



Board of Directors and Transit Advisory Committee Joint Meeting Minutes for Wednesday, May 20, 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 and Transit Advisory Committee (TAC) met in Joint Session on Wednesday, May 20, 2020 at 1:00 pm in the Mountain Line Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004.

This was a WEB BASED meeting. Members of the Board and TAC 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);

Jim McCarthy, City Councilor, City of Flagstaff, (WebEx);

Dan Okoli, Vice President of Capital Planning and Campus Operations, NAU, designee, (WebEx), joined at approximately 1:06pm;

Josh Maher, Associate Vice President for Community Relations, NAU, alternate, (WebEx), left at approximately 2:58pm

**Three of our five Board member seats must be present to constitute a quorum.*

***The City of Flagstaff holds two seats.*

BOARD MEMBERS EXCUSED:

Art Babbott, Board of Supervisors, Coconino County;

Matt Ryan, Board of Supervisors, Coconino County, alternate;

Adam Shimoni, Vice Mayor, City of Flagstaff, alternate;

Austin Aslan, City Councilor, City of Flagstaff, alternate;

Colleen Smith, President, CCC

TAC MEMBERS PRESENT:

Gillian Thomas, (Chair), Citizen Representative, Coconino County, (WebEx);

Erin Stam, (Vice Chair), Director of Parking and Shuttle Services, NAU, designee, (WebEx);

Lucinda Andreani, Deputy County Manager, Coconino County, designee, (WebEx), left at approximately 2:22pm;

Christopher Tressler, County Engineer, Coconino County, alternate, joined the meeting at approximately 1:02pm, (WebEx);

Greg Clifton, City Manager, City of Flagstaff, (WebEx), joined at approximately 1:07pm;





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Shane Dille, Deputy City Manager, City of Flagstaff, designee, (WebEx), joined at approximately 1:29pm;

Paul Wagner, Citizen Representative, City of Flagstaff, (WebEx), left meeting at approximately 3:29pm;

Kevin Parkes, Citizen Representative, City of Flagstaff, alternate, (WebEx);

Kurt Stull, Executive Director of Facilities and Security, CCC, designee; (WebEx), left at approximately 2:58pm;

Dave Wessel, Manager, MetroPlan, joined at approximately 1:14pm, (WebEx);

Gail Jackson, Economic Development Representative, Economic Collaborative of Northern Arizona (ECoNA), (WebEx), left at approximately 3:01pm

**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

James Jayne, County Manager, Coconino County;

Jeff Bauman, Traffic Engineer, City of Flagstaff, alternate;

Judy Manor, Assistant Director of Campus Shuttle Services, NAU, alternate;

Martin Ince, Multi-Modal Planner, MetroPlan, alternate

NAIPTA STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager;

Kate Morley, Deputy General Manager;

Jim Wagner, Operations Director;

Jacki Lenners, Marketing and Communications Manager;

Wade Forrest, Facilities Manager;

Sam Short, Safety Manager, left at approximately 1:07pm;

Bizzy Collins, Transit Planner, (WebEx);

Jon Matthies, IT Manager, (WebEx);

Rhonda Cashman, Executive Assistant and Clerk of the Board;

Scott Holcomb, Mountain Line Attorney, (WebEx)

GUESTS PRESENT:

None.

1. CALL TO ORDER -Chair Whelan called the meeting to order at approximately 1:00pm.
2. ROLL CALL
3. SAFETY MINUTE

Mr. Short reported on COVID-19 pandemic reminder to follow Center for Disease Control (CDC) recommendations and he reviewed the five questions to consider if you decide to go out in public.



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Chair Whelan reviewed some procedural expectations for the joint meeting and Ms. Cashman noted the roll call vote would be taken from Board members only.

4. APPROVAL OF BOARD MEETING MINUTES 4/15/2020

Director McCarthy moved to approve the minutes for April 15, 2020. Vice Chair Peru seconded. There was no discussion. Roll call vote was taken by the Clerk. All approved, none opposed. Motion carried.

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

DISCUSSION / ACTION ITEMS:

5. CONSIDER DOWNTOWN CONNECTION CENTER NEXT STEPS

-Kate Morley, Deputy General Manager

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

Ms. Morley noted the original intent was to seek approval of an intergovernmental agreement (IGA) with the City of Flagstaff; however, the Federal Transit Administration (FTA) is not ready for Mountain Line to proceed with an agreement. A National Environmental Policy Act (NEPA) study is required by FTA as related to property acquisition and FTA is treating the IGA as acquisition. Ms. Morley reviewed the steps in the process completed so far: Alternatives Analysis and Concept of Feasibility. The Phoenix Avenue block between Milton and Beaver rose to the top of the site alternatives in the downtown area. There are some issues with the Burlington-Northern Santa Fe (BNSF) Railroad owned sliver of property splitting the two city owned parcels, one of which has the Rio de Flag cutting through it. Despite these constraints, this site remained the preferred location for the new Downtown Connection Center (DCC). Demolition of the City owned Phoenix Avenue Warehouse presents a challenge due to the operators use of a portion of the building for a breakroom and restroom facility. Staff are evaluating the lease of a temporary space on the ground floor of the HUB building across the street versus having a trailer available on site for the necessary 2-3 years during design and construction. Staff is proceeding with design and acquisition strategies as if the City will gain ownership of the BNSF sliver as it will provide for the greatest DCC design. There is a small amount of development risk without having the IGA in place, but as City staff are supportive of the project, Mountain Line would like to continue on the path forward to ensure our project meets Rio de Flag project timelines. Once the NEPA study is completed and FTA has provided concurrence, then the IGA





with the City can be negotiated. Ms. Morley wanted to discuss joint development as a component of next steps. Staff heard the Board interest in using joint development strategies to maximize space; however, due to the COVID-19 effects on the economy and unknown status going forward, it is recommended to keep the joint development to a small scale and incidental to overall transit purpose. She explained the plan was to look to our partner agencies for potential shared office space, parks, human service agency needs, a food offering of some sort and possibly a community room. A lengthy discussion followed with some highlights as follows: current Council is generally supportive of the project and that is not expected to change; proceed with reserved optimism designing over the BNSF parcel; FTA will not allow Mountain Line to negotiate with BNSF at this stage in the process; confirmation received that the Rio de Flag will be underground and if Mountain Line builds over it, the City will require proof of no impact to the structure below; some previous NEPA work has been done on the property and they may find some mitigation of hazardous materials is needed; BNSF Milton bridge widening coordination would be helpful, especially as related to the Bus Rapid Transit (BRT) project and a potential walkway over Milton, and while Mountain Line has interest in these conversations, the project is not included in the scope of work; and FTA grants can be used for NEPA costs. Vice Chair Peru made a motion to direct staff to proceed with concept planning for the DCC to best coordinate with the Rio de Flag and address joint development, allowing NEPA to be completed as soon as possible with future action on an IGA. Director McCarthy seconded. There was no further discussion. Roll call vote was taken by the Clerk. All approved, none opposed. Motion carried.

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

6. CONSIDER THE CARES ACT AWARDS

-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.

Ms. Morley read the recommendation and provided background on the CARES Act grant; noting funds were received based on population and Small Transit Intensive Cities (STIC) measures. Additionally, the Arizona Department of Transportation (ADOT) was awarded \$41 million to distribute to support rural areas. Other cities without transit systems who received grant funds are considering starting systems, otherwise they must return their apportionment for redistribution by ADOT to existing





transit systems. These awards are 100 percent funding with no local match requirement. Ms. Dalmolin noted these dollars can be used for operations, lost revenues, etc. and there is no expiration date. Vice Chair Peru moved to approve the recommendation as presented. Director McCarthy seconded. There was no discussion. Roll call vote was taken by the Clerk. All approved, none opposed. Motion carried.

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

7. CONSIDER FY2021 BUDGET

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin reviewed the budget process looking at revenues, expenses, partner review and the financial plan. Budget results for FY2020 are anticipated to be under budget due in part to hiring additional full-time employees to reduce dependence on overtime, the decrease service due to COVID-19 and decreased fuel cost. Additionally, several capital projects have been delayed. The FY2021 budget request has been revised and is essentially flat. The request for funding was submitted to partners earlier this calendar year and no concerns have been received. The use of CARES Act funds will reduce the use of City transit tax funding. The City has projected that over the next 5 years, the transit tax will experience a loss of \$1 million due to COVID-19. The modified budget request includes partial implementation of the pay plan and a 50 percent reduction in travel/training funds. Other anticipated changes are fuel cost decrease and liability insurance increase of only five percent instead of 10 percent. The portion of the pay plan and travel/training funds representing the reduced amounts are proposed to be placed into contingency should revenue triggers allow for full implementation during the year. The proposed budget does include Mountain Line absorbing six percent increase in the health plan benefits through Northern Arizona Public Employees Benefit Trust (NAPEBT) for benefit eligible employees, including the increase on dependent plans. This increase is the first change to the Mountain Line contribution since it was capped in 2015. The Capital project carryover was reviewed. The Financial Plan outlook thru fiscal year 2030 was presented, including City projections for up to 5 years, then use of a two percent inflation factor in outlying years. Ms. Dalmolin noted STIC funding is anticipated to increase by another one percent; however, that increased funding is not included in the projections presented. The fund balance trend was reviewed, and assumptions noted. The fund balance is checked with City staff every other year to make sure there are no discrepancies as ultimately the fund balance is the City's transit tax balance after expenses. Although there is a





downward trend in the transit tax fund balance, staff are not alarmed as there is also a fund balance in section 5307 funding equivalent to approximately \$10 million at the end of 2026. The Financial Plan and a Recession Plan will be brought to the Board in future months for discussion. Chair Whelan thanked staff for taking another look and making revisions.

In his absence, Chair Whelan read aloud Director Babbott's written comments addressed to her and Ms. Dalmolin at the beginning of the budget discussion. A lengthy discussion followed with some highlights as follows: NAU Bus Storage facility is contingent on FTA grant award for the project to proceed, as is NAU match needed if Mountain Line is awarded a construction grant; CARES Act funding is helpful, but recovery may span several years and there is still concern about future revenues; revenue projections related to COVID-19 are anticipated to result in \$1 million reduction over 5 years; need to be conservative and allow for budget modifications based on revenue triggers; consider and discuss with the City an increase to the fund balance requirement, more than 10 percent; obligation to use transit tax funds in period collected; appreciation expressed for CEO's expertise in budgeting for many years; contingency expenditures could require Board approval, if that would make members more comfortable; riders may be scared to ride transit in the aftermath of COVID-19; proposal to approve budget with capacity, but look at revenue dashboard and determine revenue triggers on a quarterly basis and then bring to Board when triggers are met; message to staff is they are valued and this is a matter of finances; understood need to retain and attract great staff and that is difficult if not addressing compensation; respect for process and leadership team; need to work out what is best for years to come; CARES Act creates space, but not sure how long will it last; and compensation should be on hold until clearer view, but also trusts the process.

A short break was taken.

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 ManagerPresentation at the joint meeting.

Ms. Dalmolin introduced this item noting that COVID-19 has had an impact on Mountain Line operations and projects, as well as impeding community partnerships during this time. With recognition of that fact, updates would be provided on tasks with progress. Revisions will be made to task due dates and another update will be provided in August.





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Ms. Morley reported on Goal One, Service Excellence:

- Request for information (RFI) is in progress for a new Real Time Arrival System.
- The Service Prioritization Plan was adopted.
- Additional funding is needed for implementation of the 5-Year Plan, approximately \$4.5 million for operating.
- The BRT will coordinate with the ADOT Milton Corridor Master Plan (CMP). The BRT operating cost is estimated at \$1.3 million annually. The capital amount is still to be established, but it will probably be close to \$25 million. Staff will be looking for the Capital Improvement Grant (CIG) at an 80/20 split. FTA may amend the match requirement due to recent difficulties and the need to keep projects moving forward.
- City is allowing access to the DCC for the NEPA study and concept design.
- The Kaspar intersection construction is delayed until next summer, but it is otherwise on track.
- The Strategic Investment Plan will look for efficiencies related to interlining routes, fares, and Transit Signal Prioritization (TSP), etc. The consultant will be on board next month.
- Staff is in the early stages of discussions with City staff on Proposition 419 transit improvements.

The tasks in Objective Three have had the most COVID-19 delays.

- The City of Winslow work stopped on the commuter route. Winslow changed focus to local service as recommended by ADOT's transit division. They are running one bus.
- Some high-level work is being done with Northern Arizona Council of Governments (NACOG) and Central Yavapai Metropolitan Planning Organization (CYMPO) regarding regional services.
- Working with City on integration of transit for new development, high occupancy housing connectivity to transit, and ecoPASS agreements as related to a parking alternative.

There was a question about plans for service for Bellemont. Ms. Morley replied that the Bellemont area is eligible for the Vanpool program. Williams has a new Vanpool operating for the Forest Service. Staff will keep promoting the Vanpool program. The Forest Service may increase use of Vanpools due to the success.

Mr. Forrest reported on Goal Two, Stewardship of Resources:

- A lot of progress has been made on the Zero Emissions Bus (ZEB) Transition Plan. The contract was awarded to Center for Transportation and the Environment (CTE) in February. Staff are currently working with CTE in Phase One of the project, examining how battery-electric and fuel cell technologies might work for Mountain Line. It is complicated and involved. The results will



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be synthesized and brought to the Board in June to seek direction on future fleet technologies.

- The NAU Bus Storage facility already has the Coconino County Sustainable Building Certification incorporated in the plans and this certification will also be added into the plans for the DCC and the Kaspar Master Plan.
- Staff have already implemented the process to maximize the useful life of assets by 50 percent including rolling stock, bus stop amenities and facilities. Now staff are documenting the details of how this was done and translating it into the Transit Asset Management (TAM) system. Staff have not gotten to the disposal of assets yet. Preventative maintenance will be tracked through TAM and the contract with ThingTech will assist in this task.

There was a question about the physical assets needed due to recent work environment changes. This is a very relevant question and there will be further discussion for leadership on what tactics are working and can be maintained long term. The kickoff of the Kaspar Master Plan will allow staff to evaluate the needs during this process. There was another question about software used. ThingTech software has helped in tracking the facilities assets; now rolling stock and IT assets will be added and it will provide the ability to tie to grants, etc.

Ms. Dalmolin reported on Goal Three, Investing In Mountain Line Workforce:

- The training program has had to be revamped for the current situation which may have an ongoing effect.
- Turnover has decreased.
- Refresher training was planned for the summer and has been delayed.
- COVID-19 Standard Operating Procedures (SOPs) were developed and staff continue to build on them.
- An outreach plan has been developed to convey other benefits available to employees.
- Five new operator positions were hired and the decrease in overtime was used to offset the costs.
- Cross-training efforts are in process to create one driving pool for fixed route and paratransit. All new hires will have this expectation. Some current employees have been grandfathered into their current position.
- Employees have been provided more time off options, employee surveys are done twice a year (The March survey was cancelled due to the timing of COVID-19.) and the next one is expected in September, and an increase to the Mountain Line paid health benefit share – the first time since 2015. Further engagement is being sought through a restructure of the Wellness Committee.
- A plan is being developed on how to engage employees more in projects. Let employees know how what they do impacts our community.

Mr. Wagner reported on Goal Four, Enhanced Safety Culture:





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- A sanitizing gun was purchased pre-COVID-19 and it has proved to be very useful.
- Standard Operating Procedures (SOPs) have been developed for mixing chemicals, Personal Protective Equipment (PPE) requirements, and proper handling. Staff have been working very hard. Buses are wiped down every round at the DCC as well as at base every day. Back-door boarding for riders and health checks for employees are still in place. Ms. Dalmolin clarified that back-door boarding is still in place right now unless the ramp is needed. More information will be provided in the COVID-19 Response report a bit later in the meeting.
- Mr. Wagner stated there are recurring funds for safety enhancements included in the FY2021 budget.
- Regarding training through partnerships, we received an FTA grant through a Traffic Awareness and Public Safety Initiative and plan to work with Northland Family Help Center. Staff continue to work with the Emergency Operations Center (EOC) on tabletop exercises and an evacuation plan.
- Staff were able work with Jeff Bauman at the City to review and provide recommendations on lighting at or near transit stops and facilities. The updated lighting standards will go to Council for approval.
- Some progress has been made, but more time is needed to implement the rear-view cameras as well as work on the improvement of the operator silent alarm. These efforts were interrupted by COVID-19; trying for a 15 second audio recording to hear what is happening. Right now, the focus is on keeping everything sanitized and our operators and riders safe.

There was a question about who does the sanitizing. Mr. Wagner responded that the fogging device is used at the end of service each night by fleet staff. Operators have a soap and water solution to clean their area of the bus frequently and there is a cleaning crew at the DCC to wipe down the interior of every bus, every round.

Ms. Lenners reported on Goal Five, Community Engagement:

- Ms. Lenners noted when the Strategic Plan was being developed the aggressive timeline was due to having a fall election in mind. Some of the delays in this area of the plan are fine and are mainly on hold due to COVID-19. Mountain Line is currently offering essential trips only.
- Ms. Morley has done some virtual presentations. The plan was to connect with local organizations and do presentations to remind the public what we do at a time when we are not asking for money.
- Some community events were able to be done before COVID-19. The status of schools is still unknown for the fall. Ms. Collins did many BRT Project presentations in January and February.



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- Branding changes have been in the process related to the easiest and less costly first. We are planning to schedule the change of the paratransit vans branding.

Vice Chair Peru suggested other ways to engage the community. The website provides information; perhaps digital marketing could be considered. Ms. Lenner stated a lot of messaging does not feel right at this time. Staff are looking at reopening and are engaging riders in a survey right now. Staff hope to learn when and how passengers plan to ride again, which will help with reopening.

Ms. Dalmolin reported on Goal Six, Fiscal Responsibility:

- The Compensation Study was done.
- The Strategic Investment Plan (SIP) is in process.
- The ecoPASS Program has been extended for partners at zero cost due to many months of our system being fare free; this offers support to the community and helps businesses recover.
- The budget timing was missed for NAPEBT to consider the ecoPASS Program for all employees affiliated with the trust.
- There is continued discussion on how the Airport Route may be funded.
- The fare study was done, but not sure if it is the right time to make changes.
- The Universal Access Pass (UPASS) for CCC and NAU is on hold as it is not a good time for this conversation.
- Staff continue to look for diversified funding, but task could be challenging to complete. Focus on joint development opportunities for the DCC is in process.
- This is not a good time to pursue state transit funding.
- Staff have continued valuable relationships with national industry organizations: The American Public Transportation Association (APTA) and The Community Transportation Association of America (CTAA). Their continued efforts have resulted in funding.

Director McCarthy communicated that he was impressed with the team and detail provided and thanks for the good work. Chair Whelan agreed.

PROGRESS REPORTS:

9. MOUNTAIN LINE GUIDING PRINCIPLES
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin explained the Board did not affirm if the Guiding Principles should remain unchanged when the new Strategic Plan was adopted. Staff continue to find merit in their guidance. She asked for Board members to provide feedback in the coming months if they want to revisit this topic.



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10. COVID-19 RESPONSE

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin stated ridership data is being watched. Currently we are short-staffed and would only be able to increase service through overtime. Staff are looking at a barrier for operators. She explained there is a variety of options available industry wide. We are trying to find the right solution for Mountain Line. We want to support the community as the state continues to reopen.

11. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin reported leadership is working on a re-entry plan for staff and customers, when and how we reopen. The training staff figured out how to restart the program in the field keeping six-foot distance. Again, the operator barrier is being considered. There was a question about other cities using a barrier. Ms. Dalmolin responded that it is common in buses and possibly vans. The differences are vast, from a shower curtain to a full-on door. Our fleet team has developed a solution at a lower cost. There was a question about difficulty of controlling passenger distancing. Ms. Dalmolin replied that we control what we can: the buses are clean, social distancing encouraged, but not enforced, and masks are recommended, but not required. Chair Whelan commented on the good questions and stated locally people are being asked to follow CDC guidelines: good hygiene, social distancing, and masks. Ms. Dalmolin noted Mountain Line completely supports recommendations for public and is currently mandating masks for staff. There was a question about an ecoPASS for all students. Ms. Dalmolin responded that how the pass is paid for (institute vs the school) is the distinguisher and Flagstaff Unified School District (FUSD) has a transportation program.

ITEMS FROM COMMITTEE AND STAFF:

Vice Chair Peru complimented staff on all the information shared. Chair Whelan agreed and she also thanked TAC members for their attendance. Ms. Dalmolin thanked everyone for being in attendance today. TAC Chair Thomas commented on how the TAC enjoys working with staff and the Board. Chair Whelan reminded attendees about the meetings in June via WebEx.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

June/August Working Agenda

The next TAC meeting will be on June 4, 2020 and will be an online only 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 observe the live streaming. June Agenda items will include, but not be limited to the Active Transportation Master Plan; Budget Adoption; Delegation of Authority Resolutions: Grants and Procurements; Campus Bus Storage Facility





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IGA; Supplemental Section 5310 Funds Application and Execution of Contract; AECOM Update and Approval; Adoption of Transit Asset Management (TAM); DBE Goal; Election of Officers; CTE Zero Emissions Bus (ZEB) Transition Plan; Job Order Contracting (JOC) Annual Contract Amount; Line of Credit; Personnel Policy Manual Updates; and Milton Campus Entry Study Closeout. 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 an online only 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 observe the live streaming. June Agenda items will include, but not be limited to the Active Transportation Master Plan; Budget Adoption; Delegation of Authority Resolutions: Grants and Procurements; Campus Bus Storage Facility IGA; Supplemental Section 5310 Funds Application and Execution of Contract; AECOM Update and Approval; Adoption of Transit Asset Management (TAM); DBE Goal; Election of Officers; CTE Zero Emissions Bus (ZEB) Transition Plan; Job Order Contracting (JOC) Annual Contract Amount; Line of Credit; Personnel Policy Manual Updates; Milton Campus Entry Study Closeout; and a possible executive session for review of the CEO Contract. 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.

12. ADJOURNMENT -Chair Whelan adjourned the meeting at approximately 4:00pm.

Jamie Whelan, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board



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