



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, September 3, 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 8/6/2020
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. DISCUSSION / ACTION ITEMS:

- i. RULES OF PROCEDURE AND CODE OF CONDUCT TRAINING
 - Mitesh Patel, General Counsel for Mountain Line
 - Scott Holcomb, General Counsel for Mountain LineRules of Procedure and Code of Conduct training is recommended by our legal team for all members, designees, and alternates.
- ii. CONSIDER SECTION 5307/5339 APPROVAL OF APPLICATION AND EXECUTION OF CONTRACT
 - Estella Hollander, Mobility PlannerStaff 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.
- iii. CONSIDER THE COVID-19 REOPENING PLAN
 - Kate Morley, Deputy General ManagerStaff 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.
- iv. CONSIDER AN UPDATE TO THE FINANCIAL MANAGEMENT POLICY
 - Heather Dalmolin, CEO and General ManagerStaff 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.
- v. HUMAN TRAFFICKING AWARENESS PARTNERSHIP
 - Estella Hollander, Mobility Planner
 - Sam Short, Safety Manager
 - Jacki Lenner, Marketing and Communications Manager

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

vi. CONSIDER AN OWNER'S REPRESENTATIVE FOR THE DOWNTOWN CONNECTION CENTER (DCC)

-Kate Morley, Deputy General Manager

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

b. PROGRESS REPORTS:

i. UPDATE ON GENERAL CONSULTING SERVICES CONTRACT

-Kate Morley, Deputy General Manager

ii. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

ITEMS FROM COMMITTEE AND STAFF:

6. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

October/November Working Agenda

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 Delegations of Authority Update. 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 TAC meeting will be November 5, 2020 and it 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. November agenda items may include but not be limited to the Mountain Line Annual

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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 Delegations of Authority Update. 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 TAC.

7. ADJOURNMENT

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