



Mountain Line

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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, November 18, 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 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
-Sam Short, Safety Manager
4. APPROVAL OF MINUTES:
 - a. Regular Meeting 9/16/2020
 - b. Board and TAC Strategic Policy Advance 10/21/2020

-pages 5-12

-pages 13-23

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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.

5. CONSIDER THE FY2020 ANNUAL REPORT -pages 24-25
-Lauree Battice, Management Services Director
Staff recommends the Board of Directors approve the FY2020 Annual Report and authorize staff to submit the report to the State of Arizona and partner agencies as required in the Master IGA.

DISCUSSION / ACTION ITEMS:

6. PRESENTATION ON THE CITY OF FLAGSTAFF CLIMATE EMERGENCY
-Kate Morley, Deputy General Manager -pages 26-27
-Ramón DC Alatorre, City of Flagstaff Climate and Energy Coordinator
This item is for information and discussion only.
7. CONSIDER AND APPROVE THE FIRST FY2021 BUDGET REVISION
-Heather Dalmolin, CEO and General Manager -pages 28-31
Staff requests the Board of Directors approve the first FY2021 Budget Revision for a total change of \$40,438.88 to move 50% of delayed wage adjustment for exempt staff effective October 1, 2020 from contingency to wages and employee related expenses (ERE).
8. CONSIDER THE FIVE-YEAR TRANSIT PLAN -pages 32-35
-Bizzy Collins, Transit Planner
Staff recommends the Board of Directors approve: 1) the application for and execution of a 5305e grant for the Five-Year Transit Plan through MetroPlan in the amount of \$273,000, and 2) delegate the authority to the CEO to execute the procurement for consultants to assist with the Five-Year Transit Plan within the project budget regardless of award of the grant.
9. CONSIDER THE MOUNTAIN LINE SAFETY PLAN -pages 36-37
-Samuel Short, Safety Manager
Staff recommends the Board of Directors approve the Mountain Line Public Transportation Agency Safety Plan (the Safety Plan) as required by the Federal Transit Administration.
10. CONSIDER THE DOWNTOWN CONNECTION CENTER UPDATE
-Kate Morley, Deputy General Manager -pages 38-39





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Staff has no specific recommendation for the Board of Directors; however, staff is seeking feedback on next steps.

11. CONSIDER THE BUS RAPID TRANSIT (BRT) PROJECT IN RELATIONSHIP TO THE MILTON CORRIDOR MASTER PLAN -pages 40-43
-Kate Morley, Deputy General Manager
Staff has no specific recommendation for the Board of Directors; however, actions the Board could consider include: 1) Direct staff to continue to plan for the BRT and return with another update upon final recommendation of the Milton Corridor; 2) Ask City Council and other member agencies for political support for the project; 3) Notify the Federal Transit Administration we no longer intend to continue the project.
12. AMERICAN PUBLIC TRANSPORTATION ASSOCIATION (APTA) HEALTH AND SAFETY COMMITMENTS PROGRAM -pages 44-45
-Jacki Lenners, Marketing and Communications Manager
This item is for information and discussion only.
13. CONSIDER THE YAVAPAI COUNTY SHERIFF'S OFFICE REQUEST FOR SERVICE
-Estella Hollander, Mobility Planner -pages 46-49
Staff recommends the Board of Directors approve Yavapai County Sheriff's Office (YCSO) service request to participate in the Mountain Line Vanpool program.

PROGRESS REPORTS:

14. COVID-19 REOPENING PLAN -page 50
-Kate Morley, Deputy General Manager
15. ROUTE 8 EXTENSION -pages 51-52
-Kate Morley, Deputy General Manager
16. UPDATE ON AUGUST SERVICE CHANGES -pages 53-54
-Bizzy Collins, Transit Planner
17. MOUNTAIN EXPRESS SERVICE 2020-2021 -pages 55-56
-Bizzy Collins, Transit Planner
18. GRANT AWARD NOTIFICATION -pages 57-58
-Estella Hollander, Mobility Planner
19. JOINT USE CAMPUS BUS FACILITY PROJECT UPDATE -pages 59-60
-Anne Dunno, Capital Project Manager
20. EQUAL EMPLOYMENT OPPORTUNITY (EEO) WORKFORCE UTILIZATION ANALYSIS, FEDERAL FISCAL YEAR 2020 -pages 61-65
-Danelle Knight, Human Resource Manager

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21. DELEGATIONS OF AUTHORITY -pages 66-67
-Heather Dalmolin, CEO and General Manager
22. SUMMARY OF CURRENT EVENTS
-Heather Dalmolin, CEO and General Manager

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

December/January Working Agenda -page 68

The next Board meeting will be December 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. December agenda items will include but not be limited to the Active Transportation Master Plan Presentation, Arizona Department of Transportation (ADOT) Milton Corridor Presentation, FY2020 Financial Audit, Zero Emissions Bus (ZEB) Transition Plan, Social and Behavioral Science (SBS)/McConnell Intersection Close Out and Shift Funding, Mountain Line Local, State, and Federal Presence and Roles, Regional Service Request Policy Review, Employee Satisfaction Survey Results, Elerts Update, AECOM Quarterly Update, and Delegation of Authority Updates. The December 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.

23. ADJOURNMENT

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Board of Directors Minutes for Wednesday, September 16, 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 met in Regular Session on Wednesday, September 16, 2020 at 10am in the Mountain Line Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004.

This was a WEB BASED meeting. Members of the Board 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, (Zoom);
Steve Peru, (Vice Chair) Chief Development and Government Relations Officer, CCC, designee, (Zoom), left at 12:00pm;
Art Babbott, Board of Supervisors, Coconino County, (Zoom);
Jim McCarthy, City Councilor, City of Flagstaff, (Zoom);
Dan Okoli, Vice President of Capital Planning and Campus Operations, NAU, designee, (Zoom)
**Three of our five Board member seats must be present to constitute a quorum.*
***The City of Flagstaff holds two seats.*

BOARD MEMBERS EXCUSED:

None.

MOUNTAIN LINE STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager;
Kate Morley, Deputy General Manager, left at approximately 11:34am;
Sam Short, Safety Manager, left at approximately 10:08am and returned at approximately 10:40am;
Danelle Knight, HR Manager, (Zoom), joined approximately 10:20am;
Jon Matthies, IT Manager, left at approximately 11:40am and returned at 12:02pm;
Robert Martinez, Technical Specialist, left at approximately 11:40am and returned at 12:02pm;
Estella Hollander, Mobility Planner, left at approximately 11:34am;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Scott Holcomb, Mountain Line Attorney, (Zoom), left at 12:00pm

GUESTS PRESENT:

Adam Shimoni, Vice Mayor, City of Flagstaff, alternate, (Zoom), joined at approximately 10:06am and left at 11:09am;
Josh Maher, Associate Vice President for Community Relations, NAU, alternate, (Zoom);





Kurt Stull, Executive Director of Facilities and Security, CCC, alternate, (Zoom), left at approximately 11:03am;

Rick Tadder, Management Services Director, City of Flagstaff, (Zoom), joined at approximately 10:07am and left at 11:34am

1. CALL TO ORDER -Chair Whelan called the meeting to order at approximately 10:02am.
2. ROLL CALL
3. SAFETY MINUTE

Mr. Short delivered the safety message about how the flu vaccine may aid in COVID-19 recovery. It is more important than ever, according to the Center for Disease Control (CDC) and Prevention, to reduce illness and risk. He provided data on estimated reduction in cases.

4. APPROVAL OF THE MEETING MINUTES FOR 8/19/2020:

Advisor McCarthy moved to approve the August 19, 2020 Board meeting minutes. Vice Chair Peru seconded. There was no discussion. All approved, none opposed. Motion carried.

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

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 for the consent agenda.

DISCUSSION / ACTION ITEMS:

5. RULES OF PROCEDURE AND CODE OF CONDUCT TRAINING
 - Mitesh Patel, General Counsel for Mountain Line
 - Scott Holcomb, General Counsel for Mountain Line





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Rules of Procedure and Code of Conduct training is recommended by our legal team for all members, designees, and alternates.

Mr. Holcomb reviewed a PowerPoint presentation with Board members, primarily regarding Social Media. He emphasized that social media posts never go away and are out of your control once sent. Some recommended rules to follow were shared. It is very important to delineate your personal views. Be cautious not to create a digital quorum. Mountain Line staff should control the message to the public on behalf of the Board. Representing Mountain Line and Meeting Decorum were reviewed. It's important to address the Chair and wait for recognition to speak. Vice Chair Peru thanked Mr. Holcomb for the opportunity to review this information. He said he has been on various boards over time and he still learned a few new things. Chair Whelan noted it was a good reminder of Board responsibilities.

6. CONSIDER SECTION 5307/5339 APPROVAL OF APPLICATION AND EXECUTION OF CONTRACT

-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.

Ms. Hollander explained the change in application is due to a project change. Northern Arizona University is not able to provide the local match for the Bus Storage facility at this time. Mountain Line staff have changed the application to support bicycle and pedestrian improvements adjacent to and along transit routes in conjunction with Proposition 419. Mountain Line's commitment has not changed. Chair Whelan praised staff for being nimble. Director McCarthy moved to approve as presented. Vice Chair Peru seconded. There was no discussion. All approved, none opposed. Motion carried.

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

7. CONSIDER THE COVID-19 REOPENING PLAN

-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.

Ms. Morley noted Mountain Line has moved into Phase 2 at this point. She reviewed the phases. Phase 1 was the most restrictive. In August, service was returned to full



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service; however, the lobby remains closed and office staff still work from home. Before Mountain Line can move to Phase 3, there are precautions to have in place. Staff are working on an operator barrier. They should be ready in approximately two more weeks. Notice about resuming fare collection needs to be given to riders; anticipate mid-October for money handling, etc. The City moved to their Phase 3 in late August. Phase 4 is essentially the end of the pandemic, when normal business conditions can be resumed. Some cleaning protocols and teleworking may continue going forward. Vice Chair Peru stated he understands the need for the organization to reopen to enhance the customer experience. He recommended continuing to follow the developments of the virus and be prepared to revise or reverse the process. He supported the recommendation. Director Shimoni asked if we offer a stored value card. Ms. Dalmolin responded that we are near ready to implement this fare mechanism, along with online reloading of passes. Chair Whelan asked if triggers need to be set in case there is a need to step back. Ms. Morley reported staff feel good about the measures that will be put in place to resume fare collection and the hope is to continue to collect fares going forward, but could reverse, if needed. Ms. Dalmolin reiterated; staff will be ready to step back if necessary. With the operator barrier in place, staff are hopeful not to have to revert to rear door boarding or free fare as measures being implemented are an overall change in how we collect fares. There will be a slow approach to bringing staff back to work in the office. The front desk is not the only pass sales location in town. Chair Whelan requested the Board's impression; should there be clear data points in which to turn back or is it okay to leave it for staff to determine? Director McCarthy stated the importance of this discussion. He explained the City had a 5-2 decision on whether to move to Phase 3. He is supportive of the proposal, but there is need for staff to be nimble if changes occur. Vice Chair Peru recommended not setting data points asking what would they be? He recommended staff look at mitigation to address the issue and make a recommendation to the Board on data including staff statistics and public safety when needed. Director Okoli asked staff to confirm fare collection timing and if cash will be accepted. Ms. Morley replied that fare collection would resume once the operator barriers are in place and public notice is given, probably mid-October at the soonest. Staff will continue to watch data. Ms. Morley remarked that we have a significant number of cash only customers and denying cash payment could be an equity issue. Ms. Dalmolin noted the need for the stored value card, giving our customers who cannot afford to pay for a monthly pass all at once an option to add to a stored value card in \$5 increments. Director Okoli questioned the mitigation measures when accepting cash. Ms. Morley responded that the operator barrier is key. Staff will be directed not to help the customer with their fare. Most contact with cash fares will be at the Kaspar office. Staff handling cash will be offered a smock to cover clothing, gloves, N95 masks, and improved ventilation and filtration system in the cash vault room. There is a very limited number of staff handling cash. Vice Chair Peru moved to approve the COVID-19 Reopening Plan as presented. Director Babbott seconded. There was no further discussion. All approved, none opposed. Motion carried.



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

8. CONSIDER AN UPDATE TO THE FINANCIAL MANAGEMENT POLICY

-Heather Dalmolin, CEO and General Manager

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.

Ms. Dalmolin reported the Financial Management Policy was evaluated and updated by staff. She reviewed the details of the proposed changes. The internal controls have been in place for several years. This update is an opportunity to formalize the division of duties, and checks and balances. Another piece recommended by Board members was to increase the fund balance for operations. A recession plan is also suggested to be incorporated, specifically the City of Flagstaff's Recession Plan. She noted the five steps of the City's Recession Plan. She reported current revenue projections do not trigger any specific action as identified in the recession plan. Director McCarthy moved to approve the updates to the Financial Management Policy as recommended. Director Babbott seconded. There was no discussion. All approved, none opposed. Motion carried.

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

9. HUMAN TRAFFICKING AWARENESS PARTNERSHIP

-Sam Short, Safety Manager

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

Mr. Short reported Mountain Line was awarded a grant in January 2020 and a partnership has been developed with Northland Family Help Center (NFHC) to leverage efforts to raise Human Trafficking Awareness with the Flagstaff Initiative Against Trafficking (FIAT). An awareness campaign is being developed for in the buses. FIAT will provide Train the Trainer trainings for our training staff in the near future and then all staff will be trained, now and in the future. The Elerts App, an application that allows reporting of human trafficking as well as other rider concerns, is being implemented; the app, See Say Now, will make it possible for individuals to submit real time reports. When the office reopens, de-escalation training for operators



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will be provided by the Flagstaff Police Department. Vice Chair Peru stated there is a need for these resources and he wholeheartedly supports this partnership. Director Babbott said he is super supportive of this partnership and recommended that Board members look up the impact Immigration and Customs Enforcement (ICE) has on the prevention of human trafficking. Chair Whelan stated her agreement regarding the partnership. She asked if an individual is using the app to contact the police directly, what number is used, 911 or the non-emergency number? Mr. Short replied that the police department asked for the non-emergency number to be used. Chair Whelan noted she has discussed Mental Health First Aid training with Ms. Dalmolin for all employees. Director McCarthy is very supportive of this partnership and very glad Mental Health First Aid training will be offered. It could be very helpful for staff. There was no further discussion.

10. 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.

Ms. Morley stated she is looking for feedback from Board members on this item. She reviewed the benefits. There is a need for an appropriate level of oversight for this very public project and small partnerships will need attention. Construction management is necessary to ensure Mountain Line's best interest is being met. Project Closeout is important. The Owner's Representative would provide continuity for the whole project. Costs were reviewed. The awarded contract would be approximately 2-3 percent of the construction cost. The contract would be paid through the grant. The Owner's Representative would be expected to find efficiencies and meet goals. Director McCarthy commented on this being very important work. He asked if staff have contacted the City regarding project managers. Ms. Morley responded that she has talked to staff in the Community Development Department and City staff are pretty much built out on their projects. It is a good idea, but City staff is not the best route to go. Vice Chair Peru stated the role of the individual or firm is so important from the standpoint of our reputation which will impact our ability going forward. Chair Whelan is supportive and requests to try for the two percent cost first. Consensus was that it is an important project. There was no further discussion.

PROGRESS REPORTS:

11. UPDATE ON GENERAL CONSULTING SERVICES CONTRACT

-Kate Morley, Deputy General Manager

Ms. Morley reported there is not much change. The kickoff with AECOM for the DCC is going well.

12. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager



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Ms. Dalmolin noted the Operations Supervisor training is going well. Seven new operators have been hired on the heels of five trainees. We are approaching full staffing. Mountain Line has been awarded a \$300,000 grant from the Community Transportation Association of America (CTAA) for an On-Demand Pilot Program in the Huntington Human Service corridor. She shared her appreciation for Ms. Hollander's quick rewrite of the 5307/5339 grant application so close to the submission deadline. Chair Whelan expressed her thanks for the hard work of staff.

Director McCarthy made a motion to move into executive session at approximately 11:34am. Vice Chair Peru seconded. All approved, none opposed. Motion carried.

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

EXECUTIVE SESSION

Executive sessions are closed to the public.

The Board considered 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 reconvened the public meeting at approximately 12:02pm.

ITEMS FROM COMMITTEE AND STAFF:

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), Public Transportation Agency Safety Plan (PTASP) Report, Delegation of Authority Updates, Mountain Line Annual Report Discussion, a



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Financial Update: Fare Capping Discussion, Legislative Update, and Fare Revenues, the Strategic Plan Updates, and the 5-Year Transit Plan. 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 18, 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 will include but not be limited to the Active Transportation Master Plan presentation, the Climate Emergency presentation, Mountain Line Annual Report Adoption, Public Transportation Agency Safety Plan (PTASP) Report Adoption, Milton Corridor Update, First Quarter Revenue Report, Elerts Update, Human Trafficking Awareness Update, American Public Transportation Association (APTA) Health and Safety, Reopening Update, Workforce Utilization Report, 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.

22. ADJOURNMENT -Chair Whelan adjourned the meeting at approximately 12:03pm.

Jamie Whelan, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board



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Board of Directors and Transit Advisory Committee Strategic Policy Advance Minutes for Wednesday, October 21, 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 met in Joint Session on Wednesday, October 21, 2020 at 9:00am in the Mountain Line Training Room, 3825 N. Kaspar Drive, 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.

PRESENT:

BOARD MEMBERS PRESENT:

Jamie Whelan (Chair), City Council, City of Flagstaff, (Zoom);
Steve Peru (Vice Chair), Chief Development and Government Relations Officer, CCC, designee, (Zoom), left at approximately 11:52am;
Art Babbott, Board of Supervisors, Coconino County, (Zoom), left at approximately 10:45am and rejoined at approximately 11:19am;
Jim McCarthy, City Council, City of Flagstaff, (Zoom);
Daniel Okoli, Vice President of Capital Planning and Campus Operations, NAU, designee, (Zoom)
**Three of our five Board member seats must be present to constitute a quorum.*
***The City of Flagstaff holds two seats.*

BOARD MEMBERS EXCUSED:

None.

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, designee, (Zoom), joined at approximately 9:09am and left at approximately 10:30am;
Christopher Tressler, County Engineer, Coconino County, alternate, (Zoom) joined at approximately 9:25am, left at approximately 10:45am, and rejoined at approximately 11:12am;
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);





Jeff Meilbeck, Executive Director, MetroPlan, alternate, (Zoom);

Clarreese Greene, VP of Academic Affairs, ASNAU, designee, (Zoom) joined at approximately 9:25am and left at approximately 10:45am

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

TAC MEMBERS EXCUSED:

Dave Wessel, Manager, MetroPlan;

Gail Jackson, Economic Development Representative, ECoNA

MOUNTAIN LINE STAFF PRESENT:

Heather Dalmolin, CEO and General Manager;

Kate Morley, Deputy General Manager;

Jim Wagner, Operations Director;

Jacki Lenner, Marketing and Communications Manager, (Zoom);

Robert Hilbers, Interim Facilities Manager, (Zoom), joined at approximately 9:19am;

Jon Matthies, IT Manager;

Danelle Knight, Human Resource Manager, (Zoom);

Anne Dunno, Capital Project Manager, (Zoom);

Sam Short, Safety Manager, arrived at approximately 9:10am and left at approximately 10:32am;

Jed Davis, Trainer, left at approximately 9:10am;

Bizzy Collins, Transit Planner;

Estella Hollander, Mobility Planner, (Zoom);

Breanna Fimbres, Montoya Fellow, (Zoom), joined at approximately 10:10am;

Rhonda Cashman, Executive Assistant and Clerk of the Board;

Scott Holcomb, Mountain Line Attorney, (Zoom)

GUESTS PRESENT:

Adam Shimoni, Vice Mayor, City of Flagstaff, alternate, (Zoom), arrival at approximately 9:09am;

Josh Maher, Associate VP for Community Relations, NAU, alternate, (Zoom);

Bob Holmes, Partner, Nexxus Consulting, (Zoom), left at approximately 10:45am

1. CALL TO ORDER -Chair Whelan called the meeting to order at approximately 9:03am.
2. ROLL CALL AND INTRODUCTIONS
3. SAFETY MINUTE
Sam Short, Safety Manager

Mr. Short reported October is Distracted Driving Awareness Month. He encouraged all Mountain Line staff to commit to driving distraction free. On a typical day, more than 700 injuries occur in crashes directly linked to distracted driving. He recommended following established laws and Mountain Line policies. Tips to avoid distracted driving were provided.





DISCUSSION / ACTION ITEMS:

4. REVIEW THE FY2020 ANNUAL REPORT

-Lauree Battice, Management Services Director

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

Ms. Dalmolin presented on behalf of Ms. Battice. She reviewed a PowerPoint presentation with highlights of FY2020, Monthly Ridership Reports and Strategic Measures, as well as Revenues and Expenses. This item will be brought back to the Board to consider adoption in November. Vice Chair Peru thanked staff for providing the information and stated the Board would be looking at trends into the future. There was no further comment or direction provided.

5. FINANCIAL UPDATE

-Heather Dalmolin, CEO and General Manager

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

- Legislative Update
- Transit Tax Revenues
- Fare Capping

Ms. Dalmolin noted this report would provide information on three important financial matters. She introduced Mr. Bob Holmes from Nexxus Consulting to provide the Legislative Update.

Mr. Holmes reviewed a PowerPoint Presentation with the Board and TAC. He shared his background, highlighted Mountain Line's grant funding history, noted Congress passed a continuing resolution that expires December 11, 2020, and shared predictions of what's next dependent on the outcome of the upcoming election. He reported the Fixing America's Surface Transportation Act (FAST Act) has been extended for another year and both the House and Senate have proposals pending that would benefit transportation. Reauthorization goals and process were communicated. He noted further COVID relief legislation is in ongoing negotiations and what that might entail for transportation. There was a brief discussion about how the state has handled COVID relief funds and the fate of Amtrak. Overall, Board and TAC members communicated their appreciation of the funding granted to Mountain Line during the pandemic and during Mr. Holmes' tenure; his efforts have served northern Arizona well. Mr. Holmes complimented City, County and Mountain Line staff on their tremendous work; additionally, he noted the support and commitment of elected officials is significant.

Ms. Dalmolin began by stating a more in-depth review of revenues would be provided next month. She summarized for the Board and TAC revenue projections for the Transit Tax fund, per reports from City staff, demonstrating projected balance pre-COVID through the most recent update of October 2020. The net projection is about a \$500,000 increase in revenues when compared to pre-COVID projections. Additionally, Mountain Line received \$7.2 million in Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funding which is being used to defer and preserve the Transit Tax funds for future years.





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Mountain Line has lost approximately \$400,000-\$500,000 in fare revenue due to COVID and the CARES Act funds will be used to fill that shortfall. Board and TAC members were pleased with this good news but suggest proceeding with caution as things may change.

Ms. Dalmolin noted fare losses, as previously mentioned, will be covered by CARES Act funds. She explained the need to go fare free when COVID started to reduce contact between operators and passengers. Stored value cards and mobile ticketing are solutions that are still in the works for immediate introduction and staff are continuing work to consider mobile ticketing solution(s) that could allow Mountain Line to introduce fare capping. Fare capping offers equity across all types of passes for our customers. Ms. Dalmolin shared a table with a comparison between how our current system charges fares, out of pocket cost to a rider, versus fare capping. Director Shimoni said he was very excited about this and he thinks the riders will be happy. Chair Whelan asked if these changes would reach our entire population and not leave anyone out. Ms. Dalmolin replied the program would be open to all. The biggest consideration was our unbanked customers. This option will ensure access. The stored value card will be able to be loaded in \$5 increments or more for those who cannot afford the cost of a \$34 monthly pass at one time. Fare capping is equitable and acceptable for all. Director McCarthy asked if it would be more likely for passengers to share passes. Ms. Dalmolin reported that is a risk in the existing pass system and it is a risk that is commonly considered to be more expensive to mitigate than it is to accept as a risk. We do tell riders that the pass is not transferable but have no other measures to ensure only the intended pass user is using the pass. Mobile ticketing should help mitigate or remove some of this risk. Mobile ticketing will require a smart phone for the app, so Mountain Line will continue to offer both the tap card and the new mobile ticketing option.

6. STRATEGIC PLAN UPDATES

-Heather Dalmolin, CEO and General Manager

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

- Goal One, Kate Morley, Deputy General Manager
- Goal Two, Jim Wagner, Operations Director
- Goal Three, Danelle Knight, Human Resources Manager
- Goal Four, Sam Short, Safety Manager
- Goal Five, Jacki Lenners, Marketing and Communications Manager
- Goal Six, Heather Dalmolin, CEO and General Manager

Ms. Dalmolin stated this plan was adopted last spring under the previous General Manager, Erika Mazza. While the goals and objectives are good for the length of the Strategic Plan, staff have identified some tasks and/or timelines to be unrealistic or not broad enough. Staff propose revising tasks to align with the proposed new Five-Year Plan as well as the adoption of key performance indicators (KPIs) which were not included in this Plan. Staff will continue to provide updates twice a year.

Goal One – Service Excellence – Ms. Morley stated she would give a high level overview. She noted Ms. Dalmolin just mentioned the upcoming fare technology improvements for



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our customers. Mountain Line received a grant for \$300,000 from the Community Transportation Association of America (CTAA) for an On-Demand Pilot program. The Milton Corridor Master Plan (CMP) is the reason staff have been moving slow on the Bus Rapid Transit (BRT) project. The CMP is close to making recommendations. The transit improvements proposed at this time do not seem like they will offer significant benefit to Mountain Line. There will be further discussion on this topic next month and how to move forward with the BRT project. The Downtown Connection Center (DCC) remains our number one capital priority. The first stakeholder's meeting will be next week. As the project evolves, some risks and challenges have been identified and will be discussed next month, as well as what is going well. As Mr. Holmes mentioned in his presentation, the many grants we have received, and the projects continue to move forward in the planning and design stages. The Kaspar Intersection will be delivered next summer. Some partnerships have worked really well, and others have not. The DCC is moving forward with partnerships. She recommended future discussion regarding the regional service request policy based on lessons learned from partnerships that have not panned out. Chair Whelan commented on the Arizona Department of Transportation (ADOT) Milton CMP in its fourth year and she understands a full discussion will occur next month, but an idea of them coming back with a No Build recommendation is really not acceptable because the main purpose was to consider transit. She suggested members and staff begin thinking about how we can convey that need.

Goal Two – Stewardship of Resources – Mr. Wagner stated Mountain Line staff are responsible for public investment and must care for that investment. We do that by using a software solution, ThingTech, for all rolling stock and fixed assets. Facilities has been using the software for a few years and currently Fleet is transitioning maintenance records to the solution because it has easy to use functionality. Staff are working on the Zero Emissions Bus (ZEB) Transition Plan with the Center for Transportation and Environment (CTE) and an implementation plan will be provided in December. Two electric bus demos have been done in the past six months with Proterra and New Flyer. Both performed well and they are eager for our business.

Goal Three – Investing in Mountain Line Workforce – Ms. Knight stated the compensation study was completed in FY2020. The approved FY2021 Pay Plan, although frozen in FY2021, allows for team members on step tables to receive a four percent increase and open range staff to receive a three percent increase. Human Resources is evaluating benefit options to identify ways to reduce cost, possibly offer supplemental benefits, and educate all staff on our total compensation package. Staff continue to improve recognition programs to reward staff for their hard work on meeting the organization's mission and vision. Operations Supervisors and leaders have had professional development training over the last three months to promote a coaching environment. Mountain Line has increased the number of fulltime operators from 40 to 48 to reduce dependency on overtime and provide work/life balance. The job descriptions for bus and paratransit operators have been merged to provide flexibility and improve efficiency.



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Goal Four – Enhanced Safety Culture – Mr. Wagner reported on behalf of Mr. Short. He noted COVID-19 shifted attention from many of the identified tasks and provided focus on employee and public safety while doing our part to address concerns. Everyone has had to work hard together to maintain the health and safety of our staff and customers. Facilities continues to sanitize bus stops and connection centers with a spray solution, the main office is cleaned daily, and high touchpoints are cleaned in all offices once weekly. Maximum occupancy signs have been placed on meeting room doors. Fleet hired extra detailers for cleaning passenger high touch points on buses at the DCC and at base all areas of the buses are sanitized each night. To purchase security doors, it could have taken 12-18 months to receive them and cost \$5,000-\$7,000 each. He shared a PowerPoint presentation of the operator security doors built by the Fleet department staff as part of the reopening plan. They first built a prototype. They took raw materials and welded a frame. Half inch plexiglass was used as a shield for the upper part of the door. The door can be locked in the open, meaning across the aisleway to the back of the bus, or closed position, isolating driver seating area from public entrance. Nice that when we had rear-door boarding the security door was locked in the open position and now that we have front-door boarding, it can be closed for the operator's protection. Chair Whelan commented that this was brilliant, and she was appreciative of the work done. She asked what the driver's think of the security doors. Mr. Wagner said there are some mixed feelings, but overall, they are excited about them. He explained this is phase one of door development and we continue to work on improvements to address operators' comments.

Goal Five – Community Engagement – Ms. Lenners explained this is one of our outward-facing goals which has definitely been more challenging during the pandemic. Many of the tasks continue to be pushed off or may be adapted to the new normal. Staff met with City and County candidates and some seated members of the City Council and the County Board of Supervisors. Approximately 12 virtual presentations have been completed this month. Some of them may consider being on our Board if successful; if not, then they are at least more familiar with Mountain Line. There is an increased awareness within the community, primarily related to what we are doing related to COVID to keep staff and passengers safe. There are not a lot of community events going on; however, we participated in a virtual Science in the Park for Mountain Line related to bus technologies over Instagram. The front desk is going through a restructuring. Currently the front desk person has been helping with accounting and soon that person will help her with community events. There will be a public outreach component to the DCC project down the road. Staff are looking to be more involved with Boards and Commissions related to transportation, housing, and climate change; even if we don't have a seat, making sure we have a presence. Lastly, the branding transition from NAIPTA to Mountain Line for outward-facing recognition is still in process. A lot has been accomplished, for example staff email addresses have been converted to mountainline.az.gov. A larger project will be to redo the wrap on paratransit vans from Mountain Lift to Mountain Line Paratransit. There is a bigger list that will be worked on as time allows. Chair Whelan thanked staff for this work.



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Goal Six – Fiscal Responsibility – Ms. Dalmolin reported staff are looking to ensure Mountain Line's sustainable financial future through our Strategic Investment Plan. It will tie together our capital investment plan, financial plan, and service planning. These plans have traditionally all been separate and staff are excited to coordinate efforts as related to the timing of the Five-Year Transit Plan as well. The receipt of CARES Act funding has helped reduce transit tax funding needed last fiscal year and will continue to be helpful in the coming two fiscal years. Long term, one of the paths identified was growing the ecoPASS program; however, in the current climate, we are focused on maintaining the ecoPASS program participants. This has been a small shift. As the financial future for the community starts to stabilize, we will resume the effort to grow the program. We are still looking to develop private partnerships as related to the BRT system and a possible connection to the airport. We just talked about fare capping and other fare strategies. These are all funding sources we could use to replace federal funding. As we look to expand Mountain Line revenue resources for the full implementation of the Five-Year Transit Plan, we had the conversation early last spring and determined 2020 wasn't the year to go to the ballot and that was pre-COVID, which we are all very grateful that we made that decision. We continue to look at when do we go back, whether that is in 2022 or 2024 is yet to be determined. The Transit Plan update we are working on will help solidify the goal for the right funding strategy. Staff continue to work with the Arizona Transit Association (AzTA) on potential state funding for transit. Arizona is one of four states that does not fund public transit. We would like to be part of the movement to change that. We do retain our memberships with national organizations. As Mr. Holmes mentioned, those relationships are very helpful when we go to Washington D.C. to meet with our representatives and ask for support for our grant applications and reauthorization. There were no questions. Chair Whelan thanked staff for these efforts.

7. CONSIDER THE PURCHASE OF A FIVE-YEAR TRANSIT PLAN

-Bizzy Collins, Transit Planner

The Board may provide direction, but there is no recommendation from staff at this time. Staff is seeking feedback on the goals of the Five-Year Transit Plan update.

- Overview
- 15-minute break
- Breakout Sessions (approximately 30 minutes) – No quorum of Board members shall be assigned to the same breakout session group and no action will be taken.
- Review and Discussion resulting from the Breakout Sessions

Ms. Collins explained she plans to review the key points of the current Five-Year Transit Plan adopted in 2017 and why staff feel it is timely to update the plan. Then there will be breakout sessions for small group discussions and then the larger group will reconvene for review of the small group discussions. She reviewed a PowerPoint presentation with the Board and TAC. She explained the Ridership versus Coverage options in detail. In 2017, as reflected by public support, the Board decided to maintain existing coverage and any future funding was to focus on increasing frequency in high ridership areas to increase ridership. The Permanent Transit Network (PTN) was defined and would be used as a guide for transit-oriented development for Mountain Line, the City, the County, and



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developers. The Future Funding Scenario notes frequency of routes by color on the map, red being the highest frequency, every 10-15 minutes and green being the least frequency, every 60 minutes. The proposed extension of service on West Route 66 to Woody Mountain Road was shown in blue. The dashed lines show possible future service along JW Powell Boulevard. The precinct map reflecting Proposition 421 support, or lack of support in certain areas, for increased transit service was reviewed. One of the recent service changes involved the splitting of Route 7 into Route 7 and Route 8. This was done to set the stage for the extension of Route 8 in the future. She noted the reasons for a proposed plan update: Proposition 421 did not pass, demand for transit, COVID-19 brought to light some areas where transit dependent populations have greater than average walksheds to bus stops, integrated transportation system - more cost effective and efficient, specific and prioritized investments for future funding to meet community goals, key performance indicators for the Strategic Plan, and community engagement as a launchpad for a possible tax question in 2022. January – November 2021 is the proposed timeline for developing the plan and then seek Board adoption in December 2021. This would not be a major overhaul, but an update to the plan would incorporate and optimize all of these plans. Chair Whelan commented that this is the perfect time for this update and leading into a future ballot question. With the adaptation of the Climate Action Plan 2030, it is the perfect time to offer solutions to our community. Ms. Collins explained the objective of the breakout sessions is to determine support for the update to the plan and scope of work, as well as seeking feedback on what went well during the last Five-Year Transit Plan planning effort. This is an unbudgeted item, and it will require Board approval along the way. Staff will be applying for an ADOT planning grant in which there should be a decision in December. Execution of a contract is anticipated in January. Direction for public engagement will be needed in March.

Ms. Collins announced the breakout rooms will occur in the same platform; invitations will need to be accepted to enter the breakout room. There are predetermined questions for the breakout sessions (below). A brief break was taken from 10:45 am to 11 am before beginning the 30-minute breakout sessions. A second short break of 5 minutes will be offered at the conclusion of the breakout sessions before the public meeting is resumed.

Breakout Session Questions:

- You heard staff's reasons for wanting to update the plan now rather than later. What reasons do you agree with? What reasons don't you agree with?
- As we grow, is the balance of frequency and coverage still right for Flagstaff? Is this something you would want to revisit or believe we already have it right?
- Do we want to explore a tax increase during the five years of the plan (2021-2026) as part of this Plan? If so, what information would you need to know to make a future tax recommendation?
- Were there aspects about how the Board and TAC were involved in the last Five-Year Transit Plan that we need to do again? What specific outcomes would be achieved if we deliver this project successfully? What should not be included, revisited, or studied as part of this Plan?



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The main meeting was reconvened at approximately 11:35am. Breakout Session reports are as follows:

Ms. Collins reported her group included: Vice Chair Peru, Advisor Stam, Advisor Stull, Director Shimoni, and Mr. Wagner. They supported updating the plan now rather than waiting until Mountain Line might seek a ballot question. They also agreed it is still good to prioritize frequency for the Flagstaff community, as well as multimodal connections through complete streets. There are regional opportunities. There is support for exploring a tax increase: values, community goals, how transit can be part of the solution. Staff would need continued direction for the next ballot issue, strong support, and a robust marketing campaign including social media to compliment in person events.

Ms. Morley reported her group included: Director Babbott, Director Maher, Advisor Dille, Ms. Fimbres, and Ms. Cashman. They wondered what the economy might be like and what other ballot issues there might be in 2022. Mainly, the discussion was about what is the shelf life of the plan, and would it have to be redone if not going for a ballot initiative until 2024. Mountain Line can't really do anything on their own, having no taxing authority, so the plan would highlight what could be done if additional funding became available.

Ms. Dunno reported her group included: Chair Whelan, Director Okoli, Advisor Tressler, Mr. Holcomb, Ms. Dalmolin, and Mr. Hilbers. They felt the timing is right to update the plan. Chair Whelan recommended seizing growth of the bedroom communities around Flagstaff and would support more of a balance of frequency and coverage. They determined the population needs to be better educated regarding bus service. Tiers of service options with funding scenarios should be embedded in the plan. If adding coverage, be cautious that an adequate service level is being offered as we have one chance to make an impression. Evaluate current routes to see if more frequency is needed. Should the plan inform a future tax question with regard to climate action; bus service helps to reduce greenhouse gas emissions. Chair Whelan suggested inviting the public to do their part, from supporting the tax to riding the bus. If proceeding with a ballot question, Mountain Line needs to clearly identify what the public would get with the funds. The Five-Year Transit Plan should develop an educational strategy for the tax question and explore other funding options. Chair Whelan and Director Okoli were not on the Board in 2017, but they recommended staff keep doing what they are doing and get Board input along the way; additionally, gather with stakeholders to gain momentum for a future ballot question.

Ms. Hollander reported her group included: Director McCarthy, Advisor Thomas, Advisor Parkes, Advisor Meilbeck, and Ms. Lenners. They support an update of the Five-Year Transit Plan and recommend evaluation of pre and post COVID trends. Regarding frequency versus coverage, they recommended not going backwards, but keep an eye on future growth and incorporate transit. Any additional areas considered for coverage should have potential for high ridership. Frequency will make a difference for a new neighborhood. Look to the upcoming mobility on demand pilot program to meet coverage goals. Discussion about new development on Butler. There may be areas that should be



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served, such as the airport, and they wondered how the Lone Tree bridge might change some of the bus routes. They recommended responding to development. They also recommended exploring options related to the tax question; perhaps a focus group – listen to citizens and start soon. They thought getting the DCC up and running would show progress. Citizen involvement is crucial to shape the tax question, grass roots support, form a Political Action Committee (PAC) so we have advocates, people to say, “Vote Yes!” If there are questions about coverage, be prepared to answer them. It will be a challenge if there are two initiatives requesting tax increases in the same year which could hinder success. Mountain Line could partner with climate change and/or housing. Transit has a strong connection with both. Public outreach will be needed. Some routes may need refining and connections may need work. They posed the question whether a \$200,000 budget is appropriate for this project.

Chair Whelan commented on the excellent work within the groups. Ms. Collins noted she would be back with a report next month and she will be sure to include an answer to the budget question.

PROGRESS REPORTS:

8. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) UPDATE

-Sam Short, Safety Manager

Per Ms. Dalmolin, this will be a discussion item in November.

9. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin noted a few highlights from her current events report to the Board and TAC:

- Front door boarding and fare collection resumed this morning. The office has been open for a week selling passes. The marketing campaign has gotten the word out to our customers.
- The County Emergency Operations Center donated cotton reusable face coverings to Mountain Line. We are currently in the process of pulling off disposable masks and replacing them with these reusable masks.
- Ridership is averaging about 50 percent of our prior year performance right now.
- Two replacement paratransit vans have been ordered and delivery is expected this winter.
- The Central Yavapai Metropolitan Planning Organization (CYMPO) has withdrawn their regional service request. They are working on becoming a direct recipient and wish to manage those funds independently.
- The first stakeholder meeting for the DCC will be virtual and held on October 27th.
- A virtual public meeting for the Kaspar Intersection will be held on October 28th.
- Mountain Line did receive a Spotlight Award from AzTA and ADOT for our community effort to work with the Flagstaff Food Bank on the delivery of food boxes during the COVID-19 pandemic.



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- We are encouraging staff to participate in a Halloween costume contest and pumpkin decorating contest. If interested in participating, please send a photo in your costume or a photo of your pumpkin to her.

Chair Whelan thanked Board and TAC members and staff for their hard work at this meeting. She said we should be proud of the direction in which we are heading.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

November/December Working Agenda

The next TAC meeting will be November 5, 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. November agenda items will include but not be limited to the Climate Emergency Presentation, Adoption of the Annual Report, Adoption of the Public Transportation Agency Safety Plan, First Quarter Revenue Report, Downtown Connection Center (DCC) Update, Yavapai County Sheriff's Office Service Request, Milton Corridor/Bus Rapid Transit (BRT) Update, American Public Transportation Association (APTA) Health and Safety Commitment, COVID-19 Reopening Update, Service Change Update, Mountain Express Update, Grant Award Notification: 5307/5339 and 5305, Workforce Utilization Report, 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 TAC.

The next Board meeting will be November 18, 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. November agenda items will include but not be limited to the Active Transportation Master Plan Presentation, the Climate Emergency Presentation, Annual Report Adoption, Public Transportation Agency Safety Plan Adoption, First Quarter Revenue Report, Downtown Connection Center (DCC) Update, Yavapai County Sheriff's Office Service Request, Milton Corridor/Bus Rapid Transit (BRT) Update, American Public Transportation Association (APTA) Health and Safety Commitment, COVID-19 Reopening Update, Service Change Update, Mountain Express Update, Grant Award Notification: 5307/5339 and 5305, Workforce Utilization Report, 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.

- 10. ADJOURNMENT** -Chair Whelan adjourned the meeting at approximately 11:58am.

Jamie Whelan, Chair, Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board



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DATE PREPARED: November 10, 2020

MEETING DATE: November 18, 2020

TO: Honorable Chairman and Members of the Board

FROM: Lauree Battice, Management Services Director

SUBJECT: Consider the FY2020 Annual Report

RECOMMENDATION:

Staff recommends the Board of Directors approve the FY2020 Annual Report and authorize staff to submit the report to the State of Arizona and partner agencies as required in the Master IGA.

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Guiding Principle: Strive for continuous improvement in all we do
- ❖ Guiding Principle: Be trustworthy and dependable

BACKGROUND:

In accordance with A.R.S. 28-9101 et seq. to establish an intergovernmental public transportation authority and the Master IGA signed on June 7, 2013, the Board will issue an annual report on or before December 1 containing a full account of the transactions, activities and finances for the preceding fiscal year and other facts and recommendations. The Board shall transmit copies of the report to each member municipality, university, and county, to the Secretary of State, to the Arizona State Library, Archives and Public Records and, on request, to any member of the public.

The FY2020 Annual Report is a formal document designed to meet the state regulation. The report contains a summary of the activities, including performance data for all provided public transportation systems. The report provides an overview of FY2020 revenues and expenditures. The FY2020 performance information and financial data from the report is as presented to the Transit Advisory Committee and Board of Directors throughout the year. The financial data is reflective of the year end information as reviewed with and presented to each partner agency.

Mountain Line's annual financial audit is still pending and if anything changes as a result of the audit, an amended report will be filed no later than March 31, 2021 and presented to the TAC and Board no later than April 2021.

FISCAL IMPACT:

There is no budgetary or financial impact with adoption of the FY2020 Annual Report.

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ALTERNATIVES:

1. Approve the FY2020 Annual Report and authorize submission of Annual Report as per the requirements of the Master IGA (**recommended**): If the Board approves the Annual Report, staff can proceed with submission of the Annual Report on time and Mountain Line will remain compliant with the Master IGA as well as the State of Arizona regulations.
2. Do not approve the FY2020 Annual Report (**not recommended**): If the Board does not approve the report, staff will be delayed in submitting the Annual Report. This delay could mean Mountain Line would not meet the deadline for submission as required by the Arizona Revised Statutes.

TAC DISCUSSION:

This item was not pulled for discussion. Chair Stam noted this item was presented at the Board and TAC Advance in October and staff were still working on the narrative. The draft report should be distributed soon for review.

SUBMITTED BY:

Lauree Battice
Management Services Director

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. Mountain Line FY2020 Annual Report -to be provided before the Board meeting

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DATE PREPARED: November 6, 2020

DATE: November 18, 2020

TO: Honorable Chair and Members of the Board

FROM: Kate Morley, Deputy General Manager

SUBJECT: Presentation on the City of Flagstaff Climate Emergency

RECOMMENDATION:

None. This item is for information and discussion only.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

- ❖ Goal: Stewardship of Resources
- ❖ Objective: Be exemplary at supporting community goals towards environmental sustainability.

BACKGROUND:

The City of Flagstaff declared a Climate Emergency on June 23, 2020. The Emergency identifies eight actions for the city to uphold including updating the Climate Action and Adaption Plan (CAAP) with a new target to achieve carbon neutrality by 2030. To achieve this goal, reducing emissions in the transportation sector is critical with the preliminary community target being discussed to reduce vehicle miles traveled by 50% by 2030. Additional targets are set for other sectors.

City staff have outlined a process and schedule for completion of the CAAP update, ending with consideration by the City Council this spring. Over the past several months, the CAAP Revision Steering Committee, including Mountain Line representation, has met to update goals and strategies to reflect the goal of carbon neutrality by 2030 rather than the previous goal of 80% reduction in emissions by 2050. The planning process includes presentations to a variety of boards and commissions and community surveys.

More information on the Climate Emergency can be found on the web page:
<https://gis.flagstaffaz.gov/portal/apps/sites/#/flagstaffclimate/pages/climate-emergency>

FISCAL IMPACT:

None. This is a presentation by Ramón DC Alatorre, City of Flagstaff Climate and Energy Coordinator.





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TAC DISCUSSION:

The TAC was interested in how targets related to airport emissions would be balanced with economic development. Overall, they were appreciative of the presentation and background information provided.

SUBMITTED BY:

Kate Morley
Deputy General Manager

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.

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DATE PREPARED: November 10, 2020

DATE: November 18, 2020

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Consider and Approve the First FY2021 Budget Revision

RECOMMENDATION:

Staff requests the Board of Directors approve the first FY2021 Budget Revision for a total change of \$40,438.88 to move 50% of delayed wage adjustment for exempt staff effective October 1, 2020 from contingency to wages and employee related expenses (ERE).

RELATED STRATEGIC PLAN OBJECTIVE:

❖ The FY2021 budget supports all aspects of the Strategic Plan and Key Objectives

BACKGROUND:

In June, the Board of Directors adopted the FY2021 Budget and based on staff recommendation, placed in contingency the annualized portion of the approved compensation study for all exempt staff. The action allowed for passage of a budget with capacity for implementation of the full compensation study adjustment while being conservative about commitment to expenses in light of unknown impact to income due to COVID-19. Below is a table demonstrating the proposed delay and action available during the fiscal year.

	<u>Action 1</u>	<u>Action 2</u>	<u>Action 3</u>
Pay Plan	50%	50%	retroactive
Measurement Period	30-Sep-20	31-Dec-20	31-Mar-21
Change	1% increase achieved and maintained		
Board Meeting	October	January	April
Effective Date	1-Oct-20	1-Jan-21	1-Jul-20

As reported during the budget process, it was anticipated that a recession as a result of COVID-19 would have a total impact of reducing the fund balance by more than \$1M over 5 years. We have now completed the first quarter of the fiscal year (Jul 1 to Sep 30, 2020), we have received updated transit tax revenues projections from the City of Flagstaff.

	<u>FY2019-2020</u>	<u>FY2020-2021</u>	<u>FY2021-2022</u>	<u>FY2022-2023</u>	<u>FY2023-2024</u>	<u>FY2024-2025</u>
	Estimate	Avg 3 scenarios				
COVID Recession	\$ 5,642,500	\$ 5,545,400	\$ 5,600,854	\$ 5,712,871	\$ 5,884,257	\$ 6,060,785
FY2020 Year -End 10/20	\$ 6,096,782	\$ 5,746,748	\$ 5,811,600	\$ 5,927,800	\$ 6,105,600	\$ 6,288,800
Total Change	\$ 165,129	\$ (254,156)	\$ (32,383)	\$ 92,934	\$ 203,439	\$ 327,755
	8.1%	3.6%	3.8%	3.8%	3.8%	3.8%

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As illustrated, the transit tax projection for FY2020 increased by 8% and for FY2021 by 3.6%, and over the next 5 years by 4.4%. These changes support the recommended action of increasing exempt staff wages by 50% of the identified compensation study change effective on October 1, 2020.

If approved, staff will decrease the contingency line item in the FY2021 budget by \$40,438.88 to increase budget lines for staff wages and employee related expenses (taxes, ASRS, etc.)

FISCAL IMPACT:

The proposed change does not have any additional fiscal impact as the action does not alter the total budget or have an impact on the financial plan as the total cost of the delayed compensation study changes for exempt staff was already accounted for in these figures.

ALTERNATIVES:

- 1) Approve the first FY2021 Budget Revision (**recommended**): By approving the proposed revision to the FY2021 budget, exempt staff will be granted 50% of the compensation study wage adjustment that was identified and approved in the Compensation Plan adopted in February 2020. The revision was identified as a potential action during the FY2021 budget process and is supported by the updated transit tax revenues as reported by the City of Flagstaff for the 1st quarter ending on September 30, 2020.
- 2) Do not approve the FY2021 Budget Revision (**not recommended**): If the revision is not approved, Mountain Line exempt staff will continue to experience a delay in receiving the identified wage increase. The wage change was identified during the Compensation Study and the change is key to competitive pay for these positions in our community and part of our efforts to mitigate wage compression concerns as the minimum wage in Flagstaff continues to rise.

TAC DISCUSSION:

The TAC supported the recommendation. The discussion focused on confirming number of staff impacted by this recommendation and clarified that all staff did not receive a Cost of Living Adjustment, only those impacted by this delay.

SUBMITTED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

- | | |
|--|----------|
| 1. FY2021 Budget Memo, Clarify Recommendation | -page 30 |
| 2. 1 st Quarter Revenue Projections, 10.21.2020 | -page 31 |





MOUNTAIN LINE MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: HEATHER DALMOLIN, CEO AND GENERAL MANAGER
SUBJECT: FY2021 BUDGET CLARIFICATION
DATE: JUNE 17, 2020

To support today's discussion regarding the FY2021 Budget, I have put together the attached spreadsheet to demonstrate what is included in the proposed FY2021 Budget. I understand that Board members want to see clearly and simply what is included in regard to the Compensation Plan.

The budget as proposed does include the Compensation Plan, in its entirety. As discussed in May, a portion of the plan is proposed to be dependent upon revenue triggers and this delayed portion is budgeted within the contingency line item. The Board will retain the authority to implement any delayed portion of the plan after considering updated revenue projections. The triggers are proposed to be defined as follows. The Transit Tax must provide revenues higher than projected in the April 2020 updated and the annual projection increases must:

- By at least 1% as measured at the end of the first quarter, staff affected by the delay will be eligible for 50% of the identified Compensation Plan adjustment effective with the 1st pay period following the end of the measured quarter;
- By at least 1% as measured in 2 consecutive quarters, staff affected by the delay will be eligible for the remainder of the identified Compensation Plan adjustment effective with the 1st pay period following the end of the measured quarter; and
- By at least 1% as measured in 3 consecutive quarters, staff affected by the delay will be eligible for retroactive action to July 1, 2020 for the implemented pay changes.

The delayed portion of the Compensation Plan is proposed to be adjustments identified in the Compensation Study for exempt staff. The FY2021 budget includes correcting wages for all operators and non-exempt staff as per the Compensation Plan adopted earlier this spring.

Our budget does include the whole compensation plan as we are unable to increase the budget during the fiscal year. The proposed plan to budget the delayed portion in contingency allows us to include capacity necessary for the delayed portion of the plan and allow for implementation of additional changes during the year if we can demonstrate that the revenue triggers have been met; the Board will need to authorize that change and additional implementation.

If we reduce the budget, as offered in any of the alternatives, those initiatives cannot be implemented during the fiscal year and would be delayed until next fiscal year.



City of Flagstaff, Transit Tax
History of Projections
10/21/2020

	<u>FY2019-2020</u> Estimate	<u>FY2020-2021</u>	<u>FY2021-2022</u>	<u>FY2022-2023</u>	<u>FY2023-2024</u>	<u>FY2024-2025</u>	Total Change
	Avg 3 scenarios						
Pre-COVID	\$ 5,931,653	\$ 6,000,904	\$ 5,843,983	\$ 5,834,866	\$ 5,902,161	\$ 5,961,045	\$ 35,474,612
COVID Recession	\$ 5,642,500	\$ 5,545,400	\$ 5,600,854	\$ 5,712,871	\$ 5,884,257	\$ 6,060,785	\$ 34,446,667
Total Change	\$ (289,153)	\$ (455,504)	\$ (243,129)	\$ (121,995)	\$ (17,904)	\$ 99,740	\$ (1,027,945)
	-4.9%	-7.6%	-4.2%	-2.1%	-0.3%	1.7%	-2.90%
FY2020 Year -End 09/20	\$ 6,096,782	\$ 5,783,210	\$ 5,783,200	\$ 5,898,800	\$ 6,075,800	\$ 6,258,000	\$ 35,895,792
Total Change	\$ 165,129	\$ (217,694)	\$ (60,783)	\$ 63,934	\$ 173,639	\$ 296,955	\$ 421,180
	2.8%	-3.6%	-1.0%	1.1%	2.9%	5.0%	1.19%
FY2020 Year -End 10/20	\$ 6,096,782	\$ 5,746,748	\$ 5,811,600	\$ 5,927,800	\$ 6,105,600	\$ 6,288,800	\$ 35,977,330
Total Change	\$ 165,129	\$ (254,156)	\$ (32,383)	\$ 92,934	\$ 203,439	\$ 327,755	\$ 502,718
	8.1%	3.6%	3.8%	3.8%	3.8%	3.8%	4.4%



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DATE PREPARED: November 10, 2020

MEETING DATE: November 18, 2020

TO Honorable Chair and Members of the Board

FROM: Bizzy Collins, Transit Planner

SUBJECT: Consider the Five-Year Transit Plan

RECOMMENDATION:

Staff recommends the Board of Directors approve: 1) the application for and execution of a 5305e grant for the Five-Year Transit Plan through MetroPlan in the amount of \$273,000, and 2) delegate the authority to the CEO to execute the procurement for consultants to assist with the Five-Year Transit Plan within the project budget regardless of award of the grant.

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Service Excellence
- ❖ Objective: Deliver service enhancements that are in line with our Five-Year Transit Plan and make transit an attractive mode choice.

BACKGROUND:

At the October Advance meeting, staff asked the Board of Directors to provide direction to staff on the update of a Five-Year Transit Plan (Plan). Staff presented the key points from the 2017 Plan and reasons why it makes sense to begin the Plan roughly six months to one year early. The Board of Directors, Technical Advisory Committee, and staff then broke into small groups and discussed whether the timing was right to kick off a Plan update and, if so, what it should address.

From the small group discussions, staff heard support to begin the Plan now. Reasons include ensuring the Plan is in place before the five-year mark, enabling the public process to develop growth scenarios, and providing more information so the Board can decide whether to request a tax question for transit be on the ballot in 2022 or 2024. Staff were instructed to ensure the Plan had a lengthy shelf life in case a transit tax question is not on the ballot in 2022, but rather 2024. Staff recommends a procurement include the option for a mid-life update for the Plan that could occur in 2023 and focus on proposition related items to address this concern. Staff were also instructed to have the Plan examine other non-tax models to pay for service growth scenarios. The Plan will include a vision for the next 20 years on how and where transit service should grow.

Staff heard support to keep the existing balance of frequency and coverage with today's system as was approved in the 2017 Plan but for the update to look at ways to provide coverage as the 2017 Plan

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direction was to focus all new funding on frequency. The decision between coverage and frequency is a fundamental policy choice faced by all transit systems. Frequency makes transit an easy mode to use and provides higher levels of independence and freedom to users. At the same time, coverage to underserved areas should be examined through an integrated transportation system perspective, such as using on-demand microtransit, walking, biking, bikeshare, vanpool, and park-and-ride opportunities to improve connections to high-frequency transit routes. Staff were instructed to keep an eye on areas of future growth and that growth would ideally fund transit service. The Plan will identify multiple ways to pay for growth scenarios to diversify funding sources, including development fees or other mechanisms that fund transit service.

Staff heard support for exploring a tax increase during the five years of the Plan (2022-2026). Associating growth scenarios with tiered funding options would help right-size the transit tax question to the economic recovery of the Flagstaff population. The Plan's public process will familiarize people with the transit conversation, the value of transit to the community, and their direct role in achieving community goals, such as affordable housing and climate change, by supporting transit and riding the bus. Staff were instructed to have a robust public process to build grassroots support for transit service growth. Only through a comprehensive public process can the value proposition of a transit tax increase be clearly made.

The grant application is not in the current TIP/STIP or part of the FY2021 budget; in accordance with the Grant Resolution, staff is seeking Board approval for the CEO to submit the grant application and execute any award. The grant application must be made by MetroPlan and, if awarded, would require MetroPlan to administer the funding to Mountain Line. MetroPlan supports this application and is committed to passing through funds for the Plan. Mountain Line has local funding available to complete the project however it is preferable to leverage an ADOT 5305e planning grant to offset the costs

Additionally, the Plan update is not included in the FY2021 budget; in accordance with the Procurement Resolution, staff is seeking Board approval for the CEO to award and execute the off-budget expenditure as it is anticipated to exceed the \$100,000 limit authorized in the Purchasing Policy. If recommendation is approved, Mountain Line anticipates releasing the Request for Proposals (RFP) in December. A selection committee will choose the most qualified vendor based on scoring criteria outlined in the RFP. Staff intend to kick-off the Plan in January 2021. The Board will be engaged early and often in the process.

FISCAL IMPACT:

The cost of the Five-Year Transit Plan grant request is \$273,000 including staff time, administration and consultants, based on similar plans procured by other cities. The award to the consultant represents roughly \$180,000 of total project costs. Staff time and administration capacity exists within the FY2021 staffing plan and adopted budget. The ADOT grant if awarded is an 80/20 split.

The Plan update is not included in the FY2021 budget as staff are proposing this update would occur ahead of our typical schedule, by roughly six to eight months. Due to COVID-19 and based on needs

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previously identified, staff feel the timing for initiating the update is critical. Staff are proposing to complete the Five-Year Transit Plan off-budget through other tax revenue saving measures if the ADOT grant is not awarded. Anticipated costs just for the consultant team are \$180,000 over three fiscal years: \$150,000 between FY2020 and FY2021 with a reserve of \$30,000 for a mid-life refresh in FY2023. Future budgets would include the Plan if approved.

If ADOT denies the grant funding request, staff will use transit tax revenue to purchase a Five-Year Transit Plan. Staff believe we have adequate funding to complete the Plan based on projected savings, tax projections presented at the October Advance showing an increased amount of tax revenue and the CARES Act that provided \$7.2M which can be used to fund the Plan.

ALTERNATIVES:

1. Approve 1) the application for and execution of a 5305e grant for the Five-Year Transit Plan through MetroPlan in the amount of \$273,000, and 2) delegate the authority to the CEO to execute the procurement for consultants to assist with the Five-Year Transit Plan within the project budget regardless of award of the grant. **(recommended)**: Approval will enable staff to submit the grant application to ADOT for 5305e funding and, if awarded, execute the grant award and award the procurement at conclusion of the selection process.
2. Approve 1) the application for and execution of a 5305e grant for the Five-Year Transit Plan through MetroPlan in the amount of \$273,000, but do not 2) delegate the authority to the CEO to execute the procurement for consultants to assist with the Five-Year Transit Plan within the project budget regardless of award of the grant. **(recommended)**: This action allows staff to proceed with seeking funding for the Plan and directs staff to return to the Board for approving the award of the procurement.
3. Do not approve 1) the application for and execution of a 5305e grant for the Five-Year Transit Plan through MetroPlan in the amount of \$273,000, nor 2) delegate the authority to the CEO to execute the procurement for consultants to assist with the Five-Year Transit Plan within the project budget regardless of award of the grant. **(not recommended)**: This option will delay updating the Plan until 2022, which may reduce the feasibility for a tax question in November 2022. The ADOT 5305e planning grant will have another call for projects in October 2021.

TAC DISCUSSION:

The TAC received the presentation without significant discussion. Chair Dille requested staff evaluate recommendation to make it clearer what is requested and state that this procurement is an off-budget expenditure. He expressed it was unclear on why permission for this procurement requires Board approval. Staff have updated the report and presentation according to TAC recommendation.





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SUBMITTED BY:

Bizzy Collins
Transit Planner

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.

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DATE PREPARED: November 9, 2020
DATE: November 18, 2020
TO: Honorable Chair and Members of the Board
FROM: Samuel Short, Safety Manager
SUBJECT: Consider the Mountain Line Safety Plan

RECOMMENDATION:

Staff recommends the Board of Directors approve the Mountain Line Public Transportation Agency Safety Plan (the Safety Plan) as required by the Federal Transit Administration.

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Enhanced Safety Culture
- ❖ Objective: Manage transportation facilities and amenities to support a safe environment for staff and customers.

BACKGROUND:

As outlined in previous progress reports, Mountain Line is required to adopt an agency Safety Plan, or Public Transportation Agency Safety Plan (PTASP), that meets all requirements outlined by the Federal Transit Administration (FTA).

Some of the key components/requirements of the Mountain Line Safety Plan are:

1. The Safety Plan establishes who is ultimately responsible for workplace safety (everyone) and defines those persons roles and responsibilities, as it relates to safety.
2. The Safety Plan lists our Safety Performance Targets, which are based on Mountain Line's safety performance data from the previous 5 years.
3. The Safety Plan contains our Safety Management Policy Statement, which describes what are our safety objectives, and how we will reach those objectives.
4. The Safety Risk Management process is a key element of the Safety Plan. The Safety Risk Management process explains how we will identify, assess, and mitigate any safety hazards.
5. The Safety Assurance element of the Safety Plan provides tools to evaluate our compliance with safety policies and procedures and allows us to assess the effectiveness of our safety risk mitigations.

While this does not cover everything in the Safety Plan, staff wanted to give an overview of some of the important requirements contained in the plan. A draft of the Safety Plan will be, or has been, provided for review and comment.





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FISCAL IMPACT:

Approval of the Safety Plan will allow us to remain compliant with the FTA's PTASP rule and further foster the growing safety culture within our organization. Currently, we are still evaluating the full fiscal impact of this plan however believe we have the staff capacity to fulfill the requirements. All budget increases necessary to further support the requirements of the Safety Plan will be outlined during the FY2022 budget process and included in the recommended budget for adoption in June 2021.

ALTERNATIVES:

1. Approve the Mountain Line Safety Plan (**recommended**): This will allow Mountain Line to remain compliant with the FTA PTASP rule and the Safety Plan captures our safety practices and further promotes our strong safety culture for the entire agency.
2. Do not approve the Mountain Line Public Transportation Agency Safety Plan (**not recommended**): Staff could revise the Mountain Line Safety Plan based on Board direction and return for consideration in December. The FTA PTASP rule requires adoption by December 31, 2020.

TAC DISCUSSION:

The TAC had no comments or questions regarding the Safety Plan, previously referred to as the Public Transportation Agency Safety Plan.

SUBMITTED BY:

Samuel Short
Safety Manager

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

- 1) Mountain Line Safety Plan -to be provided before the Board meeting

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DATE PREPARED: November 6, 2020

MEETING DATE: November 18, 2020

TO: Honorable Chair and Members of the Board

FROM: Kate Morley, Deputy General Manager

SUBJECT: Consider the Downtown Connection Center Update

RECOMMENDATION:

Staff has no specific recommendation for the Board of Directors; however, staff is seeking feedback on next steps.

RELATED STRATEGIC WORKPLAN OBJECTIVE

- ❖ Goal: Service Excellence
- ❖ Objective: Invest in capital to improve efficiencies and infrastructure to enhance customer-first service delivery.

BACKGROUND:

Input in Concept Design

Over the past several months, staff have been working hard towards a formal kickoff for the Downtown Connection Center (DCC). An internal committee formally convened with the architects October 14th to talk about specific programming needs of Mountain Line Divisions. Then on October 27th, the first Stakeholders Committee convened. The Stakeholders Committee includes a group of frontline Mountain Line staff as well as representatives from La Plaza Vieja, the Southside Neighborhood, Transit riders, the Downtown Business Alliance, the Greater Flagstaff Chamber of Commerce as well as representatives from City departments with interest in the project such as Parks and Recreation and ParkFlag. The group discussed goals and priorities related to programming of the site.

Project Risks

As site area and budget constraints begin to emerge, concerns about competing priorities for civic space versus parking are also starting to surface. General consensus from stakeholders is that they wanted to see a great community space developed through the site and representatives from the Southside Neighborhood specifically highlighted prioritizing civic spaces, spaces for youth and opportunities for human service agencies to meet transit riders on site. These conversations are critical to reaching a vision for the site, but ultimately decisions about final programming will be left to the Mountain Line Board and City Council through the site plan approval process and property negotiations. Such input from the stakeholders will be brought forth for consideration with all Board conversations.

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The other major risk for consideration by the Board at this time is the delay in the Rio de Flag (Rio) project. Conversations with City to date have been that Rio construction would occur on the site, originally estimated to occur in 2021-2022, followed by development of the DCC. As the Rio faces a potential years-long delay, those impacts are transferred to the development of the DCC. Besides delaying the delivery of this needed infrastructure, project costs also increase as overhead fees continue to be paid and construction costs escalate. One way to mitigate this risk is work with the City and Army Corp to move construction of this portion of the project up in the process, building this section of the Rio on schedule per final design specifications. This would allow Mountain Line to continue development of the DCC on schedule. Such an ask of the Army Corp will likely require assistance from Nexxus Consulting and full support of the City and Congressional Representatives in making the ask. An additional benefit of this approach is that Mountain Line could potentially save significantly on development of a temporary site during Rio construction.

FISCAL IMPACT:

The Downtown Connect Center is paid for by two grants from FTA with a total project value of \$34.9 million including land value. Mountain Line anticipates a temporary site for the DCC during Rio construction would cost \$1.1 million.

TAC DISCUSSION:

The TAC had no comments on progress at this time.

SUBMITTED BY:

Kate Morley
Deputy General Manager

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.

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DATE PREPARED: November 6, 2020

MEETING DATE: November 18, 2020

TO: Honorable Chair and Members of the Board

FROM: Kate Morley, Deputy General Manager

SUBJECT: Consider the Bus Rapid Transit (BRT) Project in relationship to the Milton Corridor Master Plan

RECOMMENDATION:

Staff has no specific recommendation for the Board of Directors; however, actions the Board could consider include: 1) Direct staff to continue to plan for the BRT and return with another update upon final recommendation of the Milton Corridor; 2) Ask City Council and other member agencies for political support for the project; 3) Notify the Federal Transit Administration we no longer intend to continue the project.

RELATED STRATEGIC WORKPLAN OBJECTIVE

- ❖ Goal: Service Excellence
- ❖ Objective: Invest in capital to improve efficiencies and infrastructure to enhance customer-first service delivery.

BACKGROUND:

Funding History:

On October 16, 2015, NAIPTA's Board of Directors approved the execution of Section 5304 Planning funds for the first stage of a Bus Rapid Transit (BRT) master plan. NAIPTA was notified in June 2015 that we received \$300,000 in Section 5304 funds (total project amount of \$375,000) from ADOT to initiate a Locally Preferred Alternative (LPA) for a proposed cross-town BRT route expansion. NAIPTA's 5-Year Transit Plan, which was approved by the Board in May of 2013, proposed a corridor-based BRT that connects the Flagstaff Airport with Downtown and the Flagstaff Mall. The Section 5304 funding allowed NAIPTA to procure Nelson\Nygaard Associates and Kimley Horn for preliminary routing and initial BRT designs. The consultant, along with NAIPTA staff, the FMPO, ADOT, and the City of Flagstaff, developed the LPA, which was the foundation for application to the Federal Transit Administration (FTA) Entry into Project Development within the Small Starts Capital Grant Improvement (CIG) program. FTA's Small Starts program is a discretionary grant that provides up to 80% share of capital costs to construct a bus rapid transit system that reflects local priorities to improve transportation options in key corridors with awards valued up to \$50 million.

In the Spring 2016, Mountain Line submitted a grant to ADOT Transit Division to enter into the Project

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Development (PD) Phase of the Project with support from FTA. After award of the grant for \$2.1, ADOT North Central decided a corridor master plan needed to be completed to set a vision for the Milton Corridor. In the fall of 2017 ADOT kicked off the Milton Corridor Master Plan and anticipated completion in Winter of 2018.

In November 2018, Mountain Line initiated the development phase of the Bus Rapid Transit (BRT) including the NEPA environmental review process, preliminary engineering design, financial projections, demographics, and completion of project scope. The information developed in the LPA and the PD will ultimately be scored for full funding and project construction under the Small Starts program.

Project Purpose:

BRT is a toolbox to help buses be more competitive with cars. The tools can be applied as appropriate including bus only lanes, bike and pedestrian infrastructure, station enhancements, off-board fare collection and others. The only required improvement is Transit Signal Priority (TSP) which is technology that allows signals to detect a buses presence and either extend a green a light for the bus or shorten a red light to help it move faster.

The BRT plan was developed with the principles and core values established within the 2030 Regional Plan and in the FMPO Regional Transportation Plan: Blueprint 2040. Within both processes, the Flagstaff region desired to make transportation a healthy, affordable, and safe option that works to mitigate growing congestion concerns. In order for transit to play an enhanced and more impactful role in our community transportation values, serious consideration needs to be given to the design and infrastructure needs of the BRT route. The BRT, as planned, provides a high frequency, rapid transportation solution to aid Flagstaff for years to come. The LPA identified 5 goals that are carried forward in the Project Develop phase of the BRT and are:

- Goal 1: Enhance
- Goal 2: Connect
- Goal 3: Develop
- Goal 4: Thrive
- Goal 5: Sustain

Where we are now:

One year ago, Mountain Line's BRT project identified the top-ranking route alignments. The highest scoring northern alternative—the section between the Flagstaff Medical Center and the Downtown Connection Center—has the BRT in general traffic lanes using San Francisco Street north-bound and Beaver Street south-bound. The highest scoring southern alternative—the section between the Downtown Connection Center and Woodlands Village—has the BRT in center-running bus-only lanes for one mile on Milton Road, then on side-running bus-only lanes on Beulah Boulevard, and turning around in Woodlands Village. At the time, the Milton Corridor Master Plan anticipated a recommendation for the Milton portion of the BRT in January and so Mountain Line agreed to put the BRT on hold for those recommendations. Over the past year, Mountain Line has conducted a variety of presentations to community groups while waiting for the Milton CMP recommendation.

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The Milton CMP is now close to making a recommendation on their preferred alternative for the corridor but has agreed to conduct public outreach first which may change the current ranking. Prior to public input, the number one alternative is the “No Build Scenario” which essentially will continue the development of Milton through the Traffic Impact Analysis process, one development at a time. The second ranking alternative was the “No Build Plus” which allows for some spot improvements such as pedestrian crossings.

Mountain Line does not anticipate a strong change in the top-ranking alternatives based on input from ADOT North Central and ADOT has indicated that any allowance for Transit Signal Priority could not impact traffic flows. At this point, any proposed BRT is likely entirely in mixed traffic with little functionality of a TSP system. This means the project will bring few operational efficiencies, and thus financial value, to Mountain Line in terms of increasing bus frequency. However, opportunity for broad transportation benefits such as smart signals and bike and pedestrian improvements would be lost if the CIG grant is not pursued.

FISCAL IMPACT:

The BRT Project Development planning phase is supported with a \$2,127,399 Federal Transit Administration grant awarded by ADOT at an 80/20 split. To date, Mountain Line has spent \$780,000 on initial planning and NEPA work leaving \$1.6M remaining in the grant for additional planning efforts.

This Project Development phase continues to be on hold for the Milton CMP and is anticipated to take nine months once it resumes. At that time, the report would be submitted to FTA for evaluation, rating, and approval for a Small Starts Grant Agreement. FTA rating and approval recognizes that Mountain Line’s BRT project has enough engineering and design detail, firm and reliable cost estimates, and detailed scope and schedule for the project, thus making it eligible for a construction grant agreement. With these components in place, FTA may choose to recommend the project for funding under the Capital Investment Grant (CIG) program. Local funding details of the BRT will be explored more specifically as part of the Project Development process and would be identified in future Mountain Line budgets.

ALTERNATIVES:

- 1) Direct staff to continue to plan for the BRT and return with another update upon final recommendation of the Milton Corridor Master Plan: Mountain Line staff can continue to participate in the CMP process and wait to confirm the final recommendation before returning to the Board of Directors and reinitiating the project with AECOM.
- 2) Ask City Council and other member agencies for political support for the project; Mountain Line could request an item on the City Council, Board of Supervisors, and other partner Board meeting agendas, seeking their support for the project and asking for political assistance for it to succeed.

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- 3) Notify the Federal Transit Administration we no longer intend to continue the project: Mountain Line could tell FTA we are no longer pursuing the BRT project and request that remaining funds be transferred to other projects such as the DCC. Doing so is at the discretion of FTA.

TAC DISCUSSION:

The TAC had a lengthy discussion on this topic indicating that items like the BRT are necessary if the Climate Emergency is to be implemented. The TAC acknowledged that even political support may not be enough to move the needle for the project on the ADOT owned road as their priority as a highway division is the movement of cars. The Committee inquired if moving the BRT to a new roadway was feasible and staff confirmed that change would be a new funding/project request to FTA and not fit under the current project as we had already completed an alternatives analysis to select this alignment for the project. The Committee felt like policy direction was needed for technical staff to implement and that putting BRT in front of the public would be supported. Finally, MetroPlan indicated they will bring a discussion to their TAC and Management Committee this month regarding likely outcomes of the CMP.

SUBMITTED BY:

Kate Morley
Deputy General Manager

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.

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Board Agenda Packet
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DATE PREPARED: November 6, 2020

DATE: November 18, 2020

TO: Honorable Chair and Members of the Board

FROM: Jacki Lenners, Marketing and Communications Manager

SUBJECT: APTA Health and Safety Commitments Program

RECOMMENDATION:

None. This item is for information and discussion only.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

- ❖ Goal: Community Engagement
- ❖ Objective: Increase the community's awareness of Mountain Line's value to the community

BACKGROUND:

Mountain Line has been responding to the COVID-19 pandemic since mid-March, often times instituting new policies and procedures or completely altering the way we do business. We are not alone, and transit agencies around the country have been forced to make significant changes in order to keep staff and riders safe.

The American Public Transportation Association (APTA) recognized that as the work continues to mitigate the spread of COVID-19, our industry must speak with a single voice about its commitment to transit users. As our industry starts to look at a long and slow recovery, a committee of transit officials from around the country created the APTA Health & Safety Commitments Program. It is designed to help public transit agencies put in place their own, individualized policies and practices that transit users told the committee they expect.

Mountain Line signed the pledge to be part of this program and added the APTA Health & Safety Commitments decals to our vehicles. The program defines four core categories of responsibilities – for every transit agency and for their passengers – making this a true partnership for health and safety. The following are the categories, including what Mountain Line is doing and what we expect our riders to do:

1. Following public health guidelines from official sources. Mountain Line works closely with Coconino County Health & Human Services (CCHHS) to review and provide guidance on procedures, plans, and protocols. Riders are expected to follow all posted rules in order to maintain a healthy and safe environment.
2. Protecting each other: All Mountain line vehicles are disinfected daily and when buses arrive downtown throughout the day, all high-touch surfaces are cleaned. Riders are required to wear face

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coverings and are asked to follow CCHHS recommendations about stopping the spread of COVID-19.

3. Making informed decisions: Mountain Line is monitoring the number of passengers on each bus and publishing a monthly report for riders to make decisions about the best time of day to make trips. Riders are expected to follow the six-foot social distancing recommendation.
4. Putting health first: Mountain Line screens all employees before entering the building, requires face coverings, provides hand sanitizer and disinfecting wipes, and makes Public Health Emergency Leave available so employees do not come to work when they are not feeling well. Riders are expected to stay home and off the bus if they are sick or exhibiting any symptoms of COVID-19.

Mountain Line updated the COVID-19 landing page (www.mountainline.az.gov/health) to reflect our participation in this program and sent out a press release the week of Oct. 26. APTA has made additional resources (web graphics, bus signs, etc.) available and Mountain Line will be incorporating these into the marketing program.

FISCAL IMPACT:

Any costs associated with printing or producing marketing materials are COVID-19 related expenses covered by CARES Act funding.

TAC DISCUSSION:

There was no TAC discussion on this item.

SUBMITTED BY:

Jacki Lenners
Marketing and Communications Manager

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.

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DATE PREPARED: November 9, 2020

DATE: November 18, 2020

TO: Honorable Chair and Members of the Board

FROM: Estella Hollander, Mobility Planner

SUBJECT: Consider the Yavapai County Sherriff's Office Request for Service

RECOMMENDATION:

Staff recommends the Board of Directors approve Yavapai County Sherriff's Office (YCSO) service request to participate in the Mountain Line Vanpool program.

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Service Excellence
- ❖ Objective: Develop and improve community partnerships and interagency relationships to enhance transit and improve our ability to meet community needs and deliver public transit services.

BACKGROUND:

Mountain Line has received a service request from Yavapai County Sherriff's Office (YCSO) to participate in the Mountain Line Vanpool program. Currently, this program is for groups of commuters with an origin or destination in Coconino County, and the vanpools for YCSO would be in Yavapai County.

Mountain Line contracts with Commute with Enterprise, which provides vehicles to the vanpool groups, and Mountain Line provides a \$400 subsidy each month to lower the lease price to participants. The vanpool program is funded by Arizona Department of Transportation (ADOT) Section 5311 grant funds, which supports rural transportation programs, and Coconino County pays the local match. Mountain Line has funding capacity for seven to nine vanpools and there are currently five existing vanpools. YCSO has requested two vanpools and has agreed to pay the local match on the \$400 subsidy each month, plus \$250 each month for fuel costs. These vanpools will benefit about 25-28 employees and will help YCSO with employee retention by providing a convenient transportation option and reduce employees' commute expenses. Also, through recent conversations between ADOT and Northern Arizona Council of Governments (NACOG), ADOT has encouraged this collaboration to enhance transportation options in Northern Arizona.

Mountain Line has an adopted policy that clarifies terms and conditions for how Mountain Line would consider such requests though the Service Provision Outside the NAIPTA Boundary policy. Pursuant to this policy, the NAIPTA Board shall consider the service provision outside of the NAIPTA boundary request based on the following criteria:

1. Minimum Requirements:
 - a. *Direct costs of service are paid by Requesting Agency*

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- This proposal will pay the local match of the \$400 subsidy Mountain Line provides to each vanpool per month. Historically, the subsidy has been a 90/10 split. Mountain Line is still waiting on award of Section 5311 Year 2 funds from ADOT, where the local match split could differ. YCSO does not have an issue paying the higher match (if needed) and has also agreed to pay \$250 per month for fuel costs per each vanpool.

b. Indirect costs of service are paid by Requesting Agency

- This proposal does not include indirect costs. However, Mountain Line staff calculated staff time and it is negligible, so staff recommends this is not needed. NACOG's Mobility Management Planner will continue to participate in this partnership and can help facilitate communication between YCSO and the vanpool groups in Yavapai County, which lower's Mountain Line's staff time.

c. The service request is consistent with NAIPTA's Mission, Vision and Guiding Principles.

- This request is consistent with NAIPTA's Mission of "Getting you where you want to go," and Vision, "To create the finest public transportation experience making NAIPTA services an excellent choice for Northern Arizona Communities." The Guiding Principles of, "collaborate to enhance service delivery," "strive for continuous improvement in all we do," "to be fiscally responsible and responsive to changing demographics," and to "see risks as opportunities," are factors considered in this request.

d. NAIPTA can continue to meet all existing commitments to NAIPTA member agencies as per the current Strategic Work Plan.

- The time commitment to this project would take some resources from the Administration team for invoicing and planning for program management. However, staff time is very minimal. Staff believe the additional workload can be accommodated without impacting other projects. YCSO is aware that priority for 5311 programming remains with the Coconino County program and if funds become limited, Coconino County vans will be served first.

2. Considerations:

a. Does the Requesting Agency have a long-term funding commitment?

- YCSO has committed to paying for two years. After the two-year period, NACOG, Mountain Line, and YCSO can discuss extending and expanding the program when the new Section 5311 Notice of Funding Opportunity is released.

b. If no long-term funding commitment exists, what are the risks that service dependency will be created with short term service?

- YCSO would only pay for Yavapai vans on the road. If they stop service, the vans will not receive the \$400 subsidy and can either disband or continue without the subsidy. This will not disrupt Mountain Line's original program and staff can continue to increase number of vans in Coconino County.

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c. *Are there indirect benefits to NAIPTA member agencies if the service request is honored?*

- A vanpool program in Yavapai County has been a topic and a desire for several years. Approval of this request will be the first step in starting a program in Yavapai and will further enhance mobility and transportation options in northern Arizona.

FISCAL IMPACT:

This service would be offered at no impact to the NAIPTA partners. Direct costs will be paid by YCSO and Mountain Line has enough grant funding to cover these two vans. This request will be part of the vanpool program budget which is budgeted in FY2021.

ALTERNATIVES:

- 1) Staff recommends the Board of Directors approve Yavapai County Sherriff's Office (YCSO) service request to participate in the Mountain Line Vanpool program (**recommended**): This request will enhance mobility in Northern Arizona and not affect NAIPTA's partner agencies nor affect NAIPTA's ability to honor existing commitments.
- 2) Do not approve Yavapai County Sherriff's Office (YCSO) service request to participate in the Mountain Line Vanpool program (**not recommended**): Not approving this request will impact YCSO's ability to form vanpools as they will not receive the \$400 monthly subsidy and will limit transportation options in Northern Arizona.

TAC DISCUSSION:

The TAC was supportive of this initiative and did not have any questions on this item.

SUBMITTED BY:

Estella Hollander
Mobility Planner

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. YCSO Regional Service Request Letter -page 49
2. Service Provision Outside the NAIPTA Boundary policy -available upon request

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YAVAPAI COUNTY SHERIFF'S OFFICE

Scott Mascher
Sheriff

October 9th, 2020

Heather Dalmolin, General Manager and CEO
Northern Arizona Intergovernmental Public Transportation Authority
3773 N. Kaspar Drive.
Flagstaff, AZ 86004

Ref: Yavapai County Sheriff's Office request for Service Provision Outside NAIPTA Boundary

Over the last year, the Yavapai County Sheriff's Office (YCSO) has sought to provide transportation solutions for its employees that reside within the Prescott Area to the Camp Verde Detention Center (40 miles apart). Through recent communication with Northern Arizona Council of Governments (NACOG) and Central Yavapai Metropolitan Planning Organization (CYMPO), YCSO learned of the possibility of the Mountain Line Vanpool program expanding its boundaries into Yavapai County.

YCSO would like to officially request a service provision outside NAIPTA's boundaries to become a participant of the Mountain Line Vanpool program for an initial period of two years (October 2020 – September 2022). This coincides with ADOT's Section 5311 2-year funding cycle. After this initial period, YCSO, NACOG, and Mountain Line can discuss extending and expanding when the new Section 5311 Notice of Funding Opportunity is released. YCSO headquarters is located at 255 E. Gurley St. Prescott, AZ 86301 in Yavapai County. Employee locations consist of 3 command areas, 5 substations and 2 detention centers, spread throughout the county.

The initial utilization of the Mountain Line Vanpool program will consist of two vanpools for two work shifts. This will benefit about 25-28 employees and will be in use 5-7 days per week. NACOG staff has verified funding availability for two vanpools within the existing 5311 funding, with Mountain Line's Mobility Planner. In addition to the 10% local match of the \$400 subsidy (\$960 annually for two vanpools), YCSO has estimated \$250 per month for fuel costs per each vanpool, which the program participants will share.

If the Mountain Line Vanpool program is expanded into Yavapai County, this program will potentially increase YCSO's employee retention by providing convenient transportation and reducing employees' commute expenses, as well as improve mobility and transportation options in Northern Arizona. Lastly, through recent conversations between the Arizona Department of Transportation (ADOT) and NACOG, ADOT has encouraged this collaboration to enhance service delivery, which is one of the guiding principles of Mountain Line.

Thank you for your consideration and please let me know if you have any questions.

Sincerely,


Lt. Brian Silvernate

#5751



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MOUNTAIN LINE MEMORANDUM

DATE: October 26, 2020

TO: Honorable Chair and Members of the Board

FROM: Kate Morley, Deputy General Manager

SUBJECT: COVID-19 Reopening Plan

This report provides an update on Mountain Line's COVID-19 reopening plan which was developed with the input of the Mountain Line Leadership Team and Coconino County Public Health Services District and adopted by the Board of Directors at the September 2020 meeting. The Plan included 4 phases with Phase 1 being implemented at the onset of the pandemic in March 2020 and Phase 2 being introduced with return of NAU students to the community in August 2020.

- Phase 3: This current phase was based on downward data trends and aligns with the City's Phase 3. The major change was the reinstatement of fare collection which began Oct 21. Staff spent many weeks preparing for the return of fare collection which resulted in approximately \$50,000 in lost revenue per month. Ensuring riders were not caught unaware, there was a major effort that included press releases, social media updates, on board announcements, header announcements and staff outreach. Mountain Line was able to reduce risk to Operators by installing plastic barriers inside the buses between Operators and the front door. The change also triggered the opening of the office. Patrons are asked to call to schedule an appointment and are required to wear a mask in the building. Overall, the reinstatement of fare collection has gone smoothly thus far.
- Phase 4: This phase coincides with the City's and will be at the end of the pandemic upon the Mayor's proclamation. All services would operate under standard policy and procedures though staff anticipate some lessons learned from COVID-19 will become standard operating procedures moving forward.

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MOUNTAIN LINE MEMORANDUM

DATE: November 6, 2020

TO: Honorable Chair and Members of the Board

FROM: Kate Morley, Deputy General Manager

SUBJECT: Route 8 Extension

Mountain Line has entered into a conversation with the developer of Sky Cottages on Woody Mountain Road to partner on the extension of Route 8. The development is adjacent to Timber Sky and west of Presidio and could allow Route 8 to continue to the roundabout on Woody Mountain Road before returning to Thompson Ave and the Daily Sun stop to continue its current routing. The Developer is seeking a rezoning which allows the City to request items to bring the development into conformance with the Regional Plan. Extending the Route is in conformance with the following goals and policies of that Plan in addition to helping achieve the goals of the Climate Emergency:

- Goal T.7 Provide a high-quality, safe, convenient, accessible public transportation system, where feasible, to serve as an attractive alternative to single-occupant vehicles.
- Policy LU.13.2. Consider public transit connections in suburban development.
- Policy T.7.5. Incorporate adopted plans and policies for non-motorized and public transportation in the permitting process for all development or land use proposals, including provisions for efficient access and mobility, and convenient links between pedestrian, bicycle, and transit facilities.
- Policy T.1.6. Provide and promote strategies that increase alternate modes of travel and demand for vehicular travel to reduce peak period traffic.
- Policy T.3.8. Promote transportation options such as increased public transit and more bike lanes to reduce congestion, fuel consumption, and overall carbon emissions and promote walkable community design.
- Goal E&C.1. Proactively improve and maintain the region's air quality.
- Goal E&C.2. Reduce greenhouse gas emissions.

Mountain Line's Route 8 currently begins at the Downtown Connection Center (DCC) and heads west on Route 66 and loops around on Thompson Street-University Avenue-Woodlands Village Boulevard, returning to the DCC (see Figure 1). Route 8 makes this trip every 30 minutes from 6:15am to 9:30pm on weekdays and every hour from 7:15am to

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7:30pm on weekends and holidays. Mountain Line implemented Route 8 in August 2019 by splitting Route 7, thus creating the future opportunity to extend transit service west on Route 66, with the near-term goal of reaching Woody Mountain Road and looping back to the DCC with the future Route 8 (see Figure 2).

Figure 1-Current Route 8

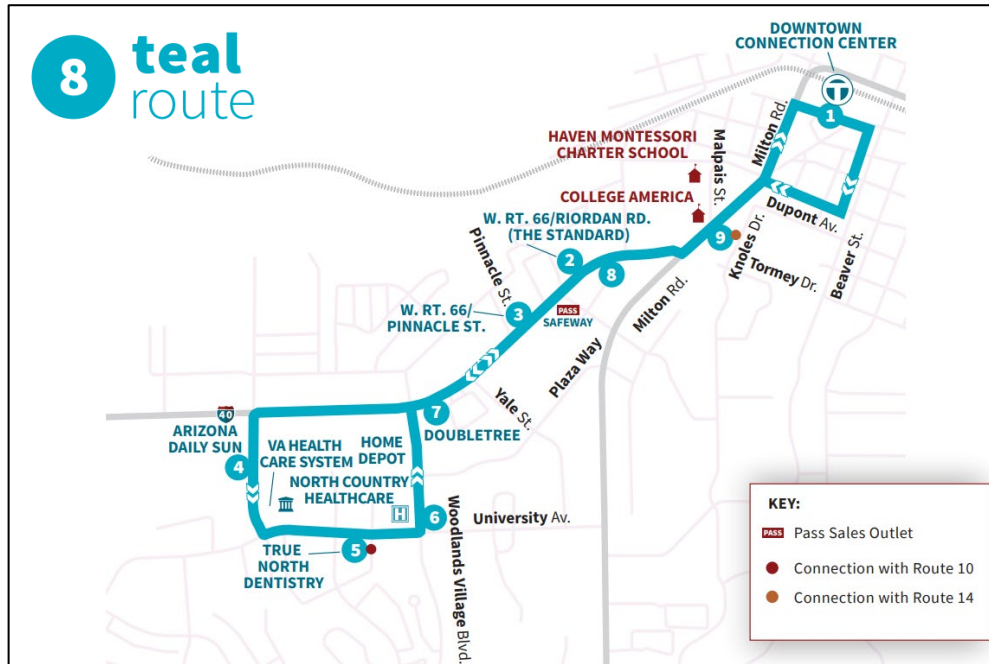
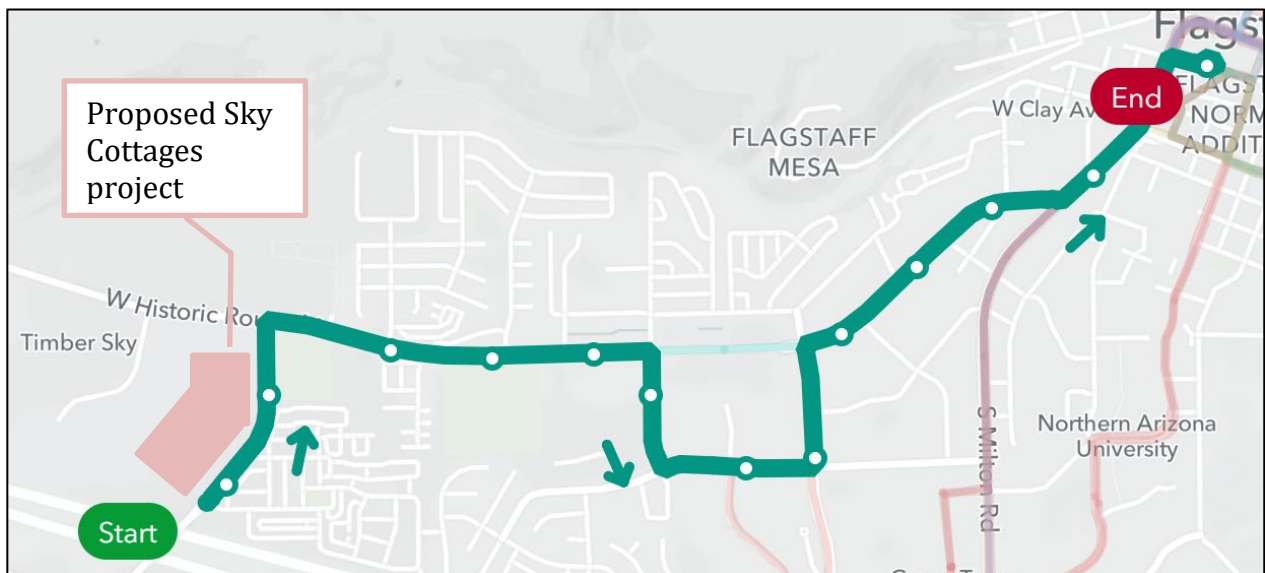


Figure 2-Future Route 8



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MOUNTAIN LINE MEMORANDUM

DATE: November 18, 2020

TO: Honorable Chair and Members of the Board

FROM: Bizzy Collins, Transit Planner

SUBJECT: Update on August Service Changes

Mountain Line implemented service changes on August 9, 2020. Below is a list of changes that were made, and outcomes of the changes analyzed for the first three months of implementation.

Route 4:

Action: Add an inbound stop at Butler Avenue and Elden Street and adjust timepoints to accommodate it.

Outcome to Date: Success. There is already an existing bus stop at this location for Routes 3 and 7. According to Automated Passenger Counter data, about 20 additional trips each month are taken from this stop, representing an 143% increase over last year. 98% on-time performance has been maintained following the change.

Route 5x: Mountain Line provides a unique bus for FALA students—called the 5x—that is open to the public, matches FALA bell schedule, and follows the Route 5 path. It has one loop in the morning and another in the afternoon.

Action: Add 2x service to 5x in the morning and adjust 5x arrival times at FALA.

Outcome to Date: TBD. Due to COVID-19, the 5x bus will not operate until in-person classes resume at FALA.

Route 7:

Action: Adjust timepoints to better reflect actual arrival.

Outcome to Date: Success. This change has relieved stress on operators and improved arrival predications and travel planning for the riding public.

Route 14:

Action: Depart from the DCC one minute earlier.

Outcome to Date: Success. This has improved on-time performance for Route 14 while still allowing connections between routes.

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Mountain Line staff will continue to monitor outcomes from the August 9, 2020 service changes. In our effort to achieve continuous improvement, we are already drafting a few small changes for August 2021. More details on this will be presented to the Board of Directors early next year.

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MOUNTAIN LINE MEMORANDUM

DATE: November 18, 2020
TO: Honorable Chair and Members of the Board
FROM: Bizzy Collins, Transit Planner
SUBJECT: Mountain Express Service for 2020-2021

Mountain Line is excited to partner with Arizona Snowbowl ski resort for a sixth season of Mountain Express service. Most aspects of service will remain the same from last year:

- Service every day during holiday break (from December 26-January 3) and weekends in January and February
- First bus leaves the Downtown Connection Center at 7:30am and last bus departs Snowbowl at 5:30pm
- Service every 20 minutes
- Free to ride
- Snowbowl funds Mountain Express service based on terms of the IGA

One difference for this year is that the \$5 Arizona Snowbowl voucher will not be offered to passengers boarding Mountain Express at the Downtown Connection Center, Flagstaff High School, or the Pioneer Museum. This voucher was a great incentive to park downtown to ride the bus and reduce cars on US180. It will be paused this year to reduce contact between Operators and passengers. Snowbowl continues to express that the long-term goal is to reduce cars on US180 through this partnership with Mountain Line. Mountain Express has been successful at achieving this goal both through ridership and downtown park-and-ride locations. Last season we saw increased percentage of boardings downtown, highlighted in blue in the table on the following page, though overall ridership was lower. This is due to several reasons including fewer new snow days/chains required days over holiday weekends compared to the previous year. Ridership year over year is also included on the following table.

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Mountain Express Season	Total Trips	Downtown Connection Center	Flag High	Pioneer Museum	Fort Valley parking area	Hart Prairie Lodge	Stevanna Way
2019-2020	14,905	20%	21%	1%	10%	48%	0%
2018-2019	26,570	12%	18%	1%	30%	39%	0%
2017-2018	6,916						
2016-2017	9,832						
2015-2016	2,605						

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MOUNTAIN LINE MEMORANDUM

DATE: November 18, 2020
TO: Honorable Chair and Members of the Board
FROM: Estella Hollander, Mobility Planner
SUBJECT: Grant Award Notification

Mountain Line has the following updates regarding two grant awards.

ADOT 5305(e) Planning Grant: \$187,500 total grant award at 80/20 split

In partnership with MetroPlan, Mountain Line was awarded grant funds in January 2020 to conduct the Fare Free Congestion Mitigation Study. This Study would have provided free fare in the Summer of 2020 to encourage the public to ride transit during the summer's high impact construction season. The free fare demonstration was going to provide research and data into understand the relationship between ridership, fares, and automobile usage during periods of high congestion.

Due to COVID-19, Mountain Line staff decided to cancel this study since the dramatic changes to ridership do not provide good baseline conditions for studying fare free compared to previous summers and Mountain Line staff wants to continue efforts to distance people on the buses. Mountain Line will analyze the impacts on dwell time per passenger of going fare free during the past 7-months (March – October 2020) as part of the Strategic Investment Plan (SIP). MetroPlan will return the grant funding to ADOT and will partner with Mountain Line to apply for FY2020 Section 5305(e) for the 5-Year Transit Study.

Community Transportation Association of America (CTAA) Inclusive Mobility on Demand Grant: \$300,000 total grant award at 100% federal

Mountain Line received a \$300,000 competitive grant through CTAA to conduct an On-Demand pilot. The grant award is part of CTAA's Transit Planning 4 All projects, which includes Mountain Line, along with only two other large urban systems in the country. Staff are working with human service agencies in the Huntington Corridor to conduct the microtransit pilot over the next two years. Microtransit will utilize our paratransit vans and will be open to

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general public and is not on a fixed schedule or fixed stops and can be summoned on-demand. This technology will be piloted in this corridor in August 2021 for 9 months.

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MOUNTAIN LINE MEMORANDUM

DATE: November 18, 2020

TO: Honorable Chairman and Members of the Board

FROM: Anne Dunno, Capital Project Manager

SUBJECT: Joint Use Campus Bus Facility Project Update

BACKGROUND:

The Project is for the design of a joint use, by Northern Arizona University Campus Shuttle and Mountain Line, Campus Bus Storage Facility. The objectives of the project are to maximize useful life of fleet assets by increasing indoor fleet storage capacity, incorporate zero emissions fuel technology and create access to operator site training facilities.

The project directly supports the following Mountain Line goals:

- ❖ **Goal #1 Service Excellence:** The project will increase Mountain Line capacity to securely store fleet to allow opportunity for service expansions.
- ❖ **Goal #2 Stewardship of Resources:** The project will provide operational efficiencies by reducing deadhead mileage on vehicles, incorporate new electric fleet technology and provide covered fleet storage to maximize useful life.
- ❖ **Goal #6 Fiscal Responsibility:** The project will enhance Mountain Line's interagency relationship with NAU Campus Shuttle to enhance transit.

FUNDING:

Mountain Line was awarded a Section 5307/5339 grant through ADOT for \$1,421,390 at an 80/20 split for the design of the Campus Bus Storage Facility last year. NAU will provide 100% of the \$284,278 in local match required for the grant. The IGA set up roles, responsibilities, and procedures for the transfer of funds to NAU to design the facility and to ensure Mountain Line has appropriate oversight of the federal funds in the development of the project.

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PROGRESS:

- Fall 2019: Mountain Line began project initiation and internal scoping.
- Spring 2020: NAU released procurement for design professional services.
- June 2020: Mountain Line Board of Directors authorized the CEO and General Manager, to execute an Intergovernmental Agreement (IGA) with Northern Arizona University (NAU) for the development of the Campus Bus Storage Facility on NAU's Campus.
- July 2020: NAU and Mountain Line identified HDR Engineering as highest ranking design firm and proceeded with scope and fee negotiations for 30% plans and NEPA.
- September 2020: The IGA was fully executed.
- October 2020: HDR scope and fee negotiated for preliminary engineering of site in amount of \$673,603.

NEXT STEPS:

Mountain Line and NAU anticipate issuing a Notice to Proceed for preliminary engineering and NEPA to HDR Engineering in November 2020. Initial tasks for HDR Engineering are to facilitate site selection and programming with NAU and Mountain Line stakeholders. HDR Engineering will then develop 30% plans and complete NEPA prior to entering into formal agreements with NAU for the use of the property or partnership beyond the design of the facility. The estimated schedule for completion of 30% plans and NEPA is approximately 8 months.

The \$1.4 million in funding identified above is available for final design; however, based on preliminary plan development and future grant funding opportunities, NAU and Mountain Line will need to determine if they want to continue the project at the 30% plan milestone. At this time, there is no construction funding.

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MOUNTAIN LINE MEMORANDUM

DATE: October 28, 2020
TO: Honorable Chairman and Members of the Board
FROM: Danelle Knight, HR Manager
SUBJECT: EEO Workforce Utilization Analysis, Federal Fiscal Year 2020

Mountain Line has the following update regarding the Workforce Utilization Analysis:

Mountain Line has been evaluating the overall diversity of the workforce by completing the Workforce Utilization report two times per year in accordance with the United States Equal Employment Opportunity Commission (EEOC). Mountain Line updates the Workforce Utilization Goals every three years to represent the actual workforce in the Flagstaff, AZ area using data available from Data USA (<https://datausa.io/profile/geo/flagstaff-az/>). Mountain Line's current workforce encompasses Coconino County and utilizes the American Community Survey for Coconino County, AZ to obtain additional demographics.

Mountain Line is a smaller-sized employer within Flagstaff; thus, our workforce is also a small portion in comparison to the community workforce. Mountain Line employees are divided into 5 categories: Officials and Administrators, Professionals, Office/Clerical, Skilled Crafts, and Service/Maintenance. The EEO reporting further evaluates Mountain Line's workforce based on male, female and minorities in the 5 categories. When there is a change to the diverse workforce, Mountain Line will see a significant change in the 5 categories that are evaluated.

It should be noted that due to Mountain Line's employment group size as compared to the various other employment opportunities in Flagstaff, AZ, our current staff levels represent a diverse group of employees comparable to applicant availability. Mountain Line continues to use in-house tracking of those applicants who elected to answer our areas of demographics at the time of their hire.

Attachment(s):

1. EEO Workforce Analysis, FFY2020 09.30.20

-pages 62-65

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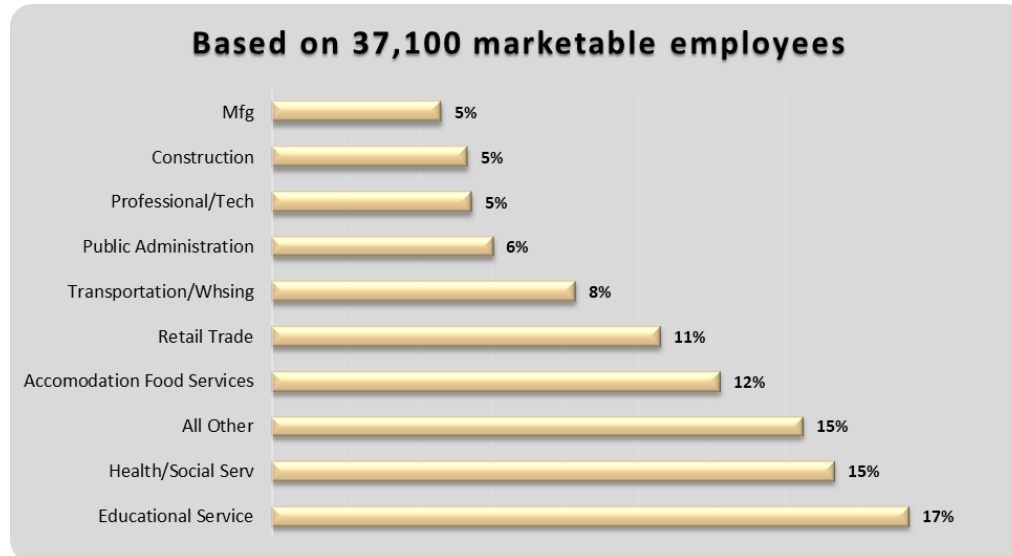
Human Resources Equal Employment Opportunity (EEO) Workforce Utilization Based on Federal Fiscal Year 2020

For the Period April 1, 2020 through September 30, 2020

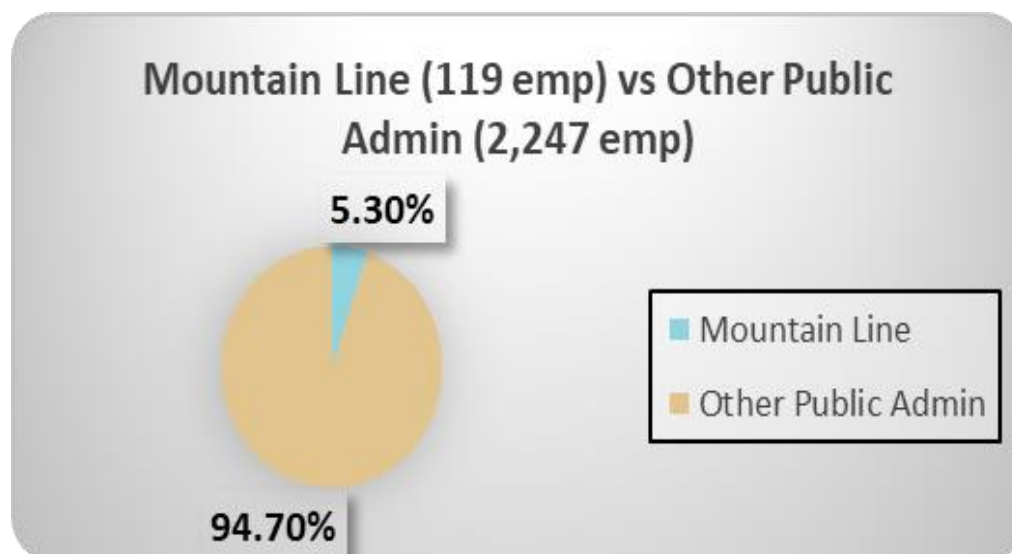
The Equal Employment Opportunity (EEO) program aids organizations in evaluating whether their recruiting, hiring and termination practices follow all the Diversity programs requirements.

FLAGSTAFF BACKGROUND INFORMATION AND CONSIDERATIONS

From 2017 to 2018, Flagstaff's employment grew at a rate of 1.46% from 36.5K employees to 37.1K employees. The most common employment sectors for those who live in Flagstaff, AZ are as follows:¹



Mountain Line had 119 employees during the second half of Federal Fiscal Year 2020. This accounts for all employees that were hired and terminated during the designated period. Mountain Line is part of the Public Administration sector. The 119 employees during the reporting period equated to 0.32% of all employment sectors and 5.30% of all Public Administration sector employees. Thus, the pool of marketable employees is extremely competitive.



1. "DATA USA" webpage (<https://datausa.io/profile/geo/flagstaff-az/>) was used to review the most current statistics as of 2018 for the Flagstaff and Coconino County, AZ diversity employment population.

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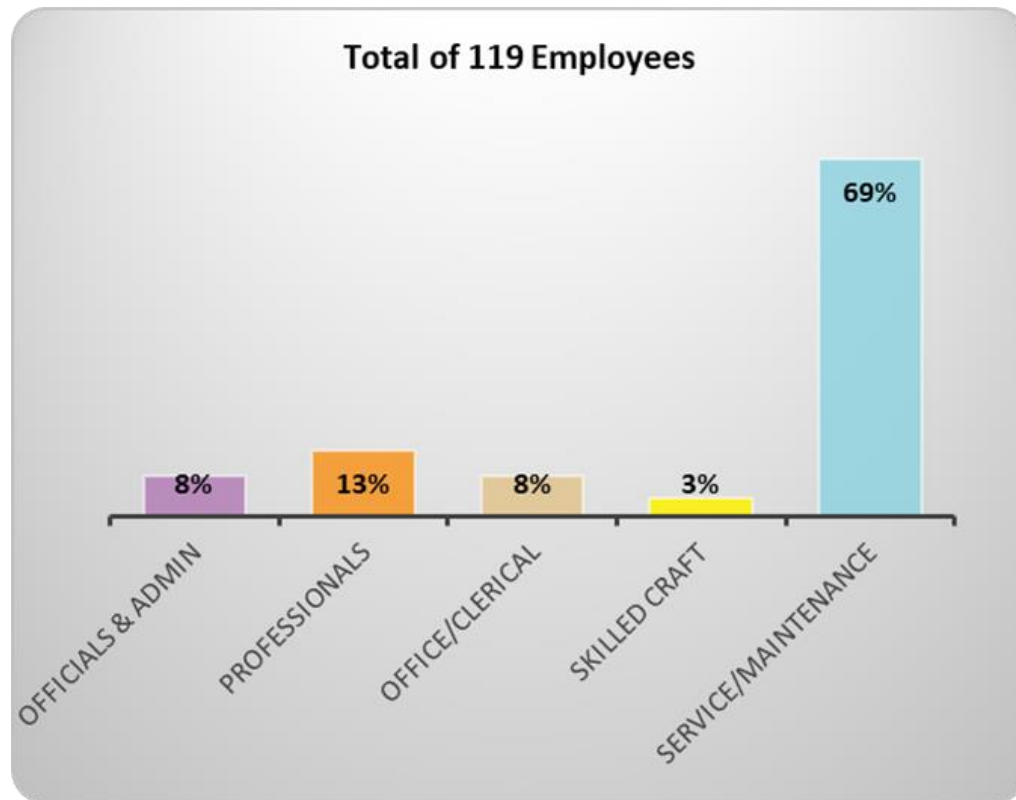


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MOUNTAIN LINE EMPLOYEE COMPARISONS BY GENDER

Mountain Line's 119 employees are categorized into 5 EEO areas: Officials and Administrators, Professionals, Office/Clerical, Skilled Crafts, and Service/Maintenance.



Males represent 70% of Mountain Line's employee workforce and females represent 30%. There is a significant difference between males and females in the job categories of Office/Clerical, Skilled Craft, and Service/Maintenance. Males predominantly are seen in Skilled Craft and Service/Maintenance, while females tend to occupy Office/Clerical. Personnel employed in the Professionals category are almost equally distributed while in Officials and Administrators there is an 11% difference between women occupying more roles than men.

	Male	Male	Female	Female
Officials & Administrators	4	44.44%	5	55.56%
Professionals	8	53.33%	7	46.67%
Office/Clerical	3	33.33%	6	66.67%
Skilled Craft	4	100.00%	0	0.00%
Service/Maintenance	64	78.05%	18	21.95%
	83	69.75%	36	30.25%

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Of Mountain Line's 83 male and 36 female employees, the minority population has 23 male and 11 female employees.

Male Employees:

Non-minority males represent 72% of the male population while minority males represent 28%

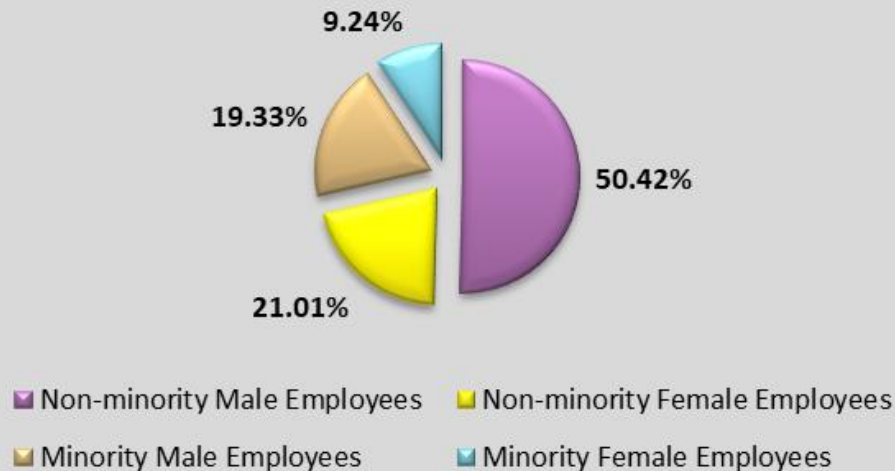
Female Employees:

Non-minority females represent 69% of the female population while minority females represent 31%

MOUNTAIN LINE DIVERSITY UTILIZATION AND GOALS

As part of Mountain Line's efforts to comply with the Equal Employment Opportunity (EEO) program and demonstrate commitment, a diverse workforce is employed, and staff have completed the year end workforce analysis. The analysis identifies the areas in which Mountain Line doesn't have the same demographics represented in their workforce as are available in the local area.

Diversity Overview of 119 Employees



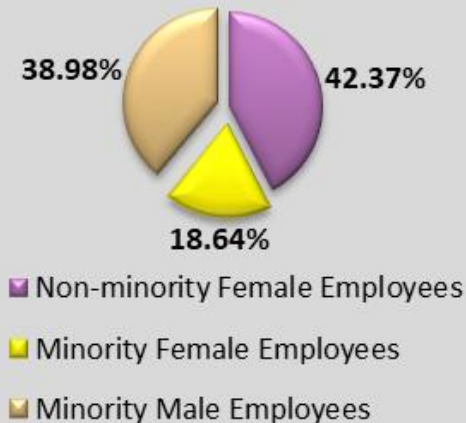
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Non-minority employees (male and female) represent 71% of Mountain Line's total workforce while minority employees (male and female) represent 29% of the workforce. The combined population of all females and minorities represents 50% of the overall workforce at Mountain Line, which is distributed relatively evenly between this population.

**A total of 59 of the 119 employees
represent female and minority
employees**



This report is based on the following data, assumptions, and methodology:

- "DATA USA for Flagstaff AZ" webpage has been used to review the most current statistics as of 2018 for the Flagstaff, Coconino County, AZ diversity employment population. <https://datausa.io/profile/geo/flagstaff-az/>
- It should be noted that due to Mountain Line's employment group size as compared to the various other employment opportunities in Flagstaff, AZ, our current staff levels represent a diverse group of employees comparable to applicant availability.
- As per the new federal EEO reporting form, the compilation of diversity data will be broken into Female and Minorities. Non-Minority males will be excluded from diversity data.
- Mountain Line information has been used in comparison to data supplied by the 2006-2010 American Comm Survey for Coconino County, AZ.
- In-house applicant tracking of those applicants whom elected to answer our areas of demographics at the time of their hire.





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NAIPTA MEMORANDUM

DATE: November 18, 2020

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Delegations of Authority

In keeping with the requirements of the various authorities granted by the Board of Directors to the CEO and General Manager and as per the most recently adopted Resolutions, this update reports on all actions, including funding applications and executions of awards, enacted by the CEO and General Manager.

Procurement Authority

Resolution 2020-302: Woodson Engineering Change Order #1: Design Professional Services for Kaspar Intersection Project

Mountain Line has contracted Woodson Engineering under Resolution 2020-302 for professional engineering design services and issued Task Order #1 in amount of \$384,940 to develop a new connection to Kaspar Drive from the Highway 89/Rt 66 intersection. The project will improve safety for buses and improve operational efficiencies by reducing deadhead miles and incorporate Transit Signal Priority (TSP) for additional route efficiencies by making a more direct route from the Kaspar bus storage facility to the major road arterial.

On October 5th, 2020, the CEO and General Manager approved Change Order #1 in the amount of \$68,306 for Woodson Engineering and modified the completion date to December 31, 2021 under Task Order #1 for the Kaspar Drive and Route 66 Intersection Project. The Change Order #1 will increase the Task Order #1 to \$453,246.

The Change Order #1 request is due to two factors: (1) change of construction procurement delivery method from CMAR to design-bid-build due to the design procurement schedule; and (2) value engineering to reduce the cost of construction. The Task Order #1 scheduled completion date is revised from December 31, 2020 to December 31, 2021 to accommodate anticipated revised construction phase administration services.

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Change Order #1 in amount of \$68,306 is within the ADOT Section 5339 and 5307 grant budgets awarded to Mountain Line to fund this project. The Kaspar Intersection is included in Mountain Line's FY2021 budget.

Intergovernmental Relations

The Alliance

The Alliance is a cooperative working group of public agencies serving the Flagstaff area. The staff involved review and discuss many similar tasks like procurement, finances, recruitment, and taxes in effort to develop synergy and cooperative actions where possible. Mountain Line is currently not part of the Alliance group, formed by IGA. A new agreement has been proposed and approved by all agencies, including Mountain Line, to 1) add Mountain Line and 2) extend the agreement timeline for next 5 years. The Alliance IGA has been approved by all parties and signatures are currently being collected. It is expected that this agreement will be fully executed by the end of November. There is no financial impact to participating in this group.

Emergency Management Mutual Aid Compact

This agreement (IGA) has been developed for all partners that participate in the Emergency Operations Center (EOC). The agreement identified roles, responsibilities, and financial reimbursement strategies. As part of using federally funded equipment in emergency response, we must have a mutual aid agreement. Staff from all agencies have reviewed the agreement and final agreement has been sent to respective legal review. It is anticipated that the agreement will be fully executed by the end of December. Participation in the EOC does impact Mountain Line staff and may have a financial impact if we use our fleet or staff during a response; however, the agreement provides a mechanism for reimbursement from either state or federal emergency relief in these scenarios.

First Amendment to the Restated Master IGA

The language regarding changes to Mountain Line's insurance requirements have been reviewed and approved by staff and legal, as drafted and presented to this Board earlier this year, by both the City of Flagstaff and Coconino County. We are at this time waiting for comments from Northern Arizona University and Coconino Community College; however, we don't anticipate any concerns with the changes requested. We anticipate being able to fully execute the agreement after the winter holidays due to schedules and calendars for City and County meetings that are required to execute the amendment.

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December: TAC Meeting is Thurs, 12/3 Board Meeting is Wed, 12/16

ITEMS:	WHO & WHAT:
Safety Minute	
Active Transportation Master Plan Presentation	Estella/Martin Ince
ADOT Milton Corridor Presentation	Bizzy/ADOT Staff
FY2020 Financial Audit Report	Lauree - D/A
5 Year Transit Plan Procurement	Kate - D/A
ZEB Plan Adoption	Bizzy - D/A
SBS/McConnell Intersection Close Out and Shift Funding	Anne - D/A
Mountain Line Local, State, and Federal Presence and Roles	Kate - D/A
Regional Service Request Policy Review	Heather D/Kate - D/A
Employee Satisfaction Survey Results	Heather D - D/A
Elerts Update	Sam - PR
AECOM Quarterly Update	Kate - PR
Delegation of Authority Update - Agreements, Grants, and Procurements	Heather D - PR
Current Events	Heather D - PR
January/February Agenda Calendar	

January: TAC Meeting is Thurs, 1/7 Board Meeting is Wed, 1/20

ITEMS:	WHO & WHAT:
Safety Minute	
Welcome New Board Members	Heather D
FY2021 Meeting Calendar Review/Approve FY2022 Meeting Dates	Rhonda - D/A
Title VI Program Update	Kate/Lauree - D/A
FY2022 Budget Discussion – Process and Timeline	Lauree - D/A
Proposed August 2021 Service Changes	Bizzy - D/A
Delegation of Authority Update - Agreements, Grants, and Procurements	Heather D - PR
Current Events	Heather D - PR
February/March Agenda Calendar	