



Mountain Line

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Transit Advisory Committee Minutes for Thursday, August 6, 2020

NOTE: IN ACCORDANCE WITH PROVISIONS OF THE ARIZONA REVISED STATUTES THE SUMMARIZED MINUTES OF NAIPTA TAC MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITHIN QUOTATION MARKS ARE VERBATIM. AUDIO RECORDINGS OF NAIPTA TAC MEETINGS ARE ON FILE IN THE NAIPTA CLERK'S OFFICE.

The Transit Advisory Committee met in Regular Session on Thursday, August 6, 2020 at 10:00am in a WEB BASED meeting. Members of the TAC attended by telephone or internet conferencing. Mountain Line staff were present in the Mountain Line Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004. The public was invited to observe by online streaming.

TAC MEMBERS PRESENT:

Erin Stam, (Chair), Director of Parking and Shuttle Services, NAU, designee, (Zoom);
Shane Dille, (Vice Chair), Deputy City Manager, City of Flagstaff, designee, (Zoom);
Lucinda Andreani, Deputy County Manager, Coconino County, (Zoom), joined at approximately 10:50am;
Gillian Thomas, Citizen Representative, Coconino County, (Zoom);
Kevin Parkes, Citizen Representative, City of Flagstaff, alternate, (Zoom);
Kurt Stull, Executive Director of Facilities and Security, CCC, designee, (Zoom);
Dave Wessel, Planning Manager, MetroPlan, (Zoom);
Gail Jackson, Economic Development Representative, ECoNA, (Zoom);
Joe Carter, NAU Student Representative, ASNAU President, (Zoom)
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Paul Wagner, Citizen Representative, City of Flagstaff

NAIPTA STAFF IN ATTENDANCE:

Kate Morley, Deputy General Manager;
Lauree Battice, Business Manager;
Sam Short, Safety Manager;
Jon Matthies, IT Manager;
Heather Higgins, Purchasing and Contracts Officer, (Zoom);
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Mitesh Patel, Mountain Line Legal Counsel, (Zoom)

GUESTS PRESENT:

None.

1. CALL TO ORDER -Chair Stam called the meeting to order at approximately 10:04am.
2. ROLL CALL
3. SAFETY MINUTE

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Mr. Short reported 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. APPROVE TAC MINUTES 6/4/2020

Advisor Wessel moved to approve the minutes from June 4, 2020. Advisor Thomas seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Erin Stam	X	
Shane Dille	X	
Gillian Thomas	X	
Kevin Parkes	X	
Dave Wessel	X	
Kurt Stull	X	
Gail Jackson	X	

5. REVIEW OF THE DRAFT BOARD BUSINESS AGENDA

The TAC reviewed the draft Board Business Agenda and discussed staff reports, in order to provide recommendations to the Board. Specific comments and recommendations are noted in these minutes.

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

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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.

There were no questions regarding the consent agenda.

b. DISCUSSION / ACTION ITEMS:

i. 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 \$758,379.

Ms. Morley shared a PowerPoint presentation and reported Mountain Line has received additional funds from the Federal Transit Administration (FTA) for construction; therefore, a change order is required to complete the 30 percent design. She reviewed the list of work items AECOM has completed thus far. In the last eight weeks, they have been in discussions with staff about how to re-scope the project, mostly related to programming. The original programming was reviewed, as well as inclusion of civic space, art, and administration facilities. The additional scope was determined to include: public involvement with a community committee; art, in coordination with the local beautification committee and an artist (no federal funds); owner committee of potential occupants, expanded National Environmental Policy Act (NEPA) study; FTA joint development expert; and design of a temporary facility for use during the estimated two years of construction, including the design, engineering and permits. As far as schedule, the concept design and final design should be done in 2021, with construction to follow in 2022-2023. With this change order request of nearly \$800,000, the total cost for AECOM services is \$1.1 million. Mountain Line has received two FTA grants for \$6.7 million and \$15.6 million, respectively. These funds are at an 80/20 split. Vice Chair Dille asked why the cost is not firm and if we know the maximum cost? Ms. Morley responded that AECOM may ask to make adjustments and any savings would come back to Mountain Line. They work to try to save us money. They are expected to deliver the project requirements under the maximum of \$1.1 million for the 30 percent design, through acquisition and the Conditional Use Permit (CUP), etc. By December, they will be able to recommend the procurement process to complete the final design. The AECOM contract will end, and a new procurement will need to be done for the final design process. The estimated cap for 100 percent design plans is \$2.5 million, approximately 10 percent of the total project cost. Vice Chair Dille stated he has more questions and he will contact Ms. Morley at another time to discuss further. Advisor Thomas asked about the federal set aside of one percent for art. Ms. Morley replied the Fixing America's Surface Transportation (FAST) Act does not allow for art, which is the funding bill we are currently under. Chair Stam commented on her appreciation for the addition of a community committee and how it should be very beneficial for the downtown area. There was no further discussion.

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Chair Stam recommended using the Raise Hand option to be recognized for questions or comments.

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.

Ms. Higgins reviewed her PowerPoint presentation. She noted this goal-setting process is an FTA requirement for recipients of federal funds. She reviewed the steps taken to establish the three percent goal. A public comment process is underway and to date there have been no comments. She reviewed the recommendation for the TAC and there were no questions.

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.

Mr. Matthies shared a PowerPoint presentation with the TAC. This is the first annual report and he would appreciate feedback. He reviewed the FY2020 Initiatives which included 2-factor authentication, password manager and Domain Name System (DNS) Filtering – not allowing employees to go to malicious domains. The primary risks are ransomware and phishing. Staff are taking steps to mitigate these risks. He reviewed Mountain Line's Nationwide Cybersecurity Review (NCSR), year-to-year results. This review allows Mountain Line to be benchmarked and it will chart our progress and compare to peers. Graph 4 shows that Mountain Line has work to do. Our low scores are primarily due to not having formal documented policies and procedures. They are currently informal. He reviewed the areas of focus for FY2021. There were no questions or comments.

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.

Ms. Morley reviewed a PowerPoint presentation; stating the CYMPO has made this request in order to access federal funds provided through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. These funds were allocated based on population. Mountain Line is a Section 5307 direct grant recipient and the CYMPO is not. They are wanting to use \$401,500 of their allocated \$3.5 million for planning purposes. Mountain Line staff can take them through getting them their own 5307 recipient status. Mountain Line would receive 10 percent for the assistance of our staff time and expertise. The CYMPO request meets the minimum requirements of the Mountain Line regional policy. The overall benefit is more transit in the region, which is better for the state. This is a similar request to the Transit

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Implementation Plan that Mountain Line assisted the CYMPO with in the past. This request will go to both the Prescott and Prescott Valley City Councils in September. Chair Stam commented that this could be good to help get them started. Advisor Jackson stated her support. She says the labor force travels about 50 miles, and this would be a great start for them. She also asked about the Winslow commuter service status. Ms. Morley replied that last fall the City of Winslow withdrew their intercity service request to work on their local service. She noted their service in Winslow is up and running and seems to be successful. Vice Chair Dille offered kudos for creativity and assistance to other agencies. He asked if this is common practice to help and stated he assumes it is on the up and up to help. He also asked where the CYMPO is at in the process of achieving their 5307 status. Ms. Morley responded that staff did confirm with FTA and the Arizona Department of Transportation (ADOT) to ensure it was legal for Mountain Line to assist the CYMPO in pursuing the CARES Act funds. We want to be a good transit partner. The Prescott/Prescott Valley area will not be able to run a transit system without 5307 status. There is currently some transit in Chino Valley operating with 5311 rural transit funds. Ms. Morley further clarified that the CYMPO receives funding every year based on population, but they have never pursued the 5307 status. With no transit, the funds are typically swept by the state; allowing ADOT to offer a competitive grant process to reallocate the funds for those areas with transit. Advisor Thomas asked for a description of the geographic area. Ms. Morley stated it is the board area surrounding the Prescott/Prescott Valley region and the focus is requested for service within the cities and maybe vanpools. There was no further discussion.

c. PROGRESS REPORTS:

- i. 2020 STRATEGIC PLAN UPDATES
-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
- vii. COVID-19 REOPENING PLAN
-Kate Morley, Deputy General Manager
- viii. FY2020 ANNUAL FLEET MAINTENANCE REPORT
-James Wagner, Operations Director

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- ix. DELEGATIONS OF AUTHORITY
-Heather Dalmolin, CEO and General Manager

- x. SUMMARY OF CURRENT EVENTS
-Heather Dalmolin, CEO and General Manager

There were no questions regarding the progress reports.

ITEMS FROM COMMITTEE AND STAFF:

Mr. Patel noted that he and Mr. Holcomb would be offering training on the Rules of Procedure and Code of Conduct at the September TAC and Board meetings. He will be sending an email to see if there are any specific questions or items to address. Please reply to let him know.

Advisor Parkes asked if Mountain Line can get work done to improve our scores related to the Cybersecurity report. Ms. Matthies replied that he thinks we can get the work done. We have been understaffed, but a half-time position was added this year. He should be able to get to it now.

- 6. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS
August/September 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 10:00am. The public is invited to attend. September agenda items will 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 -Chair Stam adjourned the meeting at approximately 10:56am.

Erin Stam, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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