



Northern Arizona Intergovernmental Public Transportation Authority

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Board of Directors Minutes for Wednesday, December 11, 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, December 11, 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:

Steve Peru, (Chair) Chief External Affairs Officer, CCC, designee, (Zoom);
Jamie Whelan, City Councilor, City of Flagstaff, (Zoom);
Art Babbott, Board of Supervisors, Coconino County, (Zoom);
Jim McCarthy, City Councilor, City of Flagstaff, (Zoom);
Dan Okoli, VP 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, (Zoom);
Sam Short, Safety Manager;
Jon Matthies, IT Manager;
Anne Dunno, Capital Project Manager;
Bizzy Collins, Transit Planner;
Estella Hollander, Mobility Planner;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Scott Holcomb, Mountain Line Attorney, (Zoom)

GUESTS PRESENT:

Martin Ince, Multimodal Transportation Planner, City of Flagstaff, (Zoom);
Rick Tadder, Management Services Director, City of Flagstaff, (Zoom), joined at approximately 10:03am;
Josh Maher, Associate VP for Community Relations, NAU, alternate, (Zoom);
Adam Shimoni, Vice Mayor, City of Flagstaff, alternate, (Zoom);



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Matt Ryan, Board of Supervisors, Coconino County, alternate, (Zoom), joined at approximately 10:05am

1. CALL TO ORDER -Chair Peru called the meeting to order at approximately 10:01am.
2. ROLL CALL

Chair Peru thanked Directors Whelan and Babbott for their years of service and dedication while on the Mountain Line Board of Directors. A photo was shown of the bus header thanking Directors Whelan and Babbott for their service. Directors Whelan and Babbott expressed their gratitude to staff and the opportunity to serve this high-performing agency. Ms. Dalmolin stated she was grateful to work with both Directors over the years and noted the lasting impact they will have on the organization. Directors Ryan, Okoli, McCarthy and Shimoni also praised them for their contributions.

Chair Peru, on behalf of the Board, stated love and caring goes to the team as some employees are struggling with COVID cases themselves or family members.

3. SAFETY MINUTE
-Sam Short, Safety Manager

Mr. Short provided some Winter Wellness tips. When recreating this winter, know your location, check weather and road conditions, and have survival essentials with you. He explained the difference between good stress and bad stress and suggested to try to incorporate good stress whenever possible. When walking on snow and ice, take small steps, turn toes slightly outward, and keep hands out of pockets for balance. Transit trips often begin on foot. Shoveling sidewalks is important and it is also required by City ordinance.

4. APPROVAL OF THE MINUTES FOR 11/18/2020:

Director McCarthy moved to approve the November 18, 2020 minutes. Director Whelan seconded. There was no discussion. All approved, none opposed. Motion carried.

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



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DISCUSSION / ACTION ITEMS:

5. PRESENTATION ON THE CITY OF FLAGSTAFF ACTIVE TRANSPORTATION MASTER PLAN AND THE FLAGSTAFF URBAN TRAIL SYSTEM (FUTS) MASTER PLAN

-Estella Hollander, Mobility Planner

-Martin Ince, City of Flagstaff Multimodal Transportation Planner

This item is for information and discussion only.

Ms. Hollander noted pedestrian and biking infrastructure is important to transit and she introduced Mr. Ince to provide a presentation on the Master Plan. Mr. Ince shared that proposition 419 provides 20 years of funding and this plan will identify the priorities for new pedestrian and bike infrastructure. In relation to the local climate emergency declaration, transportation is a key component. The relationship between active transportation and transit is very important and should be optimized. Next steps are internal review at the City, then public review in January through March, and the formal adoption by Council should be sometime between March and May. Directors Whelan, Shimoni, Ryan, and McCarthy all commented on the importance of the City and Mountain Line partnering on projects for the benefit of all modes. The Board felt transit should be included and not be an afterthought.

6. CONSIDER THE DOWNTOWN CONNECTION CENTER PROGRAMMING

-Kate Morley, Deputy General Manager

This item is for discussion only.

Ms. Morley communicated that the team is reviewing some design challenges, treating elements as puzzle pieces, and moving them around a bit to maximize use of space. In the site map shared on screen, she pointed out areas which are either unbuildable, including an area that is the floodway and it will take approximately 10 years for that designation to be removed. So far, the community partners want to see some open space and the City Parks department is willing to manage it. Bus bays need to be designed and built to accommodate future growth. On the western side, there is Zero Emissions Space for charging stations, a bus plaza for customer service, the two-story Downtown Connection Center (DCC) building and parking. It may be possible to move the DCC building to the east to have a presence near the civic space. A public/private partnership is being evaluated to aid in desired parking and/or other amenities. There could be Federal Transit Administration requirements passed thru depending on the partnership. There are other potential partnerships under consideration which include the police department, health and human service agencies, office space for the City's Economic Vitality and ParkFlag departments, and potentially with MetroPlan. Directors Whelan, Babbott, McCarthy, Okoli, Shimoni, Ryan and Chair Peru each commented on parking in the area and the majority felt it should be a lower priority for this site; some members felt parking could support tourists transitioning from their car to transit, bike, or pedestrian modes in this area. The majority felt it is important for Mountain Line to get what they need as a transit hub from this space as a priority. There is a survey out





now for internal stakeholders, including our Board and TAC members to provide feedback. Ms. Morley quickly reviewed the DCC Survey information slides with options for the building, civic space, and the bus platforms. Information will be refined before the project goes forward with public input/review. There was no further discussion.

7. UPDATE ON THE BUS RAPID TRANSIT (BRT) IN RELATIONSHIP TO THE MILTON CORRIDOR MASTER PLAN

-Bizzy Collins, Transit Planner

This item is for information and discussion only.

Ms. Collins referenced the lengthy Board discussion in November. The top ranking Milton Corridor Master Plan (CMP) alternative for the Arizona Department of Transportation (ADOT) is No Build. The public survey closed on December 4th and should account for 26 percent of the final score. The survey results have not been shared yet. The No Build scenario identified by ADOT does not address the community goals for pedestrians and bikes in the Active Transportation Master Plan, nor the Climate Emergency Declaration for carbon neutrality. The Mountain Line Board of Directors still support the BRT. A final No Build decision would be detrimental to the BRT and potentially lead to the loss of up to \$50 million dollars in federal grant money to make improvements in the area. She reviewed the next steps in the CMP and BRT processes. Ultimately, the Mountain Line Board of Directors will have to decide about the BRT. Directors Whelan and Ryan commented on this challenging experience and a need to prepare for growth in the Milton corridor. There may be a need to push back on ADOT. There may be infrastructure improvement funds that become available under the new administration and it would pay to be prepared. Chair Peru explained the Mountain Line partners met yesterday and decided to wait for ADOT's results to be respectful of all and keep monitoring the conversation. There was no further discussion.

8. CONSIDER THE REQUEST FOR SERVICE OUTSIDE THE BOUNDARIES POLICY

-Kate Morley, Deputy General Manager

Staff recommends the Board adopt proposed revisions to the Request for Service Outside the Boundaries Policy.

Ms. Morley reported on the history of this policy and the reasons for the requested revisions. Mountain Line has incurred financial expenses on behalf of the requesting agency, without financial commitment, which impacts the City of Flagstaff transit tax fund. The two examples from the staff report were reviewed. Ms. Morley noted the TAC thought the upfront fees may deter agencies from asking for assistance. Staff asked the Board to consider the proposed fee structure or the alternative suggested by TAC members, where the upfront costs could be recaptured by the partner agency over the first year after project billing began. Board members participated in a brief discussion regarding the alternatives. Directors Whelan, Babbott, Maher, and McCarthy provided comments on the proposed fee collection with mixed support. Director McCarthy made a motion to adopt a modified Policy to add the fees as proposed. Director Babbott seconded. Chair Peru stated his concern that Mountain





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Line is not a lightning rod, meaning to blame, if the project doesn't move forward. The requesting agency needs to be clear regarding the request for assistance and that Mountain Line was invited to provide guidance in the community, not to be the decision maker. Director Okoli stated his understanding of benefit to both sides, and a token investment may provide for consideration of serious requests. There was further discussion about local transit dollars being used and potential future revenue challenges in many communities. The vote was split with Director Okoli abstaining. He asked what staff is recommending, as well as clarification on the alternatives. Ms. Morley reviewed the alternatives and confirmed the recommended action. Mr. Holcomb explained the Clerk needs to record how each member has voted. He also noted the IGA is the document that outlines the administrative costs for the partnership and the two examples presented demonstrate costs prior to an IGA being signed. Director Babbott noted all requests may be different and it is good policy to have guardrails, so staff has clear direction. Staff was clear in their request for alternative one and the TAC asked for alternative two. Chair Peru stated a tie causes the motion to fail. Director Okoli asked to change his abstention to a vote for alternative one. The motion passes three to two as shown below.

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

Director McCarthy stated the City Council has a scheduled meeting at noon and those members would need to leave the meeting in a few minutes. Board members decided to carryover item #9 to next month as Ms. Dunno stated it is not urgent.

- 9. CONSIDER MCCONNELL MULTIMODAL IMPROVEMENTS PROJECT CLOSE-OUT
Staff recommends that the Board of Directors close-out the McConnell Multimodal Improvements Project.

Postponed to January.

PROGRESS REPORTS:

There were no questions regarding the progress reports.

- 10. HIGH OCCUPANCY HOUSING TRANSIT PASS PARKING REDUCTION PILOT PROGRAM (TPPR)
-Kate Morley, Deputy General Manager
- 11. SEE SAY NOW APP UPDATE
-Samuel Short, Safety Manager
- 12. DELEGATIONS OF AUTHORITY



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-Heather Dalmolin, CEO and General Manager

13. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin briefly showed a photo of bus #5385 turning 500,000 miles. She explained how our asset management plan supports lengthening the useful life of our fleet by a goal of another 50 percent above the useful life mileage as defined by FTA.

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

December/January Working Agenda

The next Board meeting will be January 20, 2021 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. January agenda items will include but not be limited to the Arizona Department of Transportation (ADOT) Milton Corridor Presentation, Meeting Calendar Review, FY2020 Financial Audit, Title VI Adoption, Zero Emissions Bus (ZEB) Transition Plan Adoption, Proposed Service Changes, FY2022 Budget Discussion – Process and Timeline, Employee Satisfaction Survey Results, AECOM Quarterly Update, Downtown Connection Center (DCC) Update, and Delegation of Authority Updates. The January 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 Peru adjourned the meeting at approximately 11:53am.

Steve Peru, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board



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