that our fare system is ready to go for two of the three options recommended: the online reloading and the stored



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value options. The mobile ticketing is still early in the development process and needs to be combined with trip planning and real time arrival. Chair Whelan noted employee safety is a priority. This is a whole new chapter and we should not let our guard down.

### PROGRESS REPORTS:

12. 2020 STRATEGIC PLAN UPDATE  
-Heather Dalmolin, CEO and General Manager
13. FY2021 OCTOBER ADANCE  
-Heather Dalmolin, CEO and General Manager
14. FY2020 ANNUAL CYBERSECURITY REPORT  
-Jon Matthies, IT Manager
15. ANNUAL SAFETY REPORT  
-Samuel Short, Safety Manager
16. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) UPDATE  
-Samuel Short, Safety Manager
17. EMERGENCY MANAGEMENT UPDATE  
-Samuel Short, Safety Manager
18. FY2020 ANNUAL FLEET MAINTENANCE  
-James Wagner, Operations Director
19. DELEGATIONS OF AUTHORITY  
-Heather Dalmolin, CEO and General Manager
20. SUMMARY OF CURRENT EVENTS  
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin noted the progress reports are for Board member review and consideration for placement on a future agenda if discussion is desired. She called their attention to exciting news in the current events memo.

### Announcements:

- 1) Wade Forrest, Facilities Manager, has resigned effective September 4<sup>th</sup>. He has been with Mountain Line for 14 years and started as a Bus Operator. Please wish him well if you see him out in the community.
- 2) She will be sending an email to the Board regarding the Rules of Procedure changes adopted earlier this year related to members, encouraging a timely response. This is important for September training, so all appropriate members and alternates are in attendance. Mr. Holcomb asked for Board members to send any concerns or issues to target in this training to Ms. Dalmolin or Ms. Cashman to make sure it is included.



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- 3) The Downtown Business Alliance has some Downtown Vision events planned. Staff will send Board invitations and an email with more information in case they can attend.
- 4) She will be doing a CNN interview regarding the effects of COVID-19 on funding. She previously participated in an American Public Transportation Association (APTA) national press conference regarding the same topic. She agreed to share the talking points with Board members.

Vice Chair Peru made a motion to move into executive session at approximately 11:14am. Director Babbott seconded. Director McCarthy suggested waiting on the training until January. Ms. Dalmolin understood the reasoning; however, it has been decided it is best to proceed with the training for all current members and alternates and then new members will go through training individually. 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	

Chair Whelan called for a brief break and requested the executive session begin at 11:22am. Director Babbott stated he would need to excuse himself from the rest of the meeting due to another commitment.

## 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), (3) and (4) 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, regarding a potential claim by a terminated employee. ARS § 38-431.03(A)(3) and (4).
- 2. Discussion and consultation with Mountain Line’s attorney for legal advice and with Mountain Line’s attorney and designated representatives, regarding the Papanastasopoulos v. NAIPTA litigations. ARS § 38-431.03(A)(3) and (4).
- 3. Discussion and consultation with Mountain Line’s attorney for legal advice and with Mountain Line’s attorney and designated representatives, regarding the Mountain Line CEO and General Manager contract. A.R.S. § 38-431.03(A)(1), (3) and (4).

Following the conclusion of the Executive Session, the Board reconvened the public meeting at approximately 12:24pm.

## DISCUSSION / ACTION ITEMS:



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## 21. CONSIDER THE CEO AND GENERAL MANAGER CONTRACT

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

Director McCarthy moved to approve the CEO and General Manager contract terms as discussed in the executive session, with the effective date of August 21, 2020. Director Okoli seconded. Vice Chair Peru stated how much he appreciated the work of Chair Whelan, Ms. Knight’s involvement from the Human Resource perspective, and Mr. Holcomb’s efforts related to legal as the Board worked through this process. He also commented on the importance of Ms. Dalmolin being with the organization for so long. Ms. Dalmolin thanked the Board for their support. Chair Whelan stated her confidence in Ms. Dalmolin, and her appreciation for what Ms. Dalmolin brings to the organization. All approved, none opposed. Motion carried.

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

## ITEMS FROM COMMITTEE AND STAFF:

### SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

September/October Working Agenda

The next Board meeting will be September 16, 2020 and it will be a Zoom meeting based in Flagstaff in the NAIPTA Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. September agenda items will include but not be limited to the Rules of Procedure and Code of Conduct Training, COVID-19 Reopening Plan, Financial Management Plan, Human Trafficking Awareness Campaign, Downtown Connection Center (DCC) Owner’s Rep, AECOM Quarterly Update, and Delegation Authority Update. The September 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

-Chair Whelan adjourned the meeting at approximately 12:28pm.

\_\_\_\_\_  
Jamie Whelan, Chair of the Mountain Line Board of Directors

ATTEST:

\_\_\_\_\_  
Rhonda Cashman, Executive Assistant and Clerk of the Board



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