



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, January 20, 2021

10:00am

Mountain Line Training Room

3773 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 1-3

1. CALL TO ORDER
2. ROLL CALL
3. SAFETY MINUTE
-Sam Short, Safety Manager
4. WELCOME NEW MEMBERS
5. APPROVAL OF MINUTES 12/11/2020

-pages 4-9

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CONSENT AGENDA:

All matters under Consent Agenda are considered by the Board of Directors to be routine and will be enacted by a single motion APPROVING THE CONSENT AGENDA. If discussion is desired on any particular consent item, that item will be removed from the consent agenda and will be considered separately. All items on the Consent Agenda with financial impact have been budgeted.

6. CONSIDER THE CONSENT AGREEMENT WITH CARTER OIL COMPANY INCORPORATED (INC.) -pages 10-21
-James Wagner, Operations Director
Staff recommends the Board of Directors consent, acknowledge, and agree to the assignment with Carter Oil Company Inc.

DISCUSSION / ACTION ITEMS:

7. REVIEW FY2021 MEETING DATES AND APPROVE FY2022 MEETING DATES
-Rhonda Cashman, Executive Assistant and Clerk of the Board -pages 22-25
Staff recommends the Board of Directors review the FY2021 meeting dates and approve the FY2022 meeting dates.
8. CONSIDER ADOPTION OF THE TITLE VI PROGRAM -pages 26-32
-Kate Morley, Deputy General Manager
Staff recommends the Board approve the updated Title VI Civil Rights Policy and Program and authorize the CEO and General Manager to approve clerical corrections in the future.
9. CONSIDER MCCONNELL MULTIMODAL IMPROVEMENTS PROJECT CLOSE-OUT
-Anne Dunno, Capital Project Manager -pages 33-38
Staff recommends that the Board of Directors close-out the McConnell Multimodal Improvements Project.
10. CONSIDER ADOPTION OF THE ZERO EMISSIONS BUS (ZEB) TRANSITION PLAN
-Bizzy Collins, Transit Planner -pages 39-44
Staff recommends the Board adopt the Zero Emissions Bus Transition Plan.

PROGRESS REPORTS:

11. NO SERVICE CHANGES FOR AUGUST 2021 -pages 45-46
-Bizzy Collins, Transit Planner
12. REVIEW THE BUDGET SETTING PROCESS -page 47
-Lauree Battice, Management Services Director

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13. UPDATE ON GENERAL CONSULTING SERVICES CONTRACT
-Kate Morley, Deputy General Manager -pages 48-49
14. DOWNTOWN CONNECTION CENTER (DCC) PROJECT UPDATE
-Kate Morley, Deputy General Manager -pages 50-52
15. GRANT AWARD NOTIFICATION
-Estella Hollander, Mobility Planner -pages 53-54
16. SUMMARY OF CURRENT EVENTS
-Heather Dalmolin, CEO and General Manager

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

February/March Working Agenda -page 55

The next Board meeting will be February 17, 2021 and will be a Zoom meeting based in Flagstaff in the Mountain Line Training Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. February agenda items will include but not be limited to the Board Election of Vice Chair, FY2020 Financial Audit Report, Second Quarter Revenue Report, Bus Stop Improvement Report/New Task Order, Kaspar Intersection Concept/Transit Signal Prioritization (TSP), Mountain Line Local, State, and Federal Presence and Roles, Employee Satisfaction Survey Results, Quarterly Performance Report, Kaspar Master Plan, Downtown Connection Center (DCC) Update, Sky Cottages Update, and Delegation of Authority Updates. The February 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.

17. ADJOURNMENT

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Board of Directors Minutes for Friday, 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 Friday, 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);





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	





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





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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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DATE PREPARED: January 13, 2021

MEETING DATE: January 20, 2021

TO: Honorable Chair and Members of the Board

FROM: James Wagner, Operations Director

SUBJECT: Consider the Consent Agreement with Carter Oil Company Inc.

RECOMMENDATION:

Staff recommends the Board of Directors consent, acknowledge, and agree to the assignment with Carter Oil Company Inc.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

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

BACKGROUND:

On July 1, 2017, the Mountain Line Board of Directors approved a 5-year independent contractor agreement with Carter Oil Company Inc. to provide bulk fuel for transportation services. Carter Oil Company Inc. provides bulk fuel service on property and cardlock fueling on their premises.

On December 1, 2020, staff were notified by Carter Oil Company Inc. that they entered into an Asset Purchase and Agreement with Rhinehart Oil Co. whereby Rhinehart Oil Co. is the purchaser. Our current contract allows for reassignment so long as Mountain Line has prior written consent. Legal has reviewed the consent documentation and has no concerns. The consent agreement provides Mountain Line with notice of the Assignment and request consent, acknowledgement, and agreement that the Assignment does not modify, terminate, or constitute a default under, or breach of the Agreement and the Agreement will continue in full force until the completion of the 5-year contract.

FISCAL IMPACT:

There is no additional fiscal impact directly related to approving the Assignment and Consent Agreement. Projected bulk fuel cost are already approved in the annual FY2021 budget.





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ALTERNATIVES:

- 1) Approve to consent, acknowledge, and agree to the assignment with Carter Oil Company Inc. **(recommended)**: The Assignment and Consent Agreement informs Mountain Line of a change in vendor ownership without disruption of the current contract, for the remainder of the contract.
- 2) Do not approve to consent, acknowledge, and agree to the assignment with Carter Oil Company Inc. **(not recommended)**: Not approving will result in contractual dissolution with the need for staff to procure a new source of bulk fuel and potentially result in a disruption of bulk fuel and cardlock services.

TAC DISCUSSION:

The TAC did not have any questions regarding this item.

APPROVED BY:

James Wagner
Operations Director

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

- | | |
|--|--------------|
| 1) Executed Contract Carter Oil July 1, 2017 | -pages 12-20 |
| 2) Carter Oil Company Consent December 1, 2020 | -page 21 |

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INDEPENDENT CONTRACTOR AGREEMENT

This INDEPENDENT CONTRACTOR AGREEMENT (the "Agreement") is entered into by and between the **Carter Oil Company** located at **2201 E Huntington Dr, Flagstaff, AZ 86004**, (the "Contractor") and Northern Arizona Intergovernmental Public Transportation Authority, a political subdivision of the State of Arizona, at 3773 N. Kaspar Dr, Flagstaff, Arizona 86004 ("NAIPTA"), effective as of **July 1, 2017** (the "Effective Date").

WHEREAS:

- A. NAIPTA requires the services of an independent Contractor to provide Bulk Fuel (hereinafter "Services" or "Goods and Services"); and
- B. NAIPTA requested Invitation for Bids, an "IFB", in order to obtain these Goods and Services; and
- C. The Contractor submitted the successful response; and
- D. NAIPTA desires to contract with the Contractor to provide these Goods and Services; and
- E. The Contractor is ready, willing, and able to provide the Goods and Services on the terms set forth in this Agreement.

NOW THEREFORE, in consideration of the mutual promises contained herein, Contractor and NAIPTA agree as follows:

1. SCOPE OF WORK

The goods to be provided and scope of work to be performed is outlined in the IFB 2017-200, attached hereto as Exhibit A, and the Contractor's response, attached hereto as Exhibit B.

2. BILLING AND PAYMENT

Fees. The fee is as described in the price listing submitted as part of Exhibit B and annual cost shall not exceed the annual Purchase Order authorized by NAIPTA, for each year of the term of this agreement.

A. Invoices.

Contractor shall submit to NAIPTA a monthly invoice describing the goods and services performed and delivered. Fees shall be payable within thirty (30) days after receipt and approval of the statement by NAIPTA.

Carter Oil Co
July 1, 2017

B. Expenses.

All Expenses incurred by the Contractor under this agreement are to be covered under the total contract compensation amount.

3. TERM OF AGREEMENT AND TERMINATION

The term of this Agreement shall be for five (5) years from the effective date. In the event that no renewal is executed on or before the anniversary of the Effective Date, this Agreement shall automatically terminate at midnight on the day preceding the anniversary.

NAIPTA may terminate this Agreement, for any reason, in its sole and absolute discretion, with thirty (30) days written notice. NAIPTA will be responsible for all goods and services provided through the date of notice of termination.

4. INDEPENDENT CONTRACTOR

It is understood that Contractor shall be an independent Contractor with respect to services provided under this Agreement, and shall not be deemed to be a partner, employee, joint venturer, or agent, or to have any other legal relationship with NAIPTA. Except as otherwise expressly provided herein, NAIPTA shall not be responsible for the payment of any taxes, permit fees or licenses incurred or required by Consultant in order to provide services under this Agreement. Contractor understands that the Contractor is responsible to pay, according to law, the Contractor's income tax, and this may include Contractor's self-employment, social security, and other taxes. As an independent Contractor, Contractor is responsible for providing all workers' compensation insurance required by law. Contractor shall be solely responsible for the acts and omissions of its officers, agents, servants, and employees.

5. AMENDMENT AND ENTIRETY OF CONTRACT

This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereto and shall supersede all previous proposals, both oral and written, negotiations, representations, commitments, writings, agreements and other communications between the parties. It may not be changed or modified except by an instrument in writing signed by a duly authorized representative of each party.

6. RECORDS AND OWNERSHIP OF WORK PRODUCT

The Contractor agrees:

- A. To submit all reports and invoices specified in this Agreement in a timely manner.

Carter Oil Co
July 1, 2017

- B. To preserve and make available all records for a period of five (5) years from the date of final payment under this Agreement and for such period of time as is required by any other paragraph of this Agreement including the following:
1. If this Agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for such a period of five (5) years from the date of any such termination.
 2. Records which relate to disputes, litigations or the settlement of claims arising out of the performance of this Agreement or to costs and expenses of this Agreement to which exception has been taken by NAIPTA shall be retained by the Contractor until such appeals, litigations, claims or exceptions have been finally resolved.
 3. If any litigation, claim or audit is started before the expiration of the five (5) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.
- C. All documents and other work product generated on behalf of NAIPTA in connection with this Agreement (except for Contractor's notes for internal use) are the property of NAIPTA. Contractor agrees that all work product constitutes works "made for hire." In the event any such materials are not works "made for hire," Contractor hereby assigns to NAIPTA all rights in such materials and copyrights therein.

7. CONFLICT OF INTEREST

During the term of this Agreement, Contractor shall not knowingly accept or receive any compensation, fees, expenses, or other thing of monetary value from any person, agency, firm or enterprise with interests in conflict with those of NAIPTA. In the event of an unanticipated conflict of interest arises, Contractor shall immediately so inform NAIPTA. During the term of this Agreement, Contractor shall not undertake representation of other local government agencies on the matters stated in the Scope of Work, except as expressly authorized by NAIPTA.

8. APPROVAL BY NAIPTA

Before this Agreement shall become effective and binding upon NAIPTA, it must be approved by NAIPTA's Board of Directors. In the event that the Board of Directors fails or refuses to approve this Agreement, or approve funding for the Agreement, it shall be null and void and of no effect whatsoever.

Carter Oil Co
July 1, 2017

9. NON-ASSIGNMENT

Neither this Agreement, nor any obligation of the Contractor hereunder, shall be assigned in whole or in part by Contractor without the prior written consent of NAIPTA.

10. CANCELLATION OF AGREEMENT

Pursuant to A.R.S. §38-511, the provisions of which are incorporated herein by reference, all parties are hereby put on notice that this Agreement is subject to cancellation by NAIPTA if any person significantly involved in initiating, negotiating, securing, drafting or creating the Agreement on behalf of NAIPTA is, at any time while the Agreement or any extension of the Agreement is in effect, an employee or agent of any other party to the Agreement in any capacity or a consultant to any other party of the Agreement with respect to the subject matter of the Agreement.

11. COMPLIANCE WITH LAWS AND NON-DISCRIMINATION

In the performance of services hereunder, Contractor shall comply with all applicable state, federal and local laws or regulations. Without limiting the foregoing, Contractor shall comply with Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1975 and Federal Executive Order No. 11246, State Executive Order No. 99-4 and A.R.S. §41-1461 et. seq., which mandates that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have access to employment opportunities. The Contractor shall comply with Section 503 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination in the employment or advancement in employment of qualified persons because of physical or mental handicap. The Contractor shall comply with Title VI of the Civil Rights Act of 1964, as amended, which prohibits the denial of benefits or participation in contract services on the basis of race, color, or national origin. The Contractor shall comply with the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of handicap in delivering contract services.

12. COMPLIANCE WITH IMMIGRATION LAWS

Pursuant to the provisions of A.R.S. §41-4401, Contractor warrants to NAIPTA that Contractor and all its subcontractors are in compliance with all Federal Immigration laws and regulations that relate to their employees and with the E-Verify Program under A.R.S. §23-214(A). Contractor acknowledges that a breach of this warranty by Contractor or any of its subcontractors is a material breach of this Contract subject to penalties up to and including termination of this Contract or any subcontract. NAIPTA retains the legal right to inspect the papers of any employee of Contractor or any subcontractor who works on this Contract to ensure compliance with this warranty.

Carter Oil Co
July 1, 2017

NAIPTA may conduct random verification of the employment records of Contractor and any of its subcontractors to ensure compliance with this warranty.

NAIPTA will not consider Contractor or any of its subcontractors in material breach of the foregoing warranty if Contractor and its subcontractors establish that they have complied with the employment verification provisions prescribed by 8 USCA § 1324(a) and (b) of the Federal Immigration and Nationality Act and the e-verify requirements prescribed by Arizona Revised Statutes § 23-214(A).

The provisions of this Article must be included in any contract Contractor enters into with any and all of its subcontractors who provide services under this Contract or any subcontract. "Services" are defined as furnishing labor, time or effort in the State of Arizona by a Contractor or subcontractor. Services include construction or maintenance of any structure, building or transportation facility or improvement to real property.

13. ISRAEL BOYCOTT PROVISION

Each party certifies to the other that it is not currently engaged in and agrees for the duration of the contract not to engage in a boycott of Israel as defined in A.R.S. §35-393.

14. INDEMNIFICATION

To the fullest extent permitted by law, the Contractor, as Indemnitor, shall indemnify, defend, and hold NAIPTA, its officers, officials, employees, agents, representatives and volunteers (collectively, "Indemnitees") harmless from and against any and all liability, claims, losses, suits, actions, damages, and expenses (including, but not limited to, court costs, attorneys' fees, and costs of claim processing, investigation and litigation (collectively "Claims")) for any personal injury, bodily injury, loss of life, or loss or damage to property, or loss of use thereof, or any violation of any federal, state, or local law or ordinance, or other cause of action related to or arising out of Contractor's performance of its obligations pursuant to the terms of this Agreement, or caused, in whole or in part, by the omissions of Contractor, its owners, officers, directors, employees, subcontractors, or agents. This indemnity includes any claim or amount arising out of or recovered under the Workers Compensation Law or arising out of the failure of Indemnitor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Indemnitor from and against any and all Claims. It is agreed that Contractor will be responsible for primary loss investigation defense and judgment costs where this indemnification is applicable.

Carter Oil Co
July 1, 2017

15. CHANGES

Any changes to this Agreement shall be made in writing and signed by both parties.

16. NO AUTHORITY TO BIND NAIPTA

The Contractor has no authority to enter into contracts or agreements on behalf of NAIPTA, or in the name of NAIPTA, and nothing in this Agreement is to be construed to provide such authority.

17. DECLARATION BY CONTRACTOR

Contractor declares that the Contractor has complied with all federal, state and local laws regarding business permits, certificates and licenses that may be required to carry out the work to be performed under this Agreement.

18. NOTICE

Any notice given in connection with this Agreement shall be given in writing and shall be delivered either by hand to the party or by certified mail-return receipt to the party's place of business as set forth above.

19. CHOICE OF LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona.

20. WAIVER AND SEVERABILITY

A waiver of any part of this Agreement, whether express or by conduct, shall not constitute a continuing waiver of such part (unless explicitly stated to be so), or a waiver of any other part, nor shall a waiver of any breach of this Agreement, or any part of it, whether express or by conduct, constitute a waiver of any succeeding breach. The provisions of this Agreement shall be severable such that if any provision shall be deemed to be invalid and unenforceable for any reason, such invalidity or unenforceability shall not affect the remaining provisions hereof.

22. COUNTERPARTS

This contract may be executed in one or more counterparts, and each originally executed duplicate counterpart of this Contract shall be deemed to possess the full force and effect of the original.

Carter Oil Co
July 1, 2017

23. PRIORITY OF DOCUMENTS

In the event of a conflict between the terms of this Agreement and the terms of any other document related to the Goods and Services, the terms of this Agreement shall prevail.

In the event of a conflict in the provisions of the Contract, as accepted by NAIPTA and as they may be amended, the following shall prevail in the order set forth below:

- Invitation for Bid: IFB 2017-400
- General Terms and Conditions, including Federal Terms and Certifications
- Bid as submitted by Contractor

[SIGNATURE PAGES FOLLOW]

Carter Oil Co
July 1, 2017

IN WITNESS WHEREOF, the Contractor has caused this document to be executed
by its duly authorized representative, this 3 day of July, 2017.

Carter Oil Company Inc.
Vendor Name

By: Paul Carter
Print Name

Its: President
Title

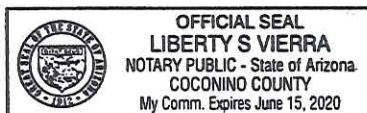
Paul Carter
(Signature)

STATE OF Arizona }
County of Coconino } ss.

This instrument was acknowledged before me this 3 day of
July, 2017
by PAUL CARTER.

IN WITNESS WHEREOF I hereunto set my hand and official seal.

Liberty S. Vierra
Notary Seal



Notary Public

Carter Oil Co
July 1, 2017

IN WITNESS WHEREOF, NAIPTA has caused this document to be executed by its duly authorized representative, this 27th day of June, 2017.

NAIPTA

By: Art Babbott
Print Name

Its: Board Chair
Title

[Signature]
(Signature)

Approved as to form:

By: [Signature]
Fredda J. Bisman
Dickinson Wright PLLC
General Counsel, NAIPTA

PHOENIX 53963-1 378380v2

ATTEST:

[Signature]
Clerk of the Board



Carter Oil Company Inc. / Carter-Cardlock Inc. / COC Transportation Inc.

P.O. Box 2506
Flagstaff, AZ 86003
Phone: 928-774-7600
Fax: 928-774-0763
Email: Ncarter@carteroil.com
www.carteroil.com

December 1st 2020

Northern Arizona Intergovernmental Public Transportation Authority ("NAIPTA")

3773 N. Kaspar Dr.

Flagstaff, Az 86004

Attention: Mark Attenberger

Re: Independent Contractor Agreement between Northern Arizona Intergovernmental Public Transportation Authority and Carter Oil Company Inc., dated July 1st 2017 (the "Agreement")

Dear Mark Attenberger:

I am writing to inform you that Carter Oil Company, Inc. / Carter-Cardlock, Inc. / COC Transportation Inc. ("Carter") has entered into an Asset Purchase and Agreement with Rhinehart Oil Co., LLC and Harts Gas and Food, LLC, subsidiaries of Parkland Corporation, a publicly traded Canadian corporation ("Buyer"), pursuant to which Carter will assign substantially all of its assets to Buyer (the "Assignment").


Pursuant to the Agreement, we hereby provide you with notice of the Assignment and request consent, acknowledgement and agreement that the Assignment does not modify, terminate or constitute a default under, or breach of, the Agreement and that the Agreement will continue in full force and effect for the benefit of you and Buyer after the Closing. We also request that you indicate by your signature below that you waive any and all notice or other procedural requirements set forth in the Agreement with respect to this consent.

Please sign and date this letter in the space provided below in order to indicate your agreement with the foregoing. Please return the executed letter by email to me at ncarter@carteroil.com. Delivery of an executed signature page to this letter by electronic transmission (including in Adobe PDF format) will be effective as delivery of a manually executed counterpart to this letter.

Feel free to contact me at 928-774-7600 with any questions.

Sincerely,

CARTER OIL COMPANY, INC. / CARTER-CARDLOCK, INC. / COC TRANSPORTATION INC.

By: 
Name: Nicholas Carter
Title: Vice President

ACKNOWLEDGED AND AGREED as of _____, 2020:

Northern Arizona Intergovernmental Public Transportation Authority

By: _____
Name: _____
Title: _____



DATE PREPARED: January 8, 2021

MEETING DATE: January 20, 2021

TO: Honorable Chair and Members of the Board

FROM: Rhonda Cashman, Executive Assistant and Clerk of the Board

SUBJECT: Review FY2021 Meeting Dates and Approve FY2022 Meeting Dates

RECOMMENDATION:

Staff recommends the Board of Directors review the FY2021 meeting dates and approve the FY2022 meeting dates.

BACKGROUND:

Pursuant to Board practice, staff offers a calendar review each year in January and June. This allows all Board, TAC and staff members to plan and have meetings marked on their calendars.

Typically, the Coconino County Board of Supervisors is on summer recess late June to early August and the Flagstaff City Council is on summer recess early July to mid-August. Fall Semester classes at NAU and CCC typically begin the last week of August. Since the County Board of Supervisors and City Council members are on recess in July, it seems appropriate to have the Mountain Line meeting recess in July as well.

For FY2022, staff propose to not hold TAC meetings in the months we have joint meetings, October 2021 and May 2022. Joint meetings will be held on Board meeting Wednesdays for an extended amount of time. Staff also propose to have a December recess as it is often difficult to achieve a quorum.

FISCAL IMPACT:

The Board and TAC meeting schedule has no fiscal impact.

TAC DISCUSSION:

The TAC did not note any conflicts for future TAC or joint meetings.

SUBMITTED BY:

APPROVED BY:

Rhonda Cashman
Executive Assistant and Clerk of the Board

Heather Dalmolin
CEO and General Manager





Northern Arizona Intergovernmental Public Transportation Authority

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ATTACHMENTS:

1. FY2021 Meeting Dates Amended -page 24
2. FY2022 Meeting Dates Proposed -page 25



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NAIPTA FY2021 REGULAR MEETINGS

Transit Advisory Committee (TAC) - First Thursday of each Month Board of Directors (BOD) – Third Wednesday of each Month

Date	Meeting	Location	Time
7/2020	Recess	-----	-----
8/6/2020	TAC	WEB EX NAIPTA Based	10am
8/19/2020	BOD	WEB EX NAIPTA Based	10am
9/3/2020	TAC	WEB EX NAIPTA Based	10am
9/16/2020	BOD	WEB EX NAIPTA Based	10am
10/21/2020	BOD/TAC Advance	Flagstaff	9am-2pm
11/5/2020	TAC	WEB EX NAIPTA Based	10am
11/18/2020	BOD	WEB EX NAIPTA Based	10am
12/3/2020	TAC	WEB EX NAIPTA Based	10am
12/11/2020 (Friday)	BOD	WEB EX NAIPTA Based	10am
1/7/2021	TAC	WEB EX NAIPTA Based	10am
1/20/2021	BOD	WEB EX NAIPTA Based	10am
2/4/2021	TAC	WEB EX NAIPTA Based	10am
2/17/2021	BOD	WEB EX NAIPTA Based	10am
3/4/2021	TAC	WEB EX NAIPTA Based	10am
3/17/2021	BOD	WEB EX NAIPTA Based	10am
4/1/2021	TAC	WEB EX NAIPTA Based	10am
4/21/2021	BOD	WEB EX NAIPTA Based	10am
5/19/2021	TAC/BOD Joint Meeting	Flagstaff	10am-2pm
6/3/2021	TAC	WEB EX NAIPTA Based	10am
6/16/2021	BOD	WEB EX NAIPTA Based	10am

Subject to change up until 24 hours before meeting

Amended 11.17.2020

MOUNTAIN LINE FY2022 REGULAR MEETINGS

Transit Advisory Committee (TAC) - First Thursday of each Month Board of Directors (BOD) – Third Wednesday of each Month

Date	Meeting	Location	Time
7/2021	Recess	-----	-----
8/5/2021	TAC	WEB EX NAIPTA Based	10am
8/18/2021	BOD	WEB EX NAIPTA Based	10am
9/2/2021	TAC	WEB EX NAIPTA Based	10am
9/15/2021	BOD	WEB EX NAIPTA Based	10am
10/20/2021	BOD/TAC Advance	Flagstaff	9am-2pm
11/4/2021	TAC	WEB EX NAIPTA Based	10am
11/17/2021	BOD	WEB EX NAIPTA Based	10am
12/2021	Recess	-----	-----
1/6/2022	TAC	WEB EX NAIPTA Based	10am
1/19/2022	BOD	WEB EX NAIPTA Based	10am
2/3/2022	TAC	WEB EX NAIPTA Based	10am
2/16/2022	BOD	WEB EX NAIPTA Based	10am
3/3/2022	TAC	WEB EX NAIPTA Based	10am
3/16/2022	BOD	WEB EX NAIPTA Based	10am
4/7/2022	TAC	WEB EX NAIPTA Based	10am
4/20/2022	BOD	WEB EX NAIPTA Based	10am
5/18/2022	TAC/BOD Joint Meeting	Flagstaff	10am-2pm
6/2/2022	TAC	WEB EX NAIPTA Based	10am
6/15/2022	BOD	WEB EX NAIPTA Based	10am

Subject to change up until 24 hours before meeting

Proposed 1.20.2021



Mountain Line

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DATE PREPARED: January 11, 2021

MEETING DATE: January 20, 2021

TO: Honorable Chair and Members of the Board

FROM: Kate Morley, Deputy General Manager

SUBJECT: Consider Adoption of the Title VI Program

RECOMMENDATION:

Staff recommends the Board approve the updated Title VI Civil Rights Policy and Program and authorize the CEO and General Manager to approve clerical corrections in the future.

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Community Engagement
- ❖ Objective: Ensure active participation from a supportive network of stakeholders.

BACKGROUND:

In 2009, 2012, 2015, and 2018 Mountain Line submitted and received approval of our Title VI Civil Rights Policy and Program (Program) as required for compliance for Federal Transit Administration (FTA) Master Certifications and Assurances. The program automatically expires every 3 years and requires updating and adoption along with submission to FTA for continued compliance. Since the Title VI Policy and Program approval in 2018, FTA has not issued any regulatory changes that required modification to Mountain Line's Policy.

FTA Requirements

The following are requirements of the Program from FTA. While this Program sets minimum requirements for compliance, it doesn't not preclude Mountain Line from exceeding the standards set forth. However, if an item is missed, it can result in a finding from FTA during our triennial audit.

- (1) Notice to the public that indicates the recipient complies with Title VI and informs members of the public of the protections against discrimination afforded to them including a list of locations where the notice is posted.
- (2) A copy of the recipient's instructions to the public regarding how to file a Title VI discrimination complaint.
- (3) A list of any public transportation-related Title VI investigations, complaints, or lawsuits filed with the recipient since the time of the last submission.
- (4) A public participation plan that includes an outreach plan to engage minority and limited English proficient populations.
- (5) A plan for providing language assistance to persons with limited English proficiency.

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(6) A table depicting the racial breakdown of the membership of non-elected or appointed committees, and a description of efforts made to encourage the participation of minorities on such committees or councils.

(7) Efforts to ensure subrecipients are complying with Title VI, though Mountain Line does not have subrecipients.

(8) Identification of Title VI equity analysis to be conducted during the planning stage of facilities.

(9) Identification of service standards.

Modifications to 2018 Plan

Much of the 2018 approved plan remains in place. Major modifications to this update include:

(1) Clerical modifications such as rebranding from NAIPTA to Mountain Line, website, Coordinated Mobility Council membership, Updating MetroPlan related items and new meeting dates.

(2) Reassign roles and responsibilities including moving Title VI Officer duties from Administrative Director to Deputy General Manager.

(3) Adding a new section related to the construction of facilities due to development of the DCC and Campus Bus Storage whereas previous versions did not anticipate construction of facilities.

(4) Modifications to service standards to better reflect Five-Year Transit Plan and Regional Transportation Plan goals and policies.

FISCAL IMPACT:

The majority of the components for compliance with the Title VI Civil Rights Program do not have significant financial impacts. Those policies that require additional efforts, public hearings, mailers, etc., for specific projects have associated costs within the anticipated project budgets for FY2021 and Mountain Line's financial plan for future years. In order to draw down federal funds, an approved Title VI Program is required.

ALTERNATIVES:

1) Approve the updated Title VI Civil Rights Program (**recommended**): This program is required by the Federal Transit Administration. The current approval expires in February 2021.

2) Do not approve the updated program (**not recommended**): If this program is not approved, Mountain Line will not be compliant with federal regulations and could lose federal funding.

TAC DISCUSSION:

The TAC had no comments and was generally supportive of the Title VI Program.

SUBMITTED BY:

Kate Morley
Deputy General Manager

APPROVED BY:

Heather Dalmolin
CEO and General Manager

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ATTACHMENTS:

- | | |
|------------------------------------|-----------------------|
| 1. Title VI Policy and Program | -separate from packet |
| 2. Affirmation of Title VI Program | -page 29 |
| 3. Title VI Resolution | -pages 30-32 |

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Title VI Program

Contact: Kate Morley
Deputy General Manager
928.679.8903

Date effective: February 1, 2021

Policy Statement:

In accordance with Mountain Line Policies and Procedures, as approved by the NAIPTA Board of Directors, Mountain Line operates services without regard to age, sex/gender, ability, race, color, national origin, gender identify or expression, and sexual orientation. Mountain Line is committed to applying the principles of local regulations as well as state and federal anti-discrimination laws to give customers using public transit equal access, seating and treatment without regard to age, sex/gender, ability, race, color, national origin, gender identify or expression, and sexual orientation. These rights also apply to service frequency, vehicle age and quality, and bus stop quality (FTA Circular 4702.1).

Mountain Line provides a process for customer complaints, including assignment to investigator and steps for follow up. Customers are able to use comment cards on the vehicles, a 24-hour hotline, the See Say Now app or contact us via email. Our statement of customer rights and contact information are provided in every vehicle as well as within our schedule and on our websites. Complaints of discrimination are immediately directed to the Deputy General Manager for prompt attention. Customers are availed of how to file complaints, up to and including filing complaints against Mountain Line with FTA.

Mountain Line recognizes the diversity of the communities served and serves individuals who are Limited English Proficient (LEP) with schedules and route information supplied in Spanish as well as English. Mountain Line has developed a Limited English Proficiency (LEP) Plan to address needs for these limitation of non-English speaking riders.

As the Governing Body of NAIPTA, we hereby confirm that such policy exists and that the statements made above are part of that policy.

Steve Peru, Chair of NAIPTA Board of Directors
Updated: January 20, 2020





RESOLUTION NO. 2020-

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY (MOUNTAIN LINE) UPDATING AND ADOPTING THE MOUNTAIN LINE TITLE VI PROGRAM AND IMPLEMENTATION PLAN EFFECTIVE FEBRUARY 1, 2021 THRU JANUARY 30, 2023.

Whereas Title VI (codified at 42 U.S.C § 2000d, *et seq.*) enacted as part of the landmark Civil Rights Act of 1964 signed by President Lyndon B. Johnson prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance; and

Whereas the Northern Arizona Intergovernmental Public Transportation Authority (“Mountain Line”) operates its services without regard to age, sex/gender, ability, race, color, national origin, gender identify or expression, and sexual orientation, as reflected in the existing Mountain Line Title VI Program and Implementation Plan as approved by the Board of Directors, which is a compilation of documents, plans, maps, policies and standards, *etc.* that demonstrate Mountain Line’s compliance with Title VI; and

Whereas Mountain Line is committed to applying the principles of local regulations as well as state and federal anti-discrimination laws to give customers using public transit equal access, seating and treatment without regard to age, sex/gender, ability, race, color, national origin, gender identify or expression, and sexual orientation, and these rights also apply to service frequency, vehicle age and quality, and bus stop quality (FTA Circular 4702.1); and

Whereas in accordance with that FTA Title VI Circular, Mountain Line is required to submit a Title VI Program triennially, and pursuant to guidance provided by FTA Title VI Circular 4702.1B approval of Mountain Line’s Title VI Program by its Board of Directors is required; and

Whereas Mountain Line also provides a process for customer complaints, including, without limitation: (i) assignment to investigator and steps for follow up; (ii) customers are able to use comment cards on the vehicles, a 24-hour hotline, or contact us via email; (iii) Mountain Line’s statement of customer rights and contact information are provided in every vehicle as well as within Mountain Line’s schedules and websites; (iv) complaints of discrimination are immediately directed to the Administrative Director for prompt attention; and (v) Customers are availed of how to file complaints, up to and including filing complaints against Mountain Line with FTA; and

Whereas Mountain Line also recognizes the diversity of the communities served and serves individuals who are Limited English Proficient (LEP) with schedules and route information supplied in Spanish as well as English and thus Mountain Line has developed a

Limited English Proficiency (LEP) Plan address needs for addressing these limitation of non-English speaking riders.

NOW, THEREFORE, be it resolved by the Mountain Line Board of Directors as follows:

- Section 1: The Governing Body of Mountain Line hereby confirm that such policy in compliance with Title VI exists and that the statements made above are part of that policy; and
- Section 2: That Mountain Line reaffirms that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Mountain Line sponsored program or activity, on the grounds of age, sex/gender, ability, race, color, national origin, gender identify or expression, and/or sexual orientation; and
- Section 3: That Mountain Line hereby approves and adopts the updated Mountain Line Title VI Program And Implementation Plan Effective February 1, 2021 Thru January 30, 2023 (Title VI Program) as set forth in Exhibit 1 to this Resolution, which is incorporated herein by this reference; and
- Section 4: That Mountain Line shall commit sufficient resources to training, outreach, analysis, language services and continued adherence to the Title VI Program as determined by the Mountain Line CEO and General Manager; and
- Section 5: That Mountain Line shall continue to enforce all provision in the Title VI Program and will seek to exceed the requirements thereof where possible; and
- Section 6: That the Mountain Line CEO and General Manager, and General Counsel, are hereby delegated on the Board's behalf and authorized to perform, or cause to be done or performed, all such acts, deeds and things and to make, execute and deliver, or cause to be made, executed and delivered, all such agreements, undertakings, documents, instruments or certificates (including revisions to the Title VI Program consistent with purpose and intent thereof and of Title VI) in the name and on behalf of Mountain Line that they may deem necessary or appropriate in order to effectuate or carry out fully the purpose and intent of the this Resolution and the Title VI Program.

Passed and adopted by the Mountain Line Board of Directors this 20th day of January, 2021.

Steve Peru, Chair,
Mountain Line Board of Directors

Attest:

Rhonda Cashman, Clerk of the Board

Reviewed as to form:

Dickinson Wright PLLC
Mountain Line General Counsel

4839-9127-5989 v1 [53963-1]

DRAFT



Mountain Line

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DATE PREPARED: December 3, 2020

MEETING DATE: January 20, 2021

TO: Honorable Chairman and Members of the Board

FROM: Anne Dunno, Capital Project Manager

SUBJECT: Consider McConnell Multimodal Improvements Project Close-out

RECOMMENDATION:

Staff recommends that the Board of Directors close-out the McConnell Multimodal Improvements Project.

RELATED STRATEGIC PLAN OBJECTIVE

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

BACKGROUND:

The McConnell Multimodal Improvements Project ("The Project"), was developed in coordination with NAU to improve transit, pedestrian and bicycle safety and connectivity at the southwest gateway to NAU campus for students, staff and visitors and had a project budget of \$444,750 paid for at an 80/20 split from an Arizona Department of Transportation (ADOT) 5307/5339 competitive grant award of Federal Transit Administration (FTA) funding. The transit stop Social Behavioral Sciences (SBS) , connecting Mountain Line and NAU's Campus Shuttle, is the second busiest stop after the Downtown Connection Center (DCC) and the highest ridership stop on Route 10.

In 2018, NAU and Mountain Line executed a Memorandum of Understanding to agree to complete a feasibility study for The Project which identified a roundabout at McConnell and Pine Knoll Drive with estimated design cost of \$1,000,000 and construction costs of \$5,500,000. In February 2019, Mountain Line and NAU executed an Intergovernmental Agreement (IGA) for design not to exceed \$400,000 (\$320,000 federal/\$80,000 local from Mountain Line). NAU, with Mountain Line oversight, subsequently solicited design professional services awarding to WLB Group.

NAU and Mountain Line presented the project to the MetroPlan Technical Advisory Committee (TAC) in September 2019 to gauge partnership interest for future funding to complete design and construction. MetroPlan TAC requested additional information regarding off campus impacts in a Traffic Study to consider the future merits of the project. As such, Mountain Line and NAU identified a "go-no go" decision point at completion of Task 1: Traffic Study and Preliminary Engineering. Subsequently, NAU issued a notice to proceed (NTP) for Task 1 with intent to return to MetroPlan TAC with results of the traffic study.

In November 2020, the Task 1 Traffic Study was completed and identified the impacts and potential mitigations required of both City and ADOT infrastructure. Per the attached memo provided to MetroPlan,

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the proximity of the McConnell Drive intersection with Beulah and Pine Knoll today creates congestion at the I-17 ramp terminal, which will continue to grow as traffic demand increases. Improvements to the ramp could be necessary, but the existing length and freeway configuration may also limit or prohibit off-ramp modification. Improvements may be needed to the signalized Beulah Drive/McConnell Drive intersection, which has level of service impacted by regional traffic volume growth and areas beyond the NAU project zone.

Mountain Line and NAU presented to the MetroPlan TAC on November 18. MetroPlan TAC acknowledged the project will require partnership from both a technical and financial standpoint between the jurisdictional agencies for implementation. However, no partnership opportunities were identified at this time. The project may be considered during the forthcoming MetroPlan Regional Transportation Planning (RTP) process for evaluation/ranking as part of long-term regional programming.

Pending final NAU invoice, Task 1 was completed for approximately \$98,000. There is approximately \$282,280 remaining in the grant excluding the amount allocated for vans after completion of Task 1 and the NAU Milton Campus Entry Study.

The Project grant obligated the funds to an assigned FTA scope activity line item (ALI) for “Bus Transitways”. Mountain Line may request FTA allow the grant funds to be shifted between projects with the same ALI. Both the Kaspar Intersection and Bus Rapid Transit Projects are also “Bus Transitways” and both projects could benefit from additional revenue. As projects progress over the next couple of months, staff will recommend to the Board which project to receive grant reallocation.

ALTERNATIVES:

- 1) Closeout the McConnell Multimodal Project (**recommended**): Approval will allow Mountain Line and NAU to pause this project pending future partnerships and make progress on other projects.
- 2) Do not approve the closeout the McConnell Multimodal Project. (**not recommended**): There are no partnerships identified and there are not adequate Mountain Line and/or NAU funds to complete the final design.

FISCAL IMPACT:

Mountain Line received a 2018 FTA 5307/5339 competitive grant award for NAU partnership projects in amount of \$834,750. The grant funded a variety of projects including \$150,000 for the NAU Milton Campus Entry Study, \$444,750 for McConnell Multimodal Improvements, and \$240,000 for purchase of Mountain Lift vans. Since FY2019, there has been approximately \$162,470 of the \$444,750 for this Project expended for the engineering consultant, legal, and NAU & Mountain Line project management leaving approximately \$282,280 remaining. Mountain Line will make a request to move remaining funds to other projects in next several months though doing so is at the discretion of FTA.

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TAC DISCUSSION:

TAC requested clarification on how the project might be reinitiated in the future. With completion of the Traffic Study, the analysis shows how the multimodal roundabout can be integrated into the existing system and that regional partnerships will be critical to successful implementation. The project is now better defined and can be evaluated for consideration in long term programming as part of the MetroPlan Regional Transportation Planning (RTP) process.

SUBMITTED BY:

Anne Dunno
Capital Project Manager

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. Memo to MetroPlan TAC

-pages 36-38

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McConnell Drive Sidewalk & Multimodal Improvements Project

To: Kelly Davis, Northern Arizona University
Anne Dunno, Mountain Line
From: Brian Joerger, WLB
Ellie Volosin, AECOM
Date: November 10, 2020
Re: NAU McConnell Drive & Multimodal Improvements Project – Summary Memo for MetroPlan
Technical Advisory Committee (TAC)

NAU's 2018 McConnell Drive Feasibility Study identified benefits to creating a round-a-bout at the McConnell Drive/Pine Knoll intersection and a traffic signal at the McConnell Drive/Knoles Drive intersection, both on the NAU campus. The intersection improvements, in conjunction with a revised transit hub layout between them, would benefit the area with enhanced functionality prioritized on multimodal transportation safety; Mountain Line and NAU transit system efficiency; and traffic level of service improvements. The project occurs in a main campus entry and heavily used transit hub – a zone with existing infrastructure which is inadequate to serve current and future transportation demands.

The project re-started in March 2020 with a first step focused on more detailed traffic analysis to study impacts on the ADOT and City facilities. The study was prepared by AECOM in conjunction with The WLB Group to determine impacts of the 2018 feasibility study layout to the adjacent regional intersections and any required updates to that layout. With the western study limit being the City's Beulah Drive/McConnell Drive intersection, the traffic study underwent two reviews by both ADOT and the City of Flagstaff as part of an ADOT Encroachment Permit. The study utilized MetroPlan's regional growth model as a basis for future year traffic volumes. The study showed operational impacts from adjacent intersections all along the McConnell Drive corridor, indicating that the NAU campus intersections, the ADOT intersections, and the City of Flagstaff intersections have inter-dependent traffic operations. Several options for impact mitigation to the I-17/McConnell Drive intersection were analyzed, and the study included a recommendation for impact mitigation that would not preclude future intersection projects undertaken by ADOT or the City. Attached are exhibits from the traffic study for reference:

- Figure ES-2: Existing Lane Configurations
- Figure 18: Build Alternative 1 Conceptual Design

The Traffic Study is a summary of the work and addresses the ADOT and City review comments to the extent allowable within the NAU project scope. A few review comments remain open as their resolution is beyond the NAU project scope, NAU campus limits, and involves a greater inter-agency discussion at the regional level. These comments and responses are addressed in detail in the traffic study, but can be summarized by the following list:

- The ADOT I-17/McConnell Drive intersection warrants a traffic signal in the future no-build scenario as reflection of regional traffic volume growth. The proximity of the McConnell Drive intersection with Beulah and Pine Knoll today creates congestion at the I-17 ramp terminal, which will continue to grow as traffic demand increases. Improvements to the ramp could be necessary, but the existing length and freeway configuration may also limit or prohibit off-ramp modification.
- Improvements may be needed to the signalized Beulah Drive/McConnell Drive intersection, which has level of service impacted by regional traffic volume growth and areas beyond the NAU project zone. The LOS mitigation is beyond the capability of signal timing adjustments included with the traffic study scope, and could possibly extend into lane configuration adjustments.
- Interim years 2023 and 2029 "no-build" analysis and comparison are requested. AECOM Scope included only a "no-build" analysis and comparison in the 2039 horizon year. A LOS analysis for the interim years was included in the traffic study.

At this time the McConnell Drive project is being paused to assess the regional level of coordination and commitment needed to resolve technical challenges and seek partnership funding for implementation. When the project is resumed regional partnerships will be critical to a successful outcome for all jurisdictions.

McConnell Drive Multimodal Improvements

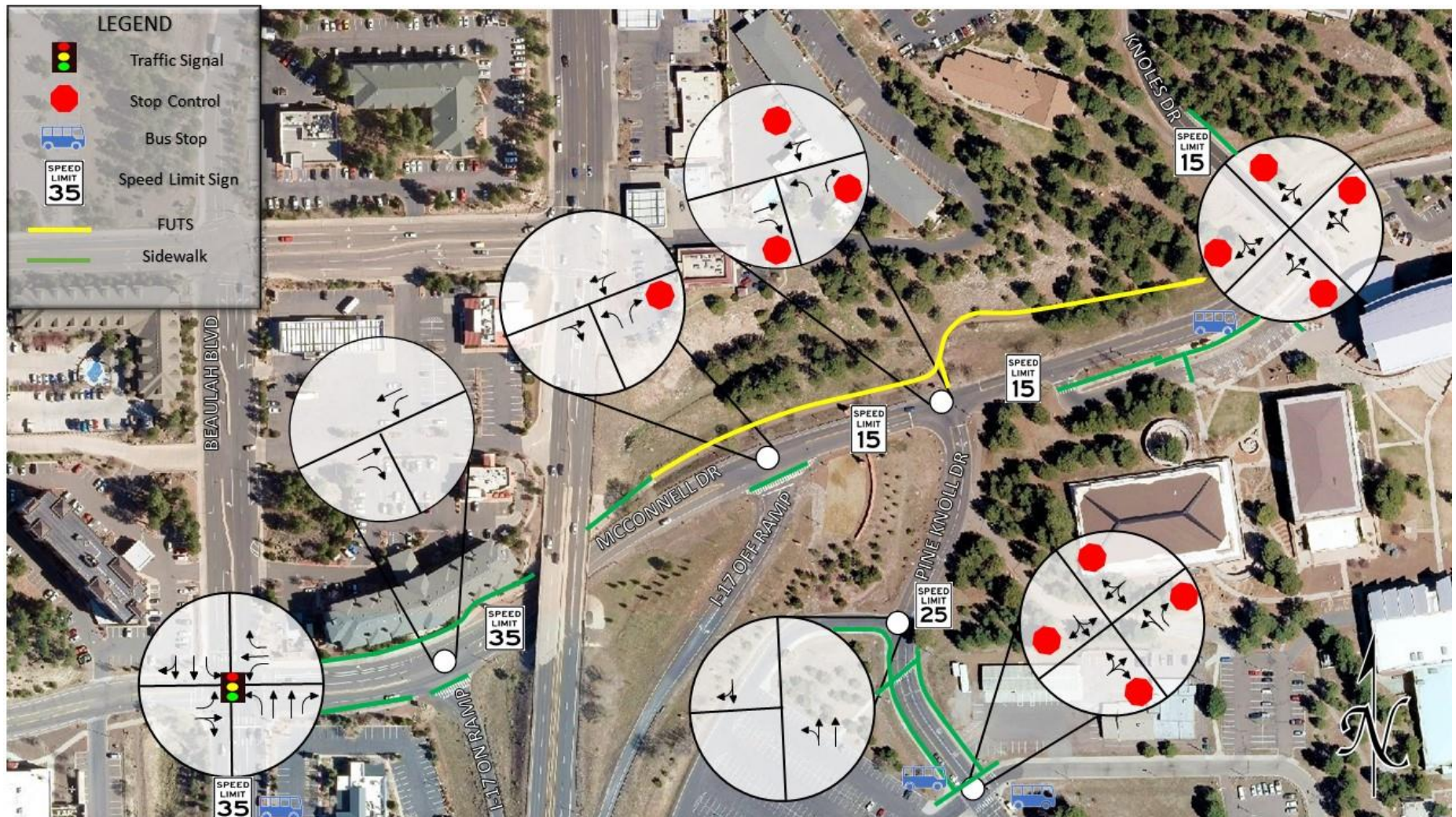


Figure ES- 2: Existing Lane Configurations



Figure 18: Build Alternative 1 Conceptual Design



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DATE PREPARED: January 11, 2021

MEETING DATE: January 20, 2021

TO: Honorable Chair and Members of the Board

FROM: Bizzy Collins, Transit Planner

SUBJECT: Consider adoption of the Zero Emissions Bus (ZEB) Transition Plan

RECOMMENDATION:

Staff recommends the Board adopt the Zero Emissions Bus Transition Plan.

RELATED STRATEGIC PLAN OBJECTIVE

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

BACKGROUND:

The 2008 voter-approved tax enabled Mountain Line to adopt “green” technologies and invest in a hybrid electric fleet, which at that time was cutting-edge technology. Since then, zero emission fleet options have become available and been tested in revenue service at transit agencies across the country. Additionally, the Flagstaff community has numerous policies to reduce emissions, including declaring a Climate Emergency. To honor the 2008 voter intent and broader community goals on climate action, Mountain Line conducted a Zero Emissions Bus (ZEB) Transition Plan to consider the tradeoffs of a variety of technologies before choosing a direction for bus replacements.

In February 2020, Mountain Line awarded the ZEB Transition Plan contract to the Center for Transportation and the Environment (CTE). The ZEB Transition Plan had two phases: analysis of fleet technologies and a detailed implementation plan of the chosen fleet technology. The first phase modeled battery electric and fuel-cell electric buses on Mountain Line routes and hours of service and incorporated Flagstaff’s topography, climate, and utility rate structure. CTE used this information to outline each fleet technology’s impact on greenhouse gas emissions, transit operations, costs, and infrastructure needs compared to our current hybrid electric buses. The best options from phase one were identified as staying with our current hybrid electric buses or transition to battery electric buses.

At the June Board meeting the Directors approved pursuing a battery electric fleet on a policy level, enabling Mountain Line to plan for this transition. Staff see the implementation of battery electric buses occurring project by project, bus by bus as funding and interest allows. The first two electric buses and chargers that are funded and scheduled for 2023 are seen as a pilot, letting Mountain Line test the new fleet technology in real time and re-evaluate for the next bus replacements in 2026.

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The timing is ripe for setting this direction. According to our fleet replacement schedule, the fixed route fleet will begin to reach their useful life starting in 2022 and over the following 12 years all 29 buses will need to be replaced. Mountain Line was awarded funding by the Federal Transit Administration Bus and Bus Facilities grant to design and construct the Downtown Connection Center (DCC) and purchase two zero emission buses. Staff is also in the planning stage for Kaspar Drive headquarters Master Plan, the joint campus bus storage facility, and the Strategic Investment Plan. If any changes are going to happen, this is an ideal time to incorporate electric bus needs into these projects.

The results of phase one showed that battery electric buses had the lowest incremental cost and highest reduction in greenhouse gas (GHG) emissions compared to fuel-cell electric buses. However, the incremental costs at full fleet transition in 2034 are estimated at \$19 million above current hybrid costs (see attachment for a breakout of those costs). The incremental cost is significant and unfunded according to the Mountain Line Financial Plan. Staff hope to offset some of these costs through grants, pursuing partnership opportunities with APS, and through rate structure changes at the Arizona Corporation Commission. Staff is also using the Five-Year Transit Plan process to understand if the public supports a tax increase to cover these new costs. Battery electric buses would enable Mountain Line to achieve 65% reduction of GHG emissions by 2030. As the APS power sources green with more renewable energy contribution, bus emissions will decrease further, likely allowing Mountain Line to achieve the 80% goal by 2050.

The second phase of the ZEB Transition Plan recently concluded with a detailed implementation plan for battery electric buses. It is available for review on Mountain Line's website at <https://mountainline.az.gov/about-us/reports-plans/>. As battery electric bus technology will touch almost every aspect of Mountain Line, the implementation plan covers a spectrum of topics:

- Bus and Route Modeling
- Service Planning
- Rate Modeling and Utility Partnership Recommendations
- Bus Procurement Best Practices
- Bus Technical Specifications and Fleet Recommendations
- Battery Warranty and Leases
- Battery Management System
- Infrastructure Requirements and Recommendations
- Resiliency Plan
- Total Cost of Ownership Analysis
- Training for Operators, Mechanics, and First Responders
- Deployment Strategy
- Data Collection Plan
- Paratransit and Non-Revenue Service Vehicle Plan
- Project Schedule

There are two sections of the implementation plan that staff would like to bring to the attention of the Board of Directors. The first is Rate Modeling and Utility Partnership Recommendations. Under current utility rate structure, Mountain Line on-route charging will incur significant peak demand charges—at full

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fleet transition 81% of electricity costs are expected to be from peak demand charge. Adjusting the rate structure and peak demand charges could reduce the annual fuel costs associated with operating battery electric buses to be equal to or less than the cost of operating hybrid electric. Ultimately it is the Arizona Corporation Commission (ACC) decision on whether to approve any rate structure changes.

There are also a host of partnership opportunities to offset capital costs. Utilities across the country offer a variety of infrastructure programs to support fleet electrification that could be replicated, such as installing, owning, and maintaining charging equipment, marketing partnerships and rebates to help cover agency infrastructure costs, and charging station grants. There could also be a marketing partnership to reduce the incremental cost of battery electric bus purchases.

There is a concurrent planning process separate from the ZEB Transition Plan that may benefit Mountain Line on this topic. The Arizona Transportation Electrification (AZTE) Plan is being led by the three utility providers in the state. Mountain Line staff continue to participate in that effort and have provided recommendations from the ZEB Transition Plan to that group. The AZTE Plan should be finalized in spring 2021 and submitted to the ACC for consideration.

The second section to bring to the Board's attention is the coordinated planning of fleet electrification into the design of the Downtown Connection Center (DCC). The DCC will be the main site for bus charging, thus requiring the majority of necessary infrastructure. The attachment shows a basic diagram of charging infrastructure required; to accommodate eight pantograph chargers the ZEB Transition Plan identifies multiples of other components pictured. Staff is also considering a backup diesel generator to increase resiliency. The APS microgrid program could also provide emergency power to the DCC to support charging in the event of an outage but would also be used to support generation/emergency needs in downtown Flagstaff.

FISCAL IMPACT:

The total cost of the ZEB Transition Plan is \$99,500. A variety of capital projects that rely on the analysis results are paying for the ZEB Plan at 80/20 splits. At full fleet transition in 2034, the incremental cost for battery electric buses will be \$19 million over current hybrid electric buses. A detailed cost breakout is included in the attachment, but to summarize, one electric bus is about \$200,000 more than a hybrid bus, so the total increase for a fleet of 29 buses is \$5.4 million. Fuel costs (electricity) are expected to increase by \$1.9 million over the 12-year period. Maintenance costs are anticipated to increase by \$1.8 million. One-time capital cost for charging infrastructure will be \$10.2 million. These are the complete costs and do not account for grants and partnerships that staff intend to utilize. If grants and partnerships can be fully realized, staff believe the incremental cost of battery electric buses may be similar to current costs for hybrid electric buses that we are paying today. Staff see the implementation of battery electric buses occurring project by project, bus by bus as funding and interest allows.

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ALTERNATIVES:

- 1) Adopt the Zero Emissions Bus Transition Plan (**recommended**): This will allow Mountain Line to incorporate battery electric bus considerations into other planning efforts that are time sensitive.
- 2) Do not adopt the Zero Emissions Bus Transition Plan (**not recommended**): This will cause other planning efforts to be delayed.

TAC DISCUSSION:

Solar panels at the DCC were discussed to generate electricity needs for charging buses. While staff anticipates the DCC to be LEED certified and have solar panels on the facility, the solar panels would likely produce enough power for only the building. According to the ZEB Transition Plan, the large footprint required for solar would only off-set a small percentage of the power needs at the DCC full-build out. For reference, a typical 5 kW solar system for powering a home requires a minimum of approximately 275 square feet of solar panels. An average Mountain Line block has a daily energy demand between 360 and 480 kWh.

SUBMITTED BY:

Bizzy Collins
Transit Planner

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. Zero Emissions Bus Transition Plan visuals -pages 43-44

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Attachment for Zero Emissions Bus Transition Plan Staff Report

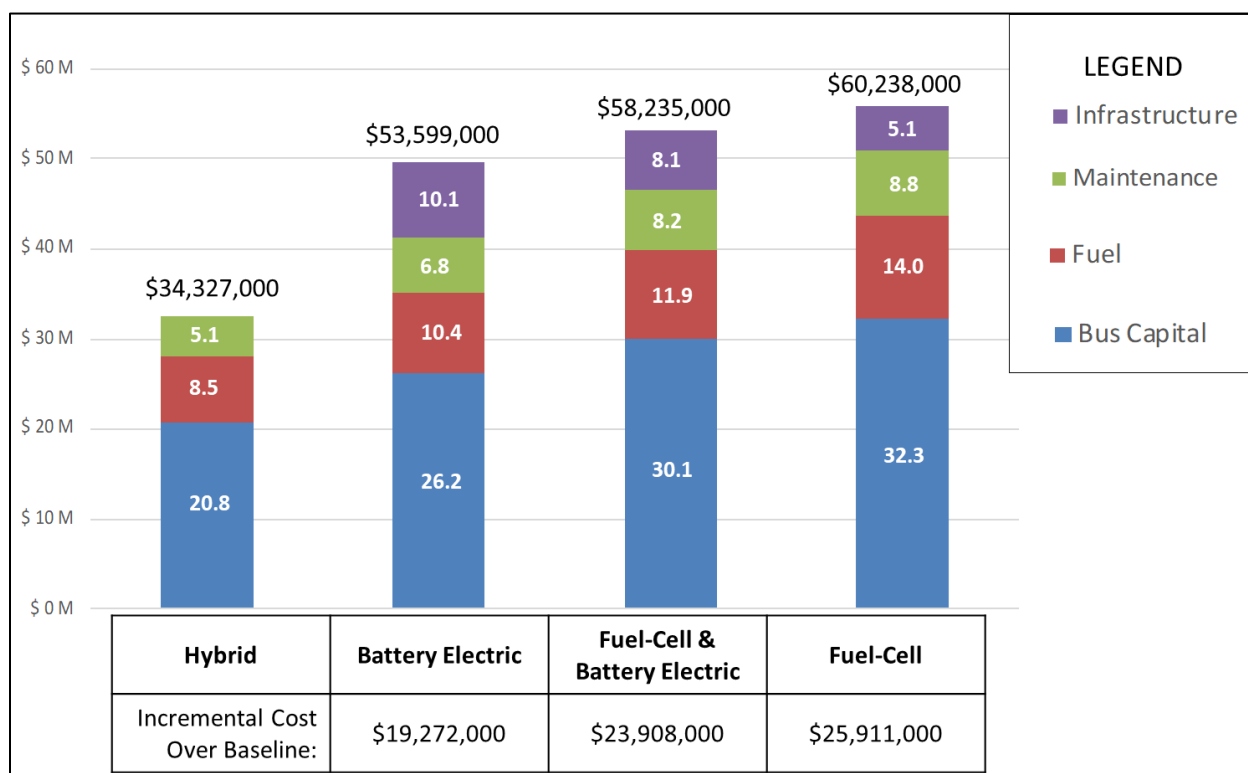


Figure 1 Cost comparisons of fleet technologies studied in the ZEB Transition Plan over the course of Mountain Line's 12-year fleet replacement schedule.

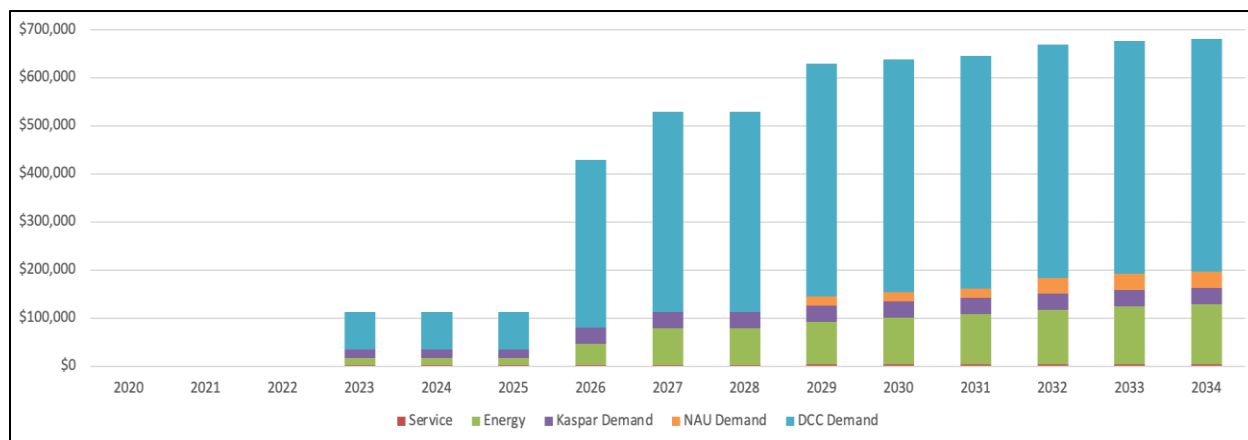


Figure 2 Charging costs for electric buses over the 12-year fleet replacement schedule. Note the green portion is the actual cost of energy to "fuel" the buses, while blue, purple, and orange is the peak demand charges based on the current APS rate structure.

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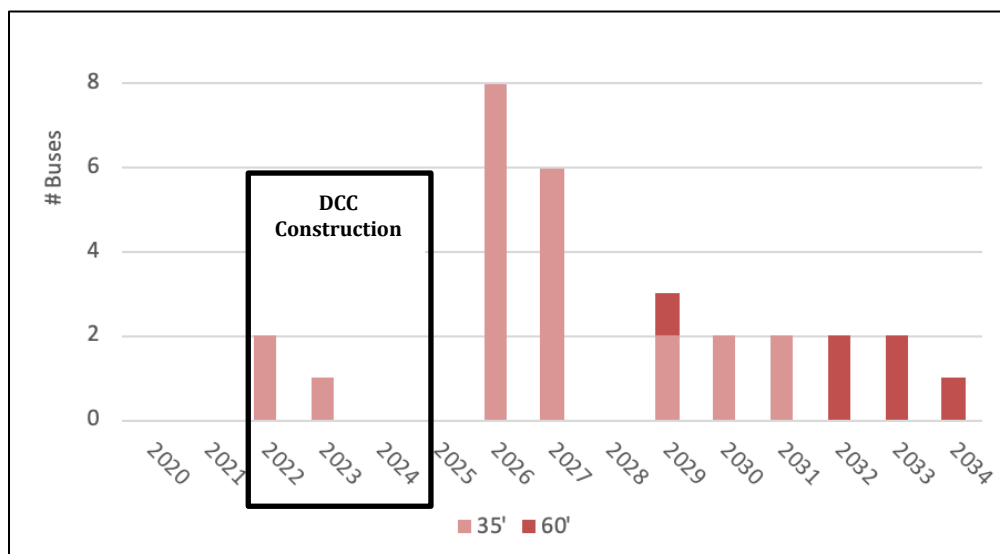


Figure 3 Scheduled fleet replacement of Mountain Line buses according to useful life, and the timeline for DCC construction to include electric bus charging infrastructure.

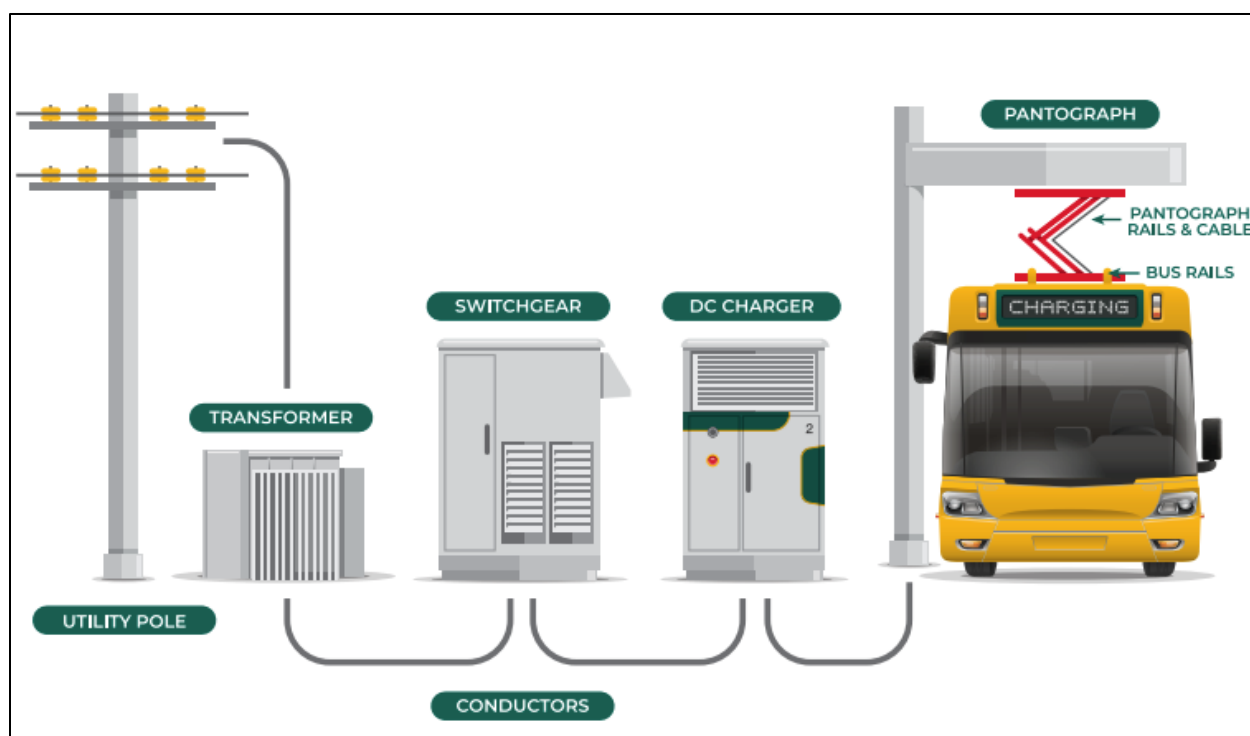


Figure 4 Electric bus charging infrastructure that is needed at each of the Mountain Line facilities. The DCC will be the main site of charging and therefore will have the most infrastructure.

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MOUNTAIN LINE MEMORANDUM

DATE: January 20, 2021

TO: Honorable Chair and Members of the Board

FROM: Bizzy Collins, Transit Planner

SUBJECT: No Service Changes for August 2021

Service analysis is conducted year-round as opportunities and challenges arise. Additionally, operator and public comments are regularly received and always considered by staff. A Service Planning Team comprised of representatives from all Mountain Line divisions meet every other week to discuss the items listed above as well as on-time performance, special events, detours, and seasonal services. A list of service changes is considered and discussed by the team, reaching consensus on what to recommend to the Board of Directors. This is shared within Mountain Line for transparency to all staff and to encourage communication among all divisions on how best to achieve the diverse transportation needs of the communities we serve. Typically, service changes occur in August, prior to the start of the school year. Staff consolidate implementation for August of the coming year to save costs on printing ride guides, posters, marketing, and staff time. This also sets expectations of the riding public to anticipate and plan for any impacts to their travel at the same time each year. In order to meet the August timeline, the January Board meeting typically opens a public comment period on the proposed changes. In April, the Board closes public comment and makes a final determination on services changes, which allows staff several months to update materials and advertise changes.

According to the process above, Mountain Line evaluated some potential changes for August 2021 implementation. However, the Service Planning Team is not recommending any changes for the upcoming year. A few of the items that were considered are below with explanation of why the change is not recommended.

Source	Route	Issue	Service Planning Team Consensus
Operator	5	Marshall Elementary School vehicle and pedestrian traffic create conflict with Mountain Line buses during drop-off and pick-up times. Could Route 5 use Apache Rd. instead of Navajo Rd.?	Recognize the challenge Operators are encountering on Navajo Rd. but anticipate similar issues on Apache Rd. because of the park. Recent pedestrian improvements on Navajo Rd. make better first/last mile connections with transit.

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Operator	8	Senior citizens living in La Plaza Vieja would be better served if Route 8 changed to Butler-Clay-Blackbird Roost-West Route 66 with a bus stop added in the neighborhood.	Will explore this through the Five-Year Transit Plan update. Closer access to transit may benefit the neighborhood yet adding a bus would also increase vehicle traffic where it may not be welcomed. Need more public input.
Planning Division	2, 3, & 5	Any changes to charter school bell schedules? We may be able to accommodate bus arrival times.	Schools confirmed no bell schedule changes for 2021-22 school year.
Operations Division	3 & 7	Routes 3 and 7 get bogged down on Butler Ave. when they depart the DCC at the same time. Riders see two buses and don't know which bus will take them to desired location. Both buses stop and wait while riders ask Operators questions.	Acknowledge that this is occurring and does add delay to these routes. Will start with signage at stops served by both 3 & 7 to help riders know which bus to take. Consider re-routing solutions during Five-Year Transit Plan update with public review.

In our effort to achieve continuous improvement, Mountain Line will continue to evaluate opportunities and challenges over the coming year and bring recommendations to the Board of Directors next January.

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MOUNTAIN LINE MEMORANDUM

DATE: January 20, 2021

TO: Honorable Chairman and Members of the Board

FROM: Lauree Battice, Management Services Director

SUBJECT: Review of the Budget Setting Process

As we head into another budget cycle, staff wanted to provide information on the typical budget process used by Mountain Line for the last several years and ensure adequate information is presented to the Board and TAC. Our goal is to ensure members are confident that they understand the request of the budget, the various funding sources anticipated, and can approve of the budget request when presented in June.

A typical timeline for the budget process is as follows:

January/February	Budget requests to partners
March	Presentations to partners
April	Final revisions and calculation of carryover
May	Presentation to TAC/Board of Directors
June	Budget adoption

Information typically presented and reviewed in the process:

- Prior year performance including actual financial information
- Review of projects and changes for the new budget year
- Detailed review of employee benefit programs
- Detailed review of capital programs
- Summary budget review, with percentage change per subcategory

We are inviting the input of the Board and TAC members about information beyond the above that might be included to improve our presentation. If additional information or documents are desired, please let us know so we can incorporate that need into our presentation and information at future meetings.

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MOUNTAIN LINE MEMORANDUM

DATE: January 20, 2021

TO: Honorable Chair and Members of the Board

FROM: Kate Morley, Deputy General Manager

SUBJECT: Update on General Consulting Services Contract

On June 21, 2017, the NAIPTA Board of Directors awarded AECOM Technical Services, Inc. (AECOM) a three-year contract with the possibility to extend for two additional years to provide necessary on-call Architectural and Engineering services through a General Consulting Services Contract (RSOQ 2017-400). AECOM has completed the first three years of the contract and Mountain Line is using the two-year extension to complete projects underway. This report is to provide the NAIPTA Board with a quarterly update on that contract.

Progress on AECOM FY2021 Task Orders:

- Task Order #6: BRT Project Development
 - This project is delayed, waiting on a preferred cross-section to be determined for the Milton portion of the project through the ADOT Milton Corridor Master Plan.
- Task Order #8: DCC to 30% Plans
 - AECOM has kicked off this plan and is working on finalizing overall site design and programming. 30% plan completion is expected in May 2021.
- Task Order #11: Bus Stop Amenities (survey/design)
 - There are no projects under this task order at this time.
- Task Order #13: Initiation of Work / Program Management
 - There are no projects under this task order at this time.
- Task Order #14: Kaspar intersection Project Management including Transit Signal Priority (TSP) subtask
 - AECOM is coordinating with Mountain Line and City to recommend TSP technologies that help achieve both agencies goals. This project is on target.

Task	Project Name	Start Date	End Date	Source Funds	FY2021 Value	Status Update
#6	Bus Rapid Transit (BRT) and Ridership Projections	July 2018	Fall 2021	5307/39	\$1,240,548	Waiting on ADOT CMP





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Board Agenda Packet
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#8	DCC Selection, Design & Preliminary Engineering	July 2018	May 2021	5307/39	\$1,151,264	Started concept design based on new scope of work
#11	Bus Stop Amenities (survey/design)	On-going		5310/Local	\$50,000	TBD
#13	Initiation of Work / Program Management	On-going		Varies	\$43,187	On-going
#14	Kaspar Intersection Project Management	October 2019	Nov. 2021	5307/39	\$193,150	90% plans approved City
Total					\$2,678,149	

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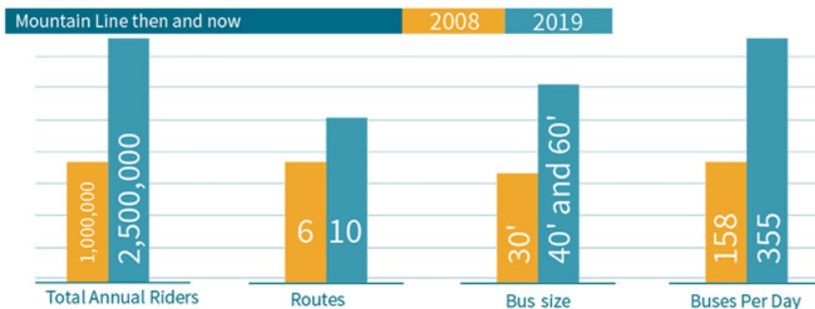
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MOUNTAIN LINE MEMORANDUM

DATE: January 20, 2021
TO: Honorable Chair and Members of the Board
FROM: Kate Morley, Deputy General Manager
SUBJECT: Downtown Connection Center (DCC) Project Update

This report is meant to bring new Board members up to date on Mountain Line's number one priority capital Project, the Downtown Connection Center (DCC), and provide a progress update over the past month.

Mountain Line has been pursuing a new DCC since 2017, when ADOT awarded Mountain Line \$6.7 million in grant funding for the new facility. There are several reasons for a new facility. The Rio de Flag project is slated to be built right through the existing DCC, meaning a new DCC was going to be needed due to that project regardless of anything else. As Mountain Line studied the needs of a new facility, it became clear that we had also outgrown the existing DCC. In addition to the changes seen in the chart below, there are no customer service amenities at the DCC, and service decisions are being made based on the lack of space to park buses at the DCC.



Based on these needs, Mountain Line pursued a competitive Federal Transit Administration (FTA) grant and in 2019 received one of the highest awards in the county, at \$15 million for the DCC, plus two electric buses. The local match for the grant is significant but has the flexibility to include partnerships, joint development, and land match. The simplest, most risk-free option is to use the land value as match.

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AECOM, as a part of the General Consulting Services contract, was awarded 30% design and completion of National Environmental Policy Act (NEPA) for the new connection center. AECOM completed preliminary programming for the DCC and then studied properties large enough to accommodate the needs within the Downtown activity center as defined by the regional plan. Based on this initial assessment, remaining at our current location but gaining access to a larger portion of the property was determined to be the best option, though final determination cannot be made until the NEPA process is complete. As the property is owned by the City of Flagstaff, Mountain Line presented to City Council in May 2019 and May 2020 to seek their support for exploring a permanent facility on the site and has received overwhelming support each time.

In the last several months, design work has kicked off. Mountain Line conducted a survey on the Flagstaff Community Forum seeking input on what people would like to see as a part of the DCC. A stakeholders committee, including two Southside representatives, a transit rider, La Plaza Vieja residents, the Downtown Businesses Alliance, the Chamber of Commerce, and sustainable building program representatives has been formed. Additional internal groups have also been formed.

A variety of challenges continue to exist though staff feel solutions can be found. First, coordination with the Rio de Flag is a top priority. Not only does the design need to accommodate the box culvert and associated utilities, but construction staging between projects needs to be considered. The portion of the Rio de Flag that goes under the railroad ties to this property and will likely be the last portion constructed, well beyond the timeline in which Mountain Line hopes to have built the new DCC. Additionally, site area constraints and desired non-transit programming are a continuing discussion with City staff. ParkFlag would like all existing parking spaces to be replaced while the Southside residents want civic space and not a parking garage. Both requests, in addition to expanded transit, are not possible.

Staff are meeting with partners to try to address these concerns. A meeting with the Rio team in early January will outline a preferred path forward to limit risks for both projects. A separate meeting with City Planning, and ParkFlag is scheduled for early January. Staff hope to resolve the issue of competing interests between desire for civic space, parking and create an overall master plan of the site at this meeting. Staff are grateful for the willingness of all City staff to devote time towards seeing the development of the DCC be successful.

Attachment: DCC Project Budget

-page 52

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Revenues		
FTA	\$15,675,000	
ADOT	\$5,422,350	68%
Local Match	\$13,860,041	32%
	\$ 34,957,391	
Expenses		
Staff time FY2019- FY2023	\$515,000	
AECOM DCC 30% Plans	\$1,673,884	
Owners Rep	\$750,000	
final design	\$1,500,000	
COF Fees/Regulatory	\$256,000	
Temp DCC	\$1,000,000	
PM software	\$1,000	
Real Estate Value	\$9,000,000	
Electrific infrastructure	\$2,000,000	
Milton Signal	\$500,000	
Phoenix Ave improvements	\$100,000	
Site work with civic space, surface parking	\$7,334,400	
Utility work	\$200,000	
Building	\$10,000,000	
Contingency	\$127,107	
Total	\$34,957,391	



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MOUNTAIN LINE MEMORANDUM

DATE: January 20, 2021
TO: Honorable Chair and Members of the Board
FROM: Estella Hollander, Mobility Planner
SUBJECT: Grant Award Notification

Mountain Line has the following update regarding one grant award.

ADOT 5307/5339 Grant: \$7,365,820 total grant award at 80/20 split

Mountain Line was awarded Section 5307/5339 grant funds on December 23, 2020 for two projects: First Last Mile Connections and Technology Upgrade Package. First Last Mile Connections was awarded \$6,920,094 at an 80/20 split to support the construction of bike and pedestrian infrastructure in association with transit stops. Mountain Line partnered with City of Flagstaff and MetroPlan and they have committed to pay 100% of the required local match of \$1,384,019. Projects will be prioritized based on the Active Transportation Master Plan list of projects adjacent to transit stops and that qualify as Categorical Exclusions for environmental clearances. The Technology Upgrade Package was awarded \$445,726 at an 80/20 split to support Wi-Fi hardware for fare consoles to increase reliability, Transit Asset Management software upgrade, Transit Signal Priority (TSP) hardware for the buses, and mobile ticketing. These technology upgrades will be necessary for Mountain Line to streamline processes and improve service efficiency and reliability for our customers.

FTA Section 5305e Grant: \$273,000 total grant award at 80/20 split

This fall, Mountain Line through MetroPlan, applied for Section 5305e Transit Planning funds, for the update of the Mountain Line Five-Year Transit Plan. Last year, ADOT changed the process to only allow MPOs and COGs to be eligible applicants for 5305e funds that previously were awarded directly to Mountain Line. MetroPlan was successfully awarded the grant funds on December 30, 2020 for \$273,000 at an 80/20 split. Mountain Line will lead the plan update and pay the required local match using transit tax revenue. The purpose of this project is to complete a new Five-Year Transit Plan for Mountain Line services, including prioritized implementation and a long-term (2040) service vision. This Plan will engage the

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public to develop growth scenarios, provide more information regarding ballot initiatives for a tax increase, examine other non-tax models to pay for service growth, and include a vision for the next 20 years on how and where transit service should grow.

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February: TAC Meeting is Thurs, 2/4 Board Meeting is Wed, 2/17

ITEMS:	WHO & WHAT:
Safety Minute	
Election of Vice Chair (BOD Only)	Rhonda/Steve-D/A
FY2020 Financial Audit Report	Lauree - D/A
Second Quarter Revenue Report	Heather D - D/A
Bus Stop Improvement Report – New Task Order	Anne - D/A
Kaspar Intersection Concept/TSP	Anne/Estella - D/A
Mountain Line Local, State, Federal Presence and Roles	Kate - D/A
Employee Satisfaction Survey Results	Heather D - D/A
Quarterly Performance Report	Lauree - PR
Kaspar Master Plan	Anne - PR
DCC Update	Kate - PR
Sky Cottages Update	Kate - PR
Delegation of Authority Update - Agreements, Grants, and Procurements: Five Year Transit Plan, Kaspar Intersection IGA, MetroPlan IGA Amendment, the Owner's Rep and New Paratransit Van Delivery	Heather D - PR
Current Events	Heather D - PR
March/April Agenda Calendar	

March: TAC Meeting is Thurs, 3/4 Board Meeting is Wed, 3/17

ITEMS:	WHO & WHAT:
Safety Minute	
Fare Capping	Heather D - D/A
Mobile Ticketing	Jacki - D/A
Delegation of Authority Update - Agreements, Grants, and Procurements:	Heather D - PR
Current Events	Heather D - PR
April/May Agenda Calendar	