



## **Mountain Line**

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · [www.mountainline.az.gov](http://www.mountainline.az.gov)

### **NOTICE AND AGENDA OF PUBLIC MEETING AND POSSIBLE EXECUTIVE SESSION OF THE BOARD OF DIRECTORS (BOD) 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 Board of Directors (BOD) of the Northern Arizona Intergovernmental Public Transportation Authority (“NAIPTA”) and to the general public that the Board will hold a meeting on:

Wednesday, September 16, 2020

10:00am

Mountain Line Training Room

3825 N. Kaspar Dr.

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 Board of Directors may attend by telephone or internet conferencing. Members of the public may submit comments related to agenda items before 9am on the day of the meeting to [transportation@naipta.az.gov](mailto:transportation@naipta.az.gov) and observe the meeting by following the instructions at <https://mountainline.az.gov/about-us/board-of-directors/>.

**The Board of Directors may vote to hold an executive session for the purpose of obtaining legal advice from NAIPTA’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:

-pages 1-4

1. CALL TO ORDER
2. ROLL CALL
3. SAFETY MINUTE

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4. APPROVAL OF MINUTES 8/19/2020 -pages 5-13

### **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.

There are no items on the consent agenda.

### **DISCUSSION / ACTION ITEMS:**

5. RULES OF PROCEDURE AND CODE OF CONDUCT TRAINING  
-Mitesh Patel, General Counsel for Mountain Line -pages 14-43  
-Scott Holcomb, General Counsel for Mountain Line  
Rules of Procedure and Code of Conduct training is recommended by our legal team for all members, designees, and alternates.
6. CONSIDER SECTION 5307/5339 APPROVAL OF APPLICATION AND EXECUTION OF CONTRACT -pages 44-46  
-Estella Hollander, Mobility Planner  
Staff recommends the Board of Directors: 1) Direct staff to continue with application submitted 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.
7. CONSIDER THE COVID-19 REOPENING PLAN -pages 47-56  
-Kate Morley, Deputy General Manager  
Staff recommends the Board of Directors approve the COVID-19 Reopening Plan, including triggers for opening the Mountain Line office and returning to fare collection practices.
8. CONSIDER AN UPDATE TO THE FINANCIAL MANAGEMENT POLICY  
-Heather Dalmolin, CEO and General Manager -pages 57-73  
Staff recommends the Board of Directors approve an update to the Financial Management Policy to incorporate internal control policies, fund balance requirements, and add, by reference, the City of Flagstaff Recession Plan.

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9. HUMAN TRAFFICKING AWARENESS PARTNERSHIP -pages 74-75  
-Sam Short, Safety Manager  
The Board may provide direction, but there is no recommendation from staff at this time.
  
10. CONSIDER AND OWNER'S REPRESENTATIVE FOR THE DOWNTOWN CONNECTION CENTER (DCC) -pages 76-77  
-Kate Morley, Deputy General Manager  
The Board may provide direction, but there is no recommendation from staff at this time.

### **PROGRESS REPORTS:**

11. UPDATE ON GENERAL CONSULTING SERVICES CONTRACT  
-Kate Morley, Deputy General Manager -pages 78-79
  
12. SUMMARY OF CURRENT EVENTS  
-Heather Dalmolin, CEO and General Manager

### **EXECUTIVE SESSION**

Executive sessions are closed to the public.

The Board will consider 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).

Following the conclusion of the Executive Session, the Board will reconvene the public meeting.

### **ITEMS FROM COMMITTEE AND STAFF:**

#### SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

October/November Working Agenda

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The Board and TAC Advance will be held on Wednesday, October 21, 2020. It will be a Zoom meeting based in Flagstaff in the Mountain Line Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004 at 9am. The public is invited to attend. October agenda items may include but not be limited to the Central Yavapai Metropolitan Planning Organization (CYMPO) Request for Service and Intergovernmental Agreement (IGA), Mountain Line Annual Report Discussion, Fare Capping Discussion, 5-Year Transit Plan – Tax Action Plan and Regional Transportation Plan (RTP) Update, Strategic Plan Updates with Key Performance Indicators (KPIs), Legislative Update, Public Transportation Agency Safety Plan (PTASP) Report, and Delegation of Authority Updates. The October 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 Board and TAC.

The next Board meeting will be November 16, 2020 and will be a WebEx meeting based in Flagstaff in the NAIPTA Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. November agenda items will include but not be limited to the Active Transportation Master Plan, Mountain Line Annual Report Adoption, Adopt the Amended Strategic Plan with Key Performance Indicators (KPIs), Public Transportation Agency Safety Plan (PTASP) Report Adoption, Milton Corridor Update, Budget Process Kickoff, Employee Satisfaction Survey, Grant Award Notification, and Delegation of Authority Updates. The November 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 Board.

## **20. ADJOURNMENT**

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