



Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

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, August 6, 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 6/4/2020
5. 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. **CONSENT AGENDA**

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 SECTION 5307/5339 APPROVAL OF APPLICATION 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); and 2) Execute the contract awards for Section 5307/5339 funds from the Federal Transit Administration (FTA) through ADOT for capital purchases.
- ii. CONSIDER TRANSIT 4 ALL MOBILITY ON-DEMAND (MOD) APPROVAL OF APPLICATION AND EXECUTION OF CONTRACT
-Estella Hollander, Mobility Planner
Staff recommends the Board of Directors: 1) Authorize staff to submit application to 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.

b. **DISCUSSION / ACTION ITEMS:**

- i. CONSIDER AECOM CHANGE ORDER FOR THE DOWNTOWN CONNECTION CENTER (DCC)
-Kate Morley, Deputy General Manager

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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 \$758,379.

ii. 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.

iii. FY2020 ANNUAL CYBERSECURITY REPORT

-Jon Matthies, Information Technology Manager
The Board may provide direction, but there is no recommendation from staff at this time.

iv. 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.

c. PROGRESS REPORTS:

i. 2020 STRATEGIC PLAN UPDATE

-Heather Dalmolin, CEO and General Manager

ii. FY2021 OCTOBER ADVANCE

-Heather Dalmolin, CEO and General Manager

iii. FY2021 LIABILITY INSURANCE RENEWAL UPDATE

-Heather Dalmolin, CEO and General Manager

iv. ANNUAL SAFETY REPORT

-Sam Short, Safety and Training Manager

v. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) UPDATE

-Sam Short, Safety and Training Manager

vi. EMERGENCY MANAGEMENT UPDATE

-Sam Short, Safety and Training Manager





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- vii. COVID-19 REOPENING PLAN
-Kate Morley, Deputy General Manager
- viii. FY2020 ANNUAL FLEET MAINTENANCE REPORT
-James Wagner, Operations Director
- ix. DELEGATIONS OF AUTHORITY
-Heather Dalmolin, CEO and General Manager
- x. SUMMARY OF CURRENT EVENTS
-Heather Dalmolin, CEO and General Manager

ITEMS FROM COMMITTEE AND STAFF:

- 6. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS
September/October Working Agenda

The next TAC meeting will be September 3, 2020 and will be a Zoom 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. September agenda items may include but not be limited to the Rules of Procedure/Code of Conduct Training, Financial Management Plan, Human Trafficking Campaign, CYMPO Request for Service and IGA, AECOM Update, and Delegations of Authority Update. The September 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.

- 7. ADJOURNMENT

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