



## 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, March 24, 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](mailto:transportation@naipta.az.gov) and observe the meeting by following the instructions at <https://mountainline.az.gov/about-us/board-of-directors/>.

**The Board of Directors may vote to hold an executive session for the purpose of obtaining legal advice from NAIPTA's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3). The executive session may be held at any time during the meeting. Executive sessions are not open to the public, pursuant to Arizona Open Meeting Law.**

**Pursuant to the Americans with Disabilities Act, persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Clerk of the Board of Directors at 928-679-8922 (TTY Service 800.367.8939). Requests should be made as early as possible to allow time to arrange the accommodation.**

The agenda for the meeting is as follows:

-pages 1-3

1. CALL TO ORDER
2. ROLL CALL
3. SAFETY MINUTE  
-Sam Short, Safety Manager
4. APPROVAL OF MINUTES 2/17/2021

-pages 4-10

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### DISCUSSION / ACTION ITEMS:

5. CONSIDER THE FY2020 FINANCIAL AUDIT REPORT -pages 11-12  
-Lauree Battice, Management Services Director  
Staff recommends the Board of Directors approve the FY2020 Financial Audit Report as completed by Fester and Chapman P.C. and authorize staff to file report as required by March 31, 2021.
6. REVIEW FEDERAL FUNDING RESPONSIBILITIES AND APPROVE FEDERAL PRIORITIES -pages 13-15  
-Heather Dalmolin, CEO and General Manager  
Staff recommends the Board of Directors consider Federal Funding Responsibilities and approve the Federal Priorities for 2021.
7. CONSIDER AN OFF-BUDGET APPLICATION TO THE LOW OR NO EMISSION GRANT PROGRAM -pages 16-19  
-Bizzy Collins, Transit Planner  
Staff recommends the Board of Directors approve the application for and execution of a Low or No Emission grant for infrastructure to support two funded battery electric buses in the amount of \$7,352,285.
8. CONSIDER A FORMAL PAUSE TO THE BUS RAPID TRANSIT (BRT) PROJECT  
-Bizzy Collins, Transit Planner -pages 20-21  
Staff recommends the Board of Directors approve a formal pause on the BRT project development and transfer the remaining design and engineering funds to the Phoenix Avenue signal project at Milton Road.
9. CONSIDER THE DOWNTOWN CONNECTION CENTER PROGRAMMING  
-Kate Morley, Deputy General Manager -pages 22-25  
The Board may provide direction, but there is no recommendation from staff at this time.
10. REVIEW POLICY STRUCTURE AND RESOLUTIONS -pages 26-28  
-Heather Dalmolin, CEO and General Manager  
The Board may provide direction, but there is no recommendation from staff at this time.

### PROGRESS REPORTS:

11. KASPAR INTERSECTION PROJECT UPDATE -page 29  
-Anne Dunno, Capital Project Manager
12. BUS STOP REHABILITATION PROGRAM AND JOB ORDER CONTRACTING (JOC) JOB ORDER NO. 2 UPDATE -pages 30-31  
-Anne Dunno, Capital Project Manager

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13. FY2021 2<sup>ND</sup> QUARTER PERFORMANCE REPORT -pages 32-38  
-James Wagner, Operations Director
14. DELEGATIONS OF AUTHORITY -pages 39-41  
-Heather Dalmolin, CEO and General Manager
15. SUMMARY OF CURRENT EVENTS -pages 42-43  
-Heather Dalmolin, CEO and General Manager

### **EXECUTIVE SESSION** (added item)

Executive sessions are closed to the public.

The Board will consider a motion to convene an executive session pursuant to A.R.S. § 38-431.03(A)(3) and (4) for the following purpose:

1. Discussion and consultation with Mountain Line's attorney for legal advice and with Mountain Line's attorney and designated representatives, regarding the Papanastasopoulos v. NAIPTA litigations. ARS § 38-431.03(A)(3) and (4).

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

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

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

April/May Working Agenda

-page 44

The next Board meeting will be April 21, 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. April agenda items will include but not be limited to The Coordinated Plan, Board Vice Chair Ascension to Chair and Election of Vice Chair, Mobility On-Demand/Microtransit Demo, 5307/5339 Grant Application and Execution, Congressionally Directed Spending, Kaspar Intersection Plan/Transit Signal Priority (TSP), Board Education Opportunity, FY2022 Workforce Strategies and FY2022 Budget, Arizona Public Service (APS) Charging Station Benefit, AECOM Quarterly Update, New Paratransit Van Delivery, Five-Year Transit Plan, and Delegation of Authority Updates. The April 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.

16. ADJOURNMENT





## Board of Directors Minutes for Wednesday, February 17, 2021

**NOTE:** IN ACCORDANCE WITH PROVISIONS OF THE ARIZONA REVISED STATUTES THE SUMMARIZED MINUTES OF NAIPTA BOARD MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITHIN QUOTATION MARKS ARE VERBATIM.

The Board of Directors met in Regular Session on Wednesday, February 17, 2021 at 10am in the Mountain Line Training Room, 3773 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);  
Adam Shimoni, (Vice Chair), City Councilor, City of Flagstaff, (Zoom);  
Dan Okoli, VP of Capital Planning and Campus Operations, NAU, designee, (Zoom), joined at approximately 10:25am;  
Miranda Sweet, City Councilor, City of Flagstaff, (Zoom);  
Patrice Horstman, Board of Supervisors, Coconino County, alternate, (Zoom), left at approximately 11:43am

*\*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);  
Lauree Battice, Management Services Director, (Zoom);  
Danelle Knight, Human Resource Manager, (Zoom);  
Sam Short, Safety Manager, (Zoom);  
Jon Matthies, IT Manager;  
Bizzy Collins, Transit Planner, (Zoom);  
Rhonda Cashman, Executive Assistant and Clerk of the Board;  
Scott Holcomb, Mountain Line Attorney, (Zoom)

### **GUESTS PRESENT:**

Jim McCarthy, Councilmember, City of Flagstaff, (Zoom), left at approximately 10:15am;  
Julian Wolff, Executive Assistant to Supervisor Horstman, (Zoom)

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





Chair Peru acknowledged Councilmember McCarthy's service on the Mountain Line board over several years; thanked him for his time and wisdom, and our continued partnership with the City. Ms. Dalmolin, Director Shimoni, Mr. Holcomb also communicated their gratitude. Councilmember McCarthy conveyed his continued support of transit and as the current Chair of MetroPlan, he stated he will remain involved with transportation, all modes, and he looks forward to working together to get things done.

**3. SAFETY MINUTE**

-Sam Short, Safety Manager

Mr. Short reported excessive sitting can lead to health risks. It is important to try to stand when possible throughout the workday and to try to exercise before and after work as our bodies are designed for movement.

**4. APPROVAL OF THE MINUTES FOR 1/20/2021:**

Director Horstman moved to approve the January 20, 2021 minutes. Director Sweet seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Steve Peru	X	
Adam Shimoni	X	
Miranda Sweet	X	
Patrice Horstman	X	

**DISCUSSION / ACTION ITEMS:****5. ELECTION OF VICE CHAIR OF THE BOARD OF DIRECTORS**

-Rhonda Cashman, Executive Assistant and Clerk of the Board

Staff recommends the Board of Directors elect a Vice Chair for the remainder FY2021, effective immediately.

Ms. Cashman provided the recent history of the Vice Chair vacancy and information from the Rules of Procedure regarding an election. Chair Peru requested to postpone the election until after the arrival of Director Okoli, as he was expected to attend the meeting.

Chair Peru went back to this item after the item #7 discussion. Director Shimoni nominated Director Okoli and he accepted. Director Okoli nominated Director Shimoni and he accepted. Director Horstman moved to close nominations. Director Sweet seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Steve Peru	X	
Dan Okoli	X	
Adam Shimoni	X	
Miranda Sweet	X	
Patrice Horstman	X	







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Chair Peru noted the closure of nominations and asked if either candidate wanted to back out of the running. Director Okoli requested to withdraw, due to transition in leadership happening at Northern Arizona University (NAU) he felt it would be best if Director Shimoni could be Vice Chair at this point. Director Shimoni said he would be happy to serve. Director Horstman moved to approve Director Shimoni as Vice Chair. Director Okoli seconded. There was no further discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Steve Peru	X	
Dan Okoli	X	
Adam Shimoni	X	
Miranda Sweet	X	
Patrice Horstman	X	

### 6. CONSIDER AND APPROVE THE SECOND FY2021 BUDGET REVISION

-Heather Dalmolin, CEO and General Manager

Staff requests the Board of Directors approve the Second FY2021 Budget Revision for a total change not to exceed \$40,438.88 to move 50% of delayed wage adjustment for exempt staff effective January 1, 2021 from contingency to wages and employee related expenses (ERE).

Ms. Dalmolin provided some historical information related to the FY2021 budget process and shared a PowerPoint presentation. She explained the Board approved the budget with exempt staff compensation increases held in contingency until certain revenue triggers were met, due to the pandemic and possible recession. The first budget revision was approved in November 2020. The current transit tax revenue projections from the City were reviewed. Free fare was implemented in March and continued through October 2020, at a loss of approximately \$500,000. Mountain Line did receive \$7.2 million in Coronavirus Aid, Relief, and Economic Security (CARES) Act funding which has deferred use of Transit Tax funds as reflected in the fund balance graph. Chair Peru stated going into COVID last spring necessitated caution; the revenue triggers have been met with documentation. Director Horstman noted appropriate wages are important for staff and she asked about the triggers. Ms. Dalmolin responded the revenue triggers were related to the Transit Tax which has projected higher than originally anticipated revenues. Director Shimoni moved to approve the proposed FY2021 budget revision. Director Horstman seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Steve Peru	X	
Adam Shimoni	X	
Miranda Sweet	X	
Patrice Horstman	X	

### 7. APS RATE STRUCTURE AND ELECTRIC BUSES

-Bizzy Collins, Transit Planner

This item is for information and discussion only.





Ms. Collins reviewed a PowerPoint presentation with the Board starting with a slide showing a bus charging cost graph under the current Arizona Public Service (APS) rate structure. It was noted that only a fraction of the cost is for the actual energy, peak demand charges account for the rest of the cost. According to the Zero Emission Bus (ZEB) Transition Plan, the cost of peak demand charges would need to be reduced by 30 percent to bring cost for charging to equivalent of the cost of operating our current Hybrid-Electric fleet. She noted the requirement of charging infrastructure and greater investment for each electric bus. There is an Arizona Statewide Transportation Electrification (AZTE) Plan being created. The effort is being led by utility companies. She participated in the third and final workshop on February 10<sup>th</sup> and was hoping for a concrete outcome, but it did not happen. Collaboration with APS at the local level will be required. Any rate changes would be decided by the Arizona Corporation Commission (ACC). The Arizona Transit Association (AzTA) has formed an Electric Bus Group to assist transit agencies with meeting their electrification goals. They have had three meetings so far. AZTA brought their legislative liaison into the conversation and the group is looking for a path forward. Ms. Collins stated she would provide updates to the Board periodically. Chair Peru communicated this item will continue to be monitored. Mr. Holcomb suggested contacting the League of Cities and Towns for support in this venture. Chair Peru agreed there may be effective partnerships with the City of Flagstaff as another stakeholder group locally, and through the larger League association. Director Shimoni was appreciative of the presentation. He expressed his support to advocate through the League or any needs from City Council.

**8. UPDATE ON THE BUS RAPID TRANSIT PROJECT IN RELATIONSHIP TO THE MILTON CORRIDOR MASTER PLAN**

-Bizzy Collins, Transit Planner

This item is for information and discussion only.

Ms. Collins briefly reviewed that Bus Rapid Transit (BRT) is a collection of tools that make transit more competitive with cars. She explained the BRT project has been delayed by the Milton Road Corridor Master Plan (CMP) as there is a 1.5 mile overlap in the projects on Milton Road. The CMP has moved forward very slowly, and it could be finalized in May. The Arizona Department of Transportation (ADOT) public process revealed two top ranking alternatives. The top ranking was Alternative 5: street and sidewalk widened, dedicated bike lane, and buses mixed with traffic. The second highest ranking was the No Build Hybrid scenario, which is small bike/ped or light improvements at certain locations in the corridor with no street or sidewalk widening. This recommendation is made in part because the studies have shown that adding lanes on Milton Road will not improve congestion or travel time. Ms. Collins confirmed that in the public comment survey, ADOT asked how many buildings should be removed and reported that there was strong opposition to right-of-way impacts. Staff conveyed they anticipate ADOT will select the No Build Hybrid scenario, offering the planned BRT project few operational efficiencies and financial value. CMP stakeholders are scheduled to meet next week to discuss spot improvements. Staff recently held a candid discussion with the Federal Transit Administration (FTA) regarding options and FTA was very supportive of a potential shift in funds to the Downtown Connection Center (DCC) project. Staff were told the BRT could be paused and withdrawn from the Capital Investment Grant (CIG) Program without prejudice for future application for funding. The Board will be asked to take action in the future on remaining funding. There was substantial discussion regarding disappointment in ADOT's vision for the





Milton corridor, perhaps not the right timing for BRT, right-of-way challenges, City plans, what would happen if Alternative 5 were chosen, and how those changes might be prioritized. Ms. Dalmolin shared that the remaining BRT funds would still be part of the BRT alignment focusing on the piece that supports the DCC. Vice Chair Shimoni stated the City's Active Transportation Master Plan will soon be open for public comment. Chair Peru noted his appreciation for the thoughtful observations and feedback expressed.

**9. REVIEW MOUNTAIN LINE SERVICE REQUIREMENTS AND FINANCIAL MANAGEMENT PRACTICES**

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin outlined the three segments of this Board education item. She stated she will proceed quickly due to the time constraint for discussion of other items on the agenda. She noted she would be happy to discuss further with any members of the Board as requested. The federal requirements for provision of Paratransit were reviewed along with costs and other options being considered as more cost effective ways to provide same service. Ms. Dalmolin presented a review of Mountain Line's funding sources, review and reporting processes, annual budget process, and performance reporting. Chair Peru commented this item is not for action, but to make Board members aware of practices and the importance of understanding the processes. There were a couple questions related to the cost of paratransit vehicles versus taxi trips. Ms. Dalmolin explained we try to make the taxi program an attractive option; however, we are not allowed to require a paratransit customer to use the taxi. Microtransit is another type of demand response service option that may soon be available. The hope is that we can integrate the two services to help reduce paratransit costs as incurred while vehicles are waiting for the next scheduled trip. The paratransit budget for FY2021 is reflective of the maximum service demand possible. Ms. Dalmolin confirmed that projected cost will actually be lower as we do not currently have that level of demand and are currently under budget. She reported the quarterly performance report will be presented next month and the FY2022 budget discussions will play out over the next couple months. There was no further discussion.

**10. ROUTE 8 EXTENSION**

-Kate Morley, Deputy General Manager

This item is for information and discussion only.

Ms. Morley provided some history on this topic. The Board has identified the extension of Route 8; however, there is no funding at this time. Additional funding, potentially from one or more of the developments along the extension, is needed to provide transit service to the proposed neighborhood. Sky Cottages is a development of approximately 200 rental units on Woody Mountain Road. Previous Board direction was to gain a commitment for funding from the developer, through the City planning and zoning process. Ms. Morley reported on efforts to gain entry to the City's process and developer agreement and commented on the recent challenge when staff was left with no option but to negotiate for transit at the dais of a City Council meeting in which the development was presented for consideration. Vice Chair Shimoni offered to promote the discussion with City staff. Chair Peru suggested that we need an opportunity to weigh in and avoid the awkwardness at the dais, suggesting we pursue that







partnership further with the City of Flagstaff. Vice Chair Shimoni commented that the leverage to require transit is questionable. Ms. Morley explained Mountain Line is invited to write responses to permit requests and that we felt that staff attempted to work with the developer on our request, but there is no requirement for transit considerations in the City process. The incentive of transit services passes for all residents, in exchange for the funding commitment, was offered to the developer. Vice Chair Shimoni expressed that Mountain Line should not have to go it alone with the developer and that developers need to support community goals. He stated a desire to assist, offering to facilitate a meeting with all staff involved and Director Sweet. Chair Peru reiterated a need for this developer, and future developers, to contribute to transit. There was no further discussion.

**11. REVIEW RESULTS OF THE OCTOBER 2020 EMPLOYEE SURVEY**

-Heather Dalmolin, CEO and General Manager -pages 34-35

No action is recommended; however, the Board may direct staff on modifications to employee programs and or future Employee Surveys including survey instruments or methodology.

Ms. Dalmolin reminded Board members the employee survey has historically been done twice a year. The March 2020 survey was not done due to the onset of COVID-19 resulting in staff time and resources directed to health and safety measures. The results being presented were from October/November 2020. It was the first time the survey was primarily conducted electronically, although some staff requested and received paper surveys. The CEO, Deputy General Manager, and executive team do not participate in the survey. Overall, she reported most categories show improvement, some by a whole point or more. She noted staff will be working through the comments provided and next steps are to evaluate the survey tool and process. There were questions about participation in this survey compared to previous surveys, what might have increased employee satisfaction, and how the results are shared. Ms. Dalmolin responded that the participation was down about 10 percent, which might be attributed to being offered electronically versus at staff meetings. She attributed the increase to two key items: 1) The operations department was restructured to diversify and increase support for public facing staff members. 2) Employees might feel more connected due to COVID awareness efforts which in turn increased one-on-one contact, conversations and communication. She noted the survey results are shared with staff, including responses to comments, via email to employees, copies placed in the breakroom, and through the electronic employee newsletter.

**PROGRESS REPORTS:**

**12. SUMMARY OF CURRENT EVENTS**

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin reported the County updated its priority groups for the COVID vaccine and it is now available to Mountain Line employees.

**ITEMS FROM COMMITTEE AND STAFF:**





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Board Agenda Packet  
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### SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

#### March/April Working Agenda

The next Board meeting will be March 24, 2021 and it 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. March agenda items will include but not be limited to the FY2020 Financial Audit Report, Low or No Emission Program Grant, Bus Rapid Transit (BRT) Update, Downtown Connection Center (DCC) Update, Bus Stop Improvement Report/New Job Order, Board Education Opportunity, Quarterly Performance Report, and Delegation of Authority Updates. The March 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.

13. ADJOURNMENT -Chair Peru adjourned the meeting at approximately 11:56am.

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Steve Peru, Chair of the Mountain Line Board of Directors

ATTEST:

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Rhonda Cashman, Executive Assistant and Clerk of the Board

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## **Northern Arizona Intergovernmental Public Transportation Authority**

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**DATE PREPARED:** March 16, 2021

**MEETING DATE:** March 24, 2021

**TO:** Honorable Chair and Members of the Board

**FROM:** Lauree Battice, Management Services Director

**SUBJECT:** Consider the FY2020 Financial Audit Report

### **RECOMMENDATION:**

Staff recommends the Board of Directors approve the FY2020 Financial Audit Report as completed by Fester and Chapman P.C. and authorize staff to file report as required by March 31, 2021.

### **BACKGROUND:**

In accordance with A.R.S. 28-9101 et seq. to establish an intergovernmental public transportation authority and the Master IGA, the Board will initiate an annual audit within 120 days of the end of each fiscal year and formally approve the report before submitting a certified copy to the Auditor General's Office.

In Spring 2018, NAIPTA completed a procurement process that identified Fester and Chapman P.C. as best value contractor to perform financial audit services and staff awarded the contract in March 2018. The performance of the FY2020 Financial Audit is the third year of the awarded 5-year agreement.

The FY2020 audit began in September with off-site document testing. The audit covered many areas of review to test the conformity of NAIPTA's prepared financial statements with U.S. generally accepted accounting principles (GAAP). During the off-site testing and through electronic document collection and review, staff from the auditing firm reviewed various topics of the financial statements, including but not limited to examination of grant expenditures, fixed asset recording, purchase policy compliance, and internal controls.

During the normal course of work completed during the audit, NAIPTA staff was available and responsible for timely submission of documents and information.

The issued Report to the Board of Directors, including the Financial Reports is pending. Based on feedback from the auditors, staff anticipates the following conclusions:

1. No transactions were entered into during the year without appropriate authorization.
2. All significant transactions have been recognized in the financial statements in the proper period.
3. Reasonable estimates were developed by staff for amounts due to other governments and depreciation of assets.
4. No difficulties were experienced in dealing with management.
5. There were identified misstatements that were determined to be immaterial to the financial statements. Correcting entries for some transactions were prepared by Fester and Chapman P.C. and posted by staff prior to completion of audit.



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6. There were no disagreements with management.
7. NAIPTA did not consult another firm for a 2<sup>nd</sup> opinion on any matters.
8. There were not significant findings in internal controls.

The final report is anticipated prior to the Board of Directors meeting on March 24, 2021 and the report filing due date is March 31, 2021.

### TAC DISCUSSION:

This will be covered with the Transit Advisory Committee in April.

### ALTERNATIVES:

- 1) Approve the FY2020 Financial Audit report (**recommended**): Approval of the report is consistent with the Master IGA and allows staff to continue implementing changes needed for good internal controls.
- 2) Do not approve the FY2020 Financial Audit report (**not recommended**): If the report is not approved, staff would need to engage in a second or an independent audit of the work completed by Fester and Chapman P.C.

### FISCAL IMPACT:

Approval of the FY2020 Financial Audit has no fiscal impact.

### **SUBMITTED BY:**

\_\_\_\_\_  
Lauree Battice  
Management Services Director

### **APPROVED BY:**

\_\_\_\_\_  
Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

- 1) FY2020 Report to the Board of Directors -pending



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**DATE PREPARED:** March 5, 2021

**DATE:** March 24, 2021

**TO:** Honorable Chair and Members of the Board

**FROM:** Heather Dalmolin, CEO and General Manager

**SUBJECT:** Review Federal Funding Responsibilities and Approve Federal Priorities

### **RECOMMENDATION:**

Staff recommends the Board of Directors consider Federal Funding Responsibilities and approve the Federal Priorities for 2021.

### **RELATED STRATEGIC PLAN OBJECTIVE**

- ❖ Goal Six: Fiscal Responsibility
- ❖ Objective: Ensure a sustainable financial future through long-term financial planning.
- ❖ Objective: Expand Mountain Line revenue resources to allow for the full implementation of the 5-year plan, capital plan, and projected increases in costs of providing service.

### **BACKGROUND:**

Mountain Line has had tremendous success in pursuing federal funding, both at the federal level and from the State of Arizona. As of June 30, 2020, we had obtained 75M in federal funds for our operational and capital needs. As another grant season is upon us, we felt it was important to review the responsibilities we have for pursuing and managing federal funds as well as create Federal Funding Priorities that will help shape our applications and direct conversations with our federal representatives.

- Our funding responsibilities are shared by many staff members from planning, operations, and finance, led by the CEO and the Deputy General Manager.
- We are supported by a federal Legislative Liaison, Nexxus Consulting.
- We participate in the Arizona Transit Association, the Southwest Transit Association, Community Transportation Association of America, the Bus Coalition, and the American Public Transportation Association.

In a typical year, the CEO and Deputy General Manager meet with our representatives in DC as part of the American Public Transportation Association's Legislative Conference. While we join our transit peers in many conversations, we also set individual appointments with Arizona representation to discuss our projects and priorities. We also provide our priorities to our partners, like the City and the County, and ask our Board members and other elected officials to share these in their respective conversations with our representatives.

Establishing our Federal Priorities is key to our responsibilities and to our future conversations about funding. Through the review of our programs and projects, we are able to determine what funding is needed in current and future legislation. This identified need informs the Federal Priorities, along with

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other local priorities as adopted by our partners and general transit industry priorities. While we have not adopted these in the past, we are seeking adoption as we believe that adoption makes a stronger case when we are visiting our representatives, with and without our local authorities. The proposed Federal Priorities are attached to this report for review.

### **FISCAL IMPACT:**

There is no expected fiscal impact to this item; however, the Federal Priorities could impact future funding levels for Mountain Line and our partners.

### **ALTERNATIVES:**

- 1) Approve the Federal Priorities (**recommended**): Through adoption of the proposed Federal Priorities staff will have direction on conversations to have with our representatives. Additionally, these priorities can then be shared with our partners to ensure our ask and message is clear and represents the needs of transit in Flagstaff.
- 2) Do not approve (**not recommended**): If the Federal Priorities are not adopted at this time, staff can take additional direction from the Board on changes needed and could place item on agenda for future discussion. The risk is that conversations with leadership is happening now and these Federal Priorities are key to those discussions.

### **TAC DISCUSSION:**

Advisor Dille complimented Mountain Line for recognizing this need and proposing priorities be adopted, expressing that having adopted priorities makes it easier to synchronize the transit message across public partners and elected officials. There was no further discussion.

### **SUBMITTED BY:**

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Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

1. Federal Priorities

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## Transit Funding

- Advocate for reauthorization of the Surface Transportation Act (expires September 30, 2021) that reflects transit's needs and values.
- Pursue key formula program funding levels similar to those proposed in HR 2 (INVEST Act) and in the House-passed THUD FY2021 appropriations bill.
- Increase the Section 5307 set-aside for the STIC program to 3 percent.
- Increase the funding for the Bus and Bus Facilities program and restore Bus Grant funding to its historical share of 20 percent.
- Advocate that all grant applications foster an opportunity for smaller sized areas to carry out projects with multimodal elements and/or that promote outcomes which support efforts to impact climate change concerns.

## COVID-19

- Seek use of the current FTA formula programs to distribute COVID-19-related emergency appropriations.
- Advocate that FTA formula-apportioned funds are appropriated at no less than their FY2020 levels, so that pandemic-related Census undercounts don't permanently damage urbanized areas' transit funding allocations.



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**DATE PREPARED:** March 16, 2021

**MEETING DATE:** March 24, 2021

**TO:** Honorable Chair and Members of the Board

**FROM:** Bizzy Collins, Transit Planner

**SUBJECT:** Consider an off-budget application to the Low or No Emission Grant Program

### **RECOMMENDATION:**

Staff recommends the Board of Directors approve the application for and execution of a Low or No Emission grant for infrastructure to support two funded battery electric buses in the amount of \$7,385,370.

### **RELATED STRATEGIC PLAN OBJECTIVE**

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

### **BACKGROUND:**

In 2019 Mountain Line was awarded a federal 5339 Bus and Bus Facilities grant to construct the Downtown Connection Center (DCC), procure two all-electric buses to replace two hybrid electric buses at the end of their useful life, and procure chargers to support the first buses at the DCC. Throughout 2020, staff have evaluated battery and fuel-cell electric technology options comparing them to our current hybrid electric buses. We found that battery electric buses make the most sense for our service provision, costs, and emissions. In January 2021, the Board approved the Zero Emissions Bus (ZEB) Transition Plan that provides an electrification roadmap with battery electric technology. Beyond the two grant-funded battery electric buses and chargers, the ZEB Transition Plan is unfunded by the transit tax. Staff see implementation of the first two battery electric buses as a pilot to test in real time how the technology works for our transit system, re-evaluating if and how we want to continue on the path to electrification.

As identified in the ZEB Transition Plan, electric buses require a variety of supportive infrastructure and equipment, including chargers at the DCC and Kaspar Drive facilities and maintenance equipment specific to electric buses. Additionally, to accommodate the past decade of service growth Mountain Line needs to renovate the current maintenance facility. Several existing facilities have been updated with different grant funds, including an administrative remodel in 2018 and the construction of Shop 3 in 2014. However, Shops 0, 1, and 2 are in need of improvement. Articulated 60-foot buses don't fit in our Shop 1 maintenance bays (1/3 of the bus extends beyond the garage door) and mechanics schedule articulated bus maintenance and repairs around weather and must finish the work in one day so the garage door can be closed at night. Improvement to Shop 1, which houses Mountain Line's maintenance bays, would

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include a larger space to accommodate articulated buses and a charger for electric buses that are being serviced. Shop 0 and 2 currently houses fleet and facility offices, tires, fluids, parts, and tools. Staff are proposing to make Shop 2 into the tire center, isolating the high-decibel noise associated with changing tires and improve tire storage that reduces risk of fire. This frees up space in Shop 0 for more maintenance bays and an overhead crane to lift heavy vehicle parts such as electric bus batteries, both of which requires building renovation. Having an adequate maintenance space can extend the life of buses and get them back on the road faster by having the flexibility to work on more buses at a time, especially if maintenance or repairs take multiple days to complete.

Staff is now requesting grant funding under the Federal Transit Administration (FTA) Low or No Emission Program (Low/No). Staff is seeking to apply for infrastructure at Mountain Line headquarters to support the first two battery electric buses already awarded. The grant request will include electric bus chargers at the Kaspar Drive facility, staff and first-responder training, and a maintenance package that includes diagnostic/maintenance tools specific to electric buses and renovation and upgrades to the maintenance facility at Mountain Line headquarters to support a state of good repair for all of our low-emission buses. The Low/No application is due April 12 and allows a higher federal portion of 90% for capital items such as charging infrastructure and facilities and 85% for diagnostic/maintenance tools.

### **FISCAL IMPACT:**

This request is for infrastructure to support two battery electric buses: one-time costs for three chargers at the Kaspar Drive headquarters (\$1.35 million), training for Mountain Line staff and community first responders (\$33,085), and a maintenance package that includes renovation and upgrades to the maintenance shop for all of our low-emission buses and diagnostic/maintenance tools specific to electric buses (\$6 million). The total grant request is \$7,385,370; the local share will be \$741,846 (10%).

FTA requests a scaling option should funding not be sufficient to allow a full award and staff proposes two scaled-back versions of this grant (see attachment). Scaled funding option #1 proposes a higher local contribution of \$1.47 million (20%) for the complete request, and scaled funding option #2 proposes not to include the maintenance facility renovation for a total grant cost of \$1,589,182 and local share of \$171,116 (11%). Local match necessary for scaled funding option #2 is captured in the drafted FY2022 budget and the maintenance facility will be included in the FY2023 budget.

Mountain Line is seeking partnership with APS to reduce the local share, but no partnership has been finalized. APS has an incentive available that will contribute to the local match and staff is working with APS to calculate the value of charging over six years that would be credited back to Mountain Line. If we achieve local match through this effort, the contribution from Mountain Line's transit tax will decrease.

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### **ALTERNATIVES:**

- 1) Approve the application for and execution of a Low or No Emission grant for infrastructure to support two funded battery electric buses in the amount of \$7,385,370. **(recommended)**: Approval will enable staff to leverage funds to procure charging infrastructure, diagnostic equipment, and software to support the two funded battery electric buses and renovate and upgrade the maintenance facility to support all of our low-emission buses.
- 2) Do not approve the application for and execution of a Low or No Emission grant for infrastructure to support two funded battery electric buses in the amount of \$7,385,370. **(not recommended)**: This option will delay the procurement of the battery electric buses until supportive infrastructure, equipment, and software is secured.

### **TAC DISCUSSION:**

It was discussed that training for operators, maintenance staff, and first responders is important for this new technology and will be included as part of this grant request.

### **SUBMITTED BY:**

---

Bizzy Collins  
Transit Planner

### **APPROVED BY:**

---

Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

1. Low/No Grant Project Budget

-page 19

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## Low/No Project Budget

Complete Request					
Description	QTY	5339(c) amount	5339(c) local match	Total Cost	
Chargers for Kaspar Drive Headquarters	3	\$ 1,217,057	\$ 135,229	\$	1,352,285
Maintenance Package	1	\$ 5,400,000	\$ 600,000	\$	6,000,000
Training for Staff and First Responders	1	\$ 26,468	\$ 6,617	\$	33,085
<b>Total:</b>		<b>\$ 6,643,525</b>	<b>\$ 741,846</b>	<b>\$</b>	<b>7,385,370</b>
Cost Share:		90%	10%		

Scaled Funding Option 1: Higher Local Contribution					
Description	QTY	5339(c) amount	5339(c) local match	Total Cost	
Chargers for Kaspar Drive Headquarters	3	\$ 1,081,828	\$ 270,457	\$	1,352,285
Maintenance Package	1	\$ 4,800,000	\$ 1,200,000	\$	6,000,000
Training for Staff and First Responders	1	\$ 23,527	\$ 5,882	\$	29,409
<b>Total:</b>		<b>\$ 5,905,355</b>	<b>\$ 1,476,339</b>	<b>\$</b>	<b>7,381,694</b>
Cost Share:		80%	20%		

Scaled Funding Option 2: Minimum Request to be Successful					
Description	QTY	5339(c) amount	5339(c) local match	Total Cost	
Chargers for Kaspar Drive Headquarters	3	\$ 1,217,057	\$ 135,229	\$	1,352,285
Data analysis and diagnostic/maintenance tools	1	\$ 195,360	\$ 34,475	\$	229,835
Training for Staff and First Responders	1	\$ 5,650	\$ 1,412	\$	7,062
<b>Total:</b>		<b>\$ 1,418,066</b>	<b>\$ 171,116</b>	<b>\$</b>	<b>1,589,182</b>
Cost Share:		89%	11%		



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**DATE PREPARED:** March 12, 2021

**MEETING DATE:** March 24, 2021

**TO:** Honorable Chair and Members of the Board

**FROM:** Bizzy Collins, Transit Planner

**SUBJECT:** Consider a Formal Pause to the Bus Rapid Transit (BRT) Project

### **RECOMMENDATION:**

Staff recommends the Board of Directors approve a formal pause on the BRT project development and transfer the remaining design and engineering funds to the Phoenix Avenue signal project at Milton Road.

### **RELATED STRATEGIC PLAN OBJECTIVE**

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

### **BACKGROUND:**

Mountain Line has had a bus rapid transit (BRT) route identified on Milton Road since the 2013 Five-Year Transit Plan, with community and agency partners continuing to support the BRT project; however, there are several challenges to the current timing of the project:

- The Arizona Department of Transportation (ADOT) Milton Road Corridor Master Plan is delayed. The BRT project cannot move forward until there is clarity on what BRT tools are included in the anticipated No Build Hybrid alternative from ADOT and the assurance that BRT tools will be permitted in the ADOT Traffic Impact Analysis (TIA) process.
- The No Build Hybrid alternative could greatly improve bicycle and pedestrian infrastructure as an important component of the BRT project. Mountain Line would then need to look to partners to fund the 20% local match for the bicycle and pedestrian improvements versus the transit tax used to fund Mountain Line's projects. Partnership conversations have been difficult to pursue due to unknowns in funding impacts related to COVID.
- Mountain Line's current transit tax funding does not include the operating or capital dollars to fund the proposed BRT project or service. The Five-Year Transit Plan update in 2021 can identify supplemental sources of revenue and help determine if a tax question is appropriate through public outreach.

With all of these concerns, staff have focused on two important items for consideration:

- A signal at Phoenix Avenue on Milton Road specifically supports a future BRT while benefitting the Mountain Line system and the proposed Downtown Connection Center (DCC). This shift of





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the existing design and engineering funds is the most beneficial transfer identified, keeping funds in our community, supporting the BRT, and assisting in delivery of the DCC project.

- FTA is supportive of pausing the BRT and shifting the remaining \$1.35 million to another eligible project like the Phoenix Avenue signal at Milton Road. When above concerns are resolved and the timing is right, Mountain Line would have no prejudice in seeking re-entry into the Capital Investment Program (CIG) with a BRT project.

### **FISCAL IMPACT:**

The BRT project development planning phase has been supported with a \$2,127,399 Federal Transit Administration (FTA) grant awarded through ADOT at an 80/20 split. To date, Mountain Line has spent \$780,000 on initial planning and NEPA leaving \$1.35M remaining in the grant. If approved, staff would work with AECOM to finalize documents for potential future restart on the project and request FTA to shift remaining funds to design and engineering work for a signal at Phoenix Avenue and Milton Road.

### **ALTERNATIVES:**

- 1) Approve a formal pause on the BRT project development and transfer the remaining design and engineering funds to the Phoenix Avenue signal project at Milton Road. (**recommended**): By approving to pause the BRT, the external delays can be resolved without impacting the BRT project and the remaining funds can be shifted to a signal that benefits the future BRT as well as current route access to Milton Road.
- 2) Do not approve to pause on the BRT project development and transfer the remaining design and engineering funds to the Phoenix Avenue signal project at Milton Road. (**not recommended**): The design and engineering for the BRT project will resume once the ADOT Milton Road CMP is complete and is estimated to take nine months to finish. The environmental (NEPA) work has a shelf life of three years, and if local funding cannot be secured in that time the environmental work would need to be refreshed before applying to the CIG program.

### **TAC DISCUSSION:**

Member Dille asked if the Kaspar intersection is an eligible project to shift the BRT funds to. Staff responded that it is not, based on guidance from FTA and ADOT, who expressed the remaining funds must be applied within the BRT corridor and project scope.

### **SUBMITTED BY:**

\_\_\_\_\_  
Bizzy Collins  
Transit Planner

### **APPROVED BY:**

\_\_\_\_\_  
Heather Dalmolin  
CEO and General Manager

**ATTACHMENTS:**      None.

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**DATE PREPARED:** March 10, 2021

**MEETING DATE:** March 24, 2021

**TO:** Honorable Chair and Members of the Board

**FROM:** Kate Morley, Deputy General Manager

**SUBJECT:** Consider the Downtown Connection Center Programming

### **RECOMMENDATION:**

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

### **RELATED STRATEGIC PLAN OBJECTIVE**

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

### **BACKGROUND:**

As design of the new Downtown Connection Center (DCC) continues, Mountain Line continues to try to design a project that meets the vision of creating an inviting and welcoming space for customers, with a focus on safety and sustainable design. The new DCC will provide basic necessities including restrooms, customer service, operations and dispatch spaces, and administration offices. It will be a multimodal connection center and provide for long-term service expansion, regional transportation services, and be a hub of bike and pedestrian activity.

A constrained site continues to be a large risk to the project as the design team tries to work around the Rio de Flag project, provide public parking, and civic space in addition to our transit needs. AECOM developed several draft concepts including a potential phasing plan to try to resolve some of the concerns and leverage grant dollars to deliver the maximum benefit possible. Staff will share the latest concepts developed to minimize or mitigate some of these risks. A March 30<sup>th</sup> work session has been scheduled with City Council to provide a similar project update.

### **FISCAL IMPACT:**

The Downtown Connection Center is paid for by several grants from the Federal Transit Administration (FTA) with a total project value of \$34.9 million including land value.

### **TAC DISCUSSION:**

TAC was generally supportive of the direction design was headed and partnership opportunities.

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### **SUBMITTED BY:**

\_\_\_\_\_  
Kate Morley  
Deputy General Manager

### **APPROVED BY:**

\_\_\_\_\_  
Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

1. January Progress Report to the Board -pages 24-25

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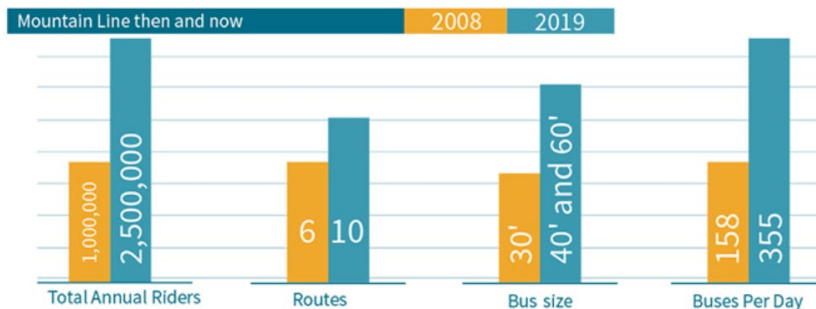
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# MOUNTAIN LINE MEMORANDUM

**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

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**DATE PREPARED:** March 5, 2021

**DATE:** March 24, 2021

**TO:** Honorable Chair and Members of the Board

**FROM:** Heather Dalmolin, CEO and General Manager

**SUBJECT:** Review Policy Structure and Resolutions

### **RECOMMENDATION:**

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

### **RELATED GUIDING PRINCIPLES**

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

### **BACKGROUND:**

The goal of this report is to provide additional education to Board members on how Mountain Line conducts business and explores why in some cases. Staff will make a total of three presentations between February and April. Topics identified are as follows: Financial Management practices, Paratransit requirements, various Policies, Delegations of Authority/Resolutions, Organizational Structure, and Compensation/Pay Plan. March will focus on Policy Structure and Resolutions that offer an opportunity for Delegation of Authority.

#### Policy Structure

Mountain Line has a series of policies that are Board adopted to ensure adequate engagement and oversight of the Board as well as to provide direction for staff action. Below is a quick synopsis of the various policies that are Board set.

These policies and procedures direct how Board meetings and Board and TAC members are expected to engage.

- Rules of Procedure

This is the collection of all employee policies and references additional supporting policies as below.

- Personnel Policy
  - Equal Employment Opportunity Policy
  - Compensation and Classification Manual
  - FTA Drug and Alcohol Policy
  - Non-FTA Drug and Alcohol Policy

The following policies create parameters for financial decision making and provide direction on procedures.

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- Financial Management Policies
  - Internal Controls Policy
- Advertising Policy
- Purchasing Policy
- Procurement Card Policy
- Disadvantaged Business Enterprise Program
- Travel Policies and Procedures
- Record Retention Policy

The following policies are related to planning and operating our programs.

- Title VI Policy
- Rider Conduct and Suspension Policy
- Paratransit Guide
- Reasonable Modification Policy
- Service Provision Outside Boundary Policy

The following policies create parameters for ensuring safety is considered and risk is evaluated in decisions, service provisions, and employee conduct.

- Safety Plan (Public Transit Agency Safety Plan)
  - Safety Program

### Resolutions

In order to be adaptive and nimble, staff introduced a series of resolutions that allow the Board of Directors to annually delegate authorities as granted in these policies to the CEO and General Manager.

- Delegation of Signature Authority for Federal Transit Administration and Arizona Department of Transportation: This resolution delegates to the CEO to electronically sign and execute grant applications and awards.
- Collective Grant Resolution: This resolution delegates to the CEO pursuit of grants to fund projects as in adopted or proposed budgets, the financial plan, and the Transportation Improvement Program (TIP.)
- Procurement Resolution: This resolution delegates to the CEO to award and execute procurements that would otherwise be considered by the Board as long as the projects are attached to the Collective Grant Resolution, the adopted or proposed budgets, and the financial plan.

In 2020, the Board also adopted a Delegation of Authority Resolution that assigns responsibility for authorizing and executing agreements with other public, non-profit, and for-profit agencies.

To ensure that the Board remains informed and has opportunity to provide comment and/or feedback to staff, staff will present updates on actions taken under these delegations at the most immediate meeting following the action performed.

It is our goal to ensure that the Board has the framework for how decisions are made and understands the authorization for action granted by prior Board adopted policies and resolutions. Staff has found these to support our day to day business needs while preserving once annual meetings for engagement

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opportunities and, without additional action from the Board, will continue to act in good faith within these mechanisms.

### **FISCAL IMPACT:**

Staff are not recommending any action and there is no expected fiscal impact to this education effort.

### **ALTERNATIVES:**

No action is recommended; however, the Board may provide direction on additional information needed or on policies/practices presented.

### **TAC DISCUSSION:**

The TAC expressed appreciation for the review but had no comments. There was no discussion.

### **SUBMITTED BY:**

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Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

None.







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## MOUNTAIN LINE MEMORANDUM

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**DATE:** March 24, 2021

**TO:** Honorable Chair and Members of the Board

**FROM:** Anne Dunno, Capital Project Manager

**SUBJECT:** Kaspar Intersection Project Update

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### Project Background

Mountain Line received a Federal Transit Administration (FTA) grant to design and construct public road improvements to connect Kaspar Drive with the Route 66 and Highway 89 intersection. The improvement is necessary to provide safe and efficient access for transit vehicles to the major road arterial. In 2016, partner agencies explored concepts for the intersection and determined a fully, public road improvement to align with a future extension of Linda Vista to the intersection was the best path forward. The new road connection also supports the City of Flagstaff and MetroPlan goals for improved access and mobility, identified as a key transportation goal (T.1) in the Flagstaff Regional Plan 2030 (FRP30) and identified in MetroPlan's FY 2020-2025 Transportation Improvement Program (TIP). The project will incorporate the first Transit Signal Priority (TSP) technology for the Mountain Line system and provide a pilot project for how the City and Mountain Line could coordinate on future TSP efforts.

### Project Status:

Mountain Line has contracted Woodson Engineering under Resolution 2020-302 for professional engineering design and construction phase support services. Woodson Engineering has completed 100% plans and final plans were submitted to the City and are pending City approval. Mountain Line released the construction procurement that is currently being advertised via Request for Bid (RFB) with bids due March 19, 2021. Construction of the intersection is anticipated mid-April 2021 through February 2022. Shepard Wesnitzer, Inc will oversee construction activities on behalf of Mountain Line. Outreach to adjacent neighborhoods has been conducted and will be on-going through construction. Construction will have impacts to the Mountain Line facility and operations, all of which will be coordinated so as not to interrupt service.

Based on the engineer's cost estimate, construction costs are tracking to exceed the grant budget. Mountain Line is pursuing partnerships with the City and MetroPlan for additional funding and will ultimately include any overages in the FY2022 budget. Staff are currently drafting an Intergovernmental Agreement (IGA) with the City for funding partnership for Council consideration in April.





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# MOUNTAIN LINE MEMORANDUM

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**DATE:** March 24, 2021

**TO:** Honorable Chairman and Members of the Board

**FROM:** Anne Dunno, Capital Project Manager

**SUBJECT:** Bus Stop Rehabilitation Program and JOC Job Order No. 2 Update

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### **BACKGROUND:**

The Mountain Line Bus Stop Rehabilitation Program repairs or replaces bus stop infrastructure, including shelter amenities, to maximize useful life and maintain a state of good repair. Bus stops are prioritized based on asset condition and the annual replacement list is finalized based on budget capacity. Budget capacity for bus stop rehabilitation is typically \$125,000 annually. For FY2021, Mountain Line received additional Section 5310 capital funding in the amount of \$60,000 federal for ADA related improvements to provide total budget for the FY2021 bus stop rehabilitation program of \$185,000. In February 2019, the Board of Directors approved the Section 5310 grant application and authorized execution of the grant award agreement.

Mountain Line utilizes two contracts to implement the annual bus stop rehabilitation program:

- RFP 2019-106 awarded in April 2019 is for job order contracting services for horizontal construction of transit facilities associated with bus stops. Term of the master contract is effective through October 1, 2021 with option to renew contract for up to (2) additional (12) month periods. Master contracts were awarded to SWP Contracting & Paving (SWP) and Kinney Construction Services (KCS). For each individual job order request, Mountain Line procurement requires formal proposals from both JOCs and selection of the JOC based on best value.
- RFP 2016-108 was awarded on June 15, 2016 for bus stop amenity fabrication, installation and rehabilitation to Southwest Fabrication, LLC for a 5-year term expiring on June 15, 2021. Pricing for amenity items is fixed under the contract with scaled pricing based on volume per job order. Mountain Line will utilize this contract for the FY2021 program but will release a new procurement for bus stop amenity fabrication, installation, and rehabilitation for any work in FY2022.





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### FY2021 Bus Stop Rehabilitation Program

Mountain Line identified the following 8 bus stops for shelter pad replacements, ADA related improvements and amenity replacements:

- Route 3: Soliere & Country Club (Inbound) – New ADA bus stop pad and shelter replacement.
- Route 2: Lockett & Fanning (Inbound) – New ADA bus stop pad and shelter replacement
- Route 5: Thorpe Rd. (Clark Homes) – Shelter replacement
- Route 4: Lake Mary/High Country Trails – New ADA bus stop pad and shelter replacement
- Route 7: West/Felice – Shelter replacement
- Route 66: Switzer/Fry's (Outbound) – New ADA bus stop pad and shelter replacement
- Route 3: Soliere/Butterfield (Inbound) – Shelter replacement
- Route 3: Soliere/Elk Run (Inbound) – Shelter replacement

Mountain Line received two JOC proposals: 1) KCS for \$75,335 and 2) SWP for \$107,839. Both proposals have a comparable scope and schedule. As such, to provide best value to Mountain Line, the CEO awarded KCS the Job Order No. 2 in the amount of \$75,335.

For FY2021 bus stop rehabilitation program, Southwest Fabrication will remove existing shelters and install 8 new shelters for Task Order value of \$106,642. There may be a short lag between completion of shelter pad replacements and installation of new shelters. Mountain Line will provide onsite messaging to advise riders of shelter replacements.

Timeline to complete FY2021 bus stop rehabilitations is approximately April through July 2021.

### **FISCAL IMPACT:**

Funding available for Mountain Line's FY2021 bus stop rehabilitation program is \$185,000 which includes \$125,000 local and Surface Transportation Program (STP) funds, and Section 5310 capital grant funding in amount of \$60,000 federal.

Mountain Line estimates expending \$75,335 for KCS, \$106,642 for Southwest Fabrication and \$6000 for City permitting for a total of \$187,977. The CEO approved the additional \$2900 budget using reallocated funds from projects that are currently underbudget.

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## Mountain Line

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# MOUNTAIN LINE MEMORANDUM

**DATE:** March 24, 2021

**TO:** Honorable Chair and Members of the Board

**FROM:** James Wagner, Operations Director

**SUBJECT:** FY2021 2<sup>nd</sup> Quarter Performance Report

As part of Mountain Line's regular review of financial and performance data, staff has prepared the FY2021 2nd Quarter Performance Report to illustrate both financial and service performance for the period of October through December 2020. The report includes a projection of performance data (ridership, miles, and hours) as well as a review of financial data. The report compares current performance to: 1) prior year, 2) current year goals, and 3) future year goals. The performance measures identified are the benchmarks, as approved in 2015, by Mountain Line's Transit Advisory Committee and Board of Directors, as measurements to be used for reporting system data in a uniform manner.

## Mountain Line Services - Strategic Measures

### FY2021 Financial and Performance Goals

	2018	2019	2020	2021	2021	FY2024	FY2028
	Actual	Actual	Actual	Goals	Projected*	Goals	Goals
<b>Fixed Route - Bus</b>						3 yrs	7 yrs
Annual Boardings	2,440,662	2,541,353	2,097,814	1,586,802	1,002,384	2,124,116	2,166,811
Cost per Passenger	\$ 2.76	\$ 2.91	\$ 3.64	\$ 5.06	\$ 7.45	\$ 4.15	\$ 4.40
Cost per Service Hour	\$ 89.80	\$ 98.14	\$ 109.52	\$ 104.28	\$ 100.11	\$ 114.86	\$ 124.32
Passengers per Hour	32.54	33.77	30.09	20.60	13.43	27.67	28.23

- At the conclusion of FY2020 Mountain Line ridership declined around 15%.
- In FY2021 staff is projecting ridership loss to be more than 50% of FY2019 totals.
- The delay of schools and businesses reopening have resulted in reduced trips.
- There was a reduced schedule, weekend service levels every day, from March 2020-October 2020.

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	2018	2019	2020	2021	2021	FY2024	FY2028
	Actual	Actual	Actual	Goals	Projected*	Goals	Goals
<b><u>Demand Response - Paratransit</u></b>							
Trips Per Hour	3.29	3.02	3.40	3.42	3.15	3.05	3.05

- Paratransit ridership is down with clients choosing other rideshare programs which are becoming more popular and assist in reducing Paratransit trips which are costly to provide.

	2018	2019	2020	2021	2021	FY2024	FY2028
	Actual	Actual	Actual	Goals	Projected*	Goals	Goals
<b><u>Taxi Program - City</u></b>							
Cost per Trip	\$ 15.81	\$ 14.50	\$ 16.42	\$ 12.26	\$ 21.83	\$ 14.75	\$ 12.28
Total Trips/Vouchers	4,972	7,116	6,875	7,013	4,560	5,928	7,706
<b><u>Taxi Program - County</u></b>							
Cost per Trip	\$ 17.25	\$ 26.94	\$ 26.47	\$ 26.43	\$ 23.02		
Total Trips/Vouchers	924	954	929	1,513	657		

- City and County Rideshare programs are down but remain the prime choice for paratransit eligible customers due to individualized service.
- We are starting to see recovery of ridership however many education, employment, and meal centers remain closed or limited capacity.
- Rideshare option is lower cost provide than that of Paratransit.

	2018	2019	2020	2021	2021	FY2024	FY2028
	Actual	Actual	Actual	Goals	Projected*	Goals	Goals
<b><u>Vanpool Program - County</u></b>							
Cost per Trip	\$ 4.02	\$ 4.23	\$ 3.86	\$ 7.24	\$ 4.56	\$ 3.76	\$ 3.76
Trips	7,669	9,442	8,922	9,100	8,407	9,248	10,172

- Steady participation due in part to the unique user base, most cannot work from home and are most likely healthcare staff.
- An average of five vans in service per day during the measurement period.
- There has been some reduced demand that is most like due to social distancing requirements/preferences.

Attachments:

1. Graphs

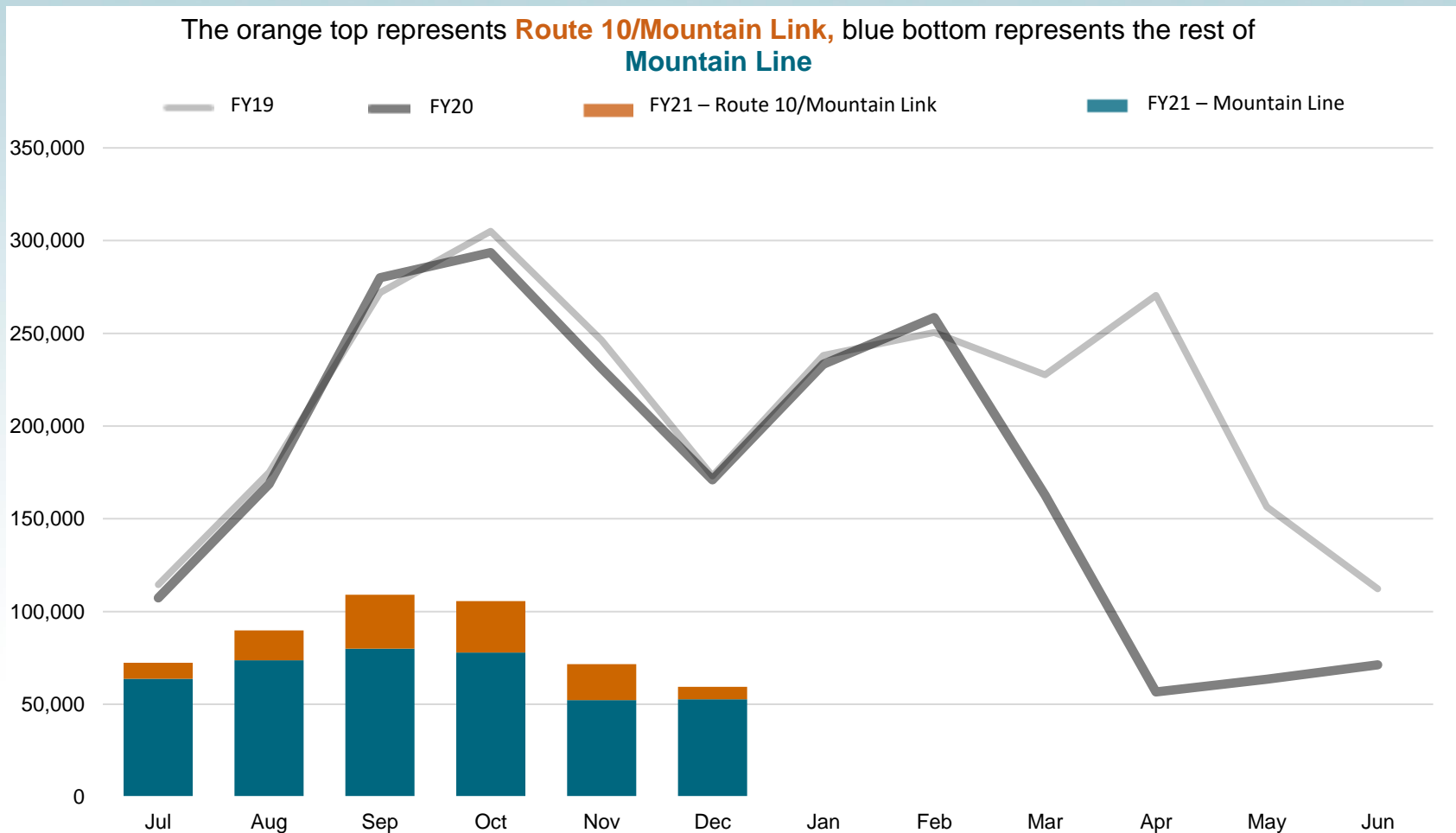
-pages 34-38

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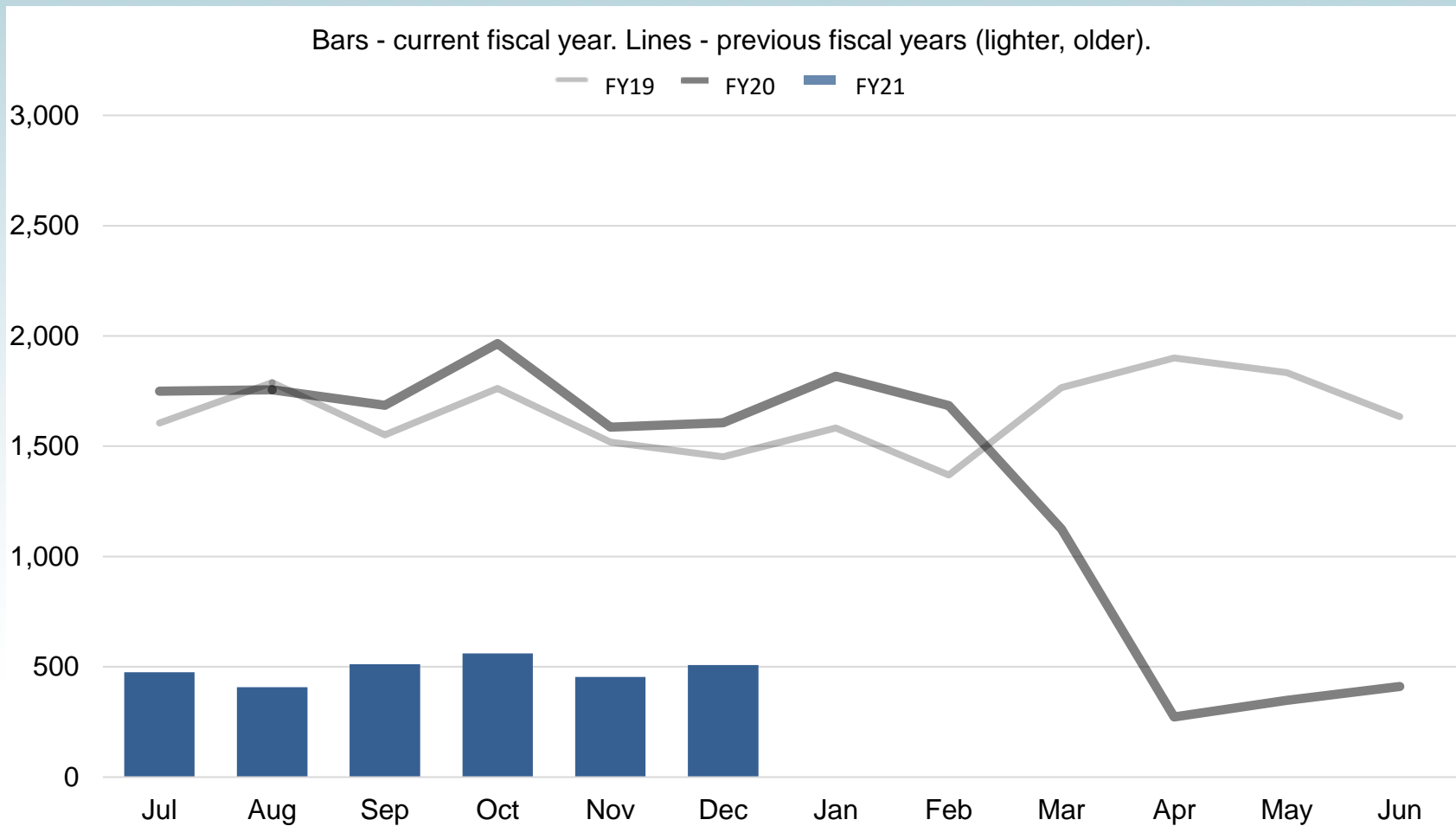
# Mountain Line Fixed Route



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# Paratransit

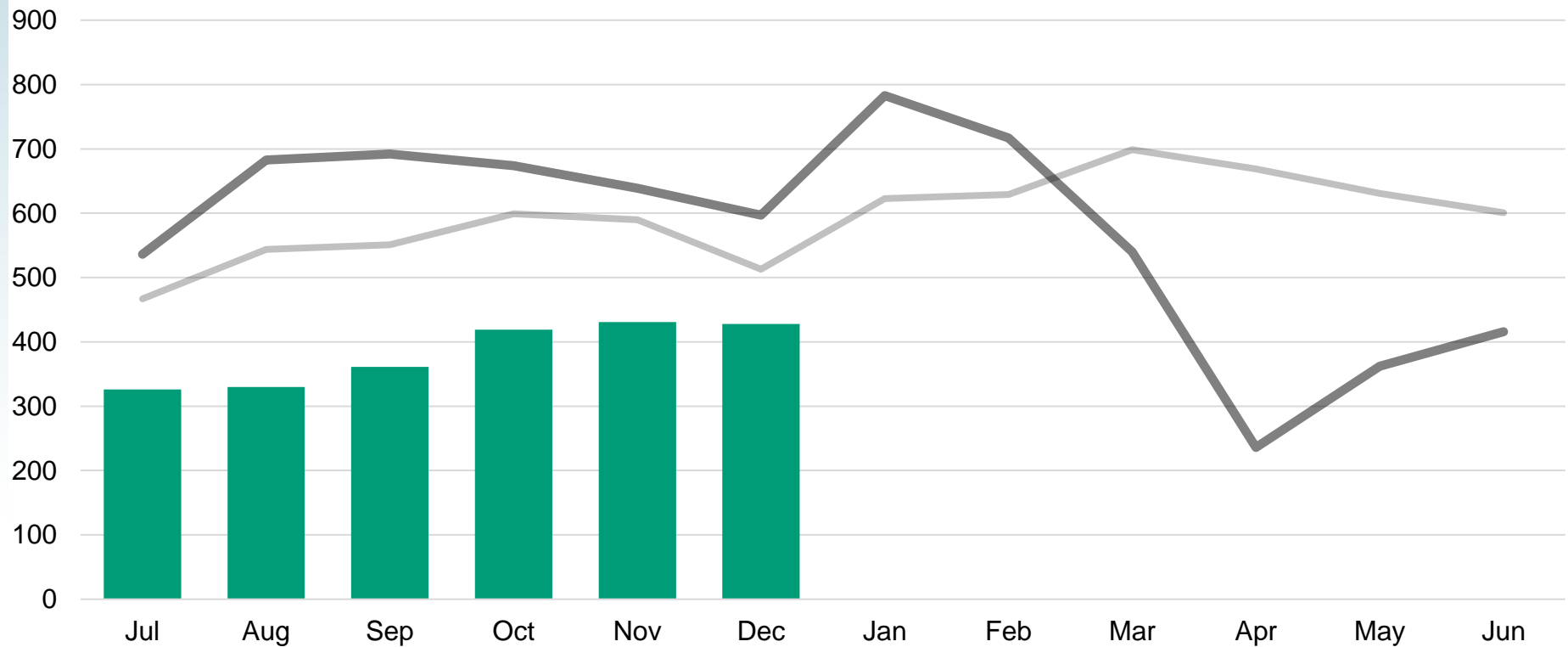


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# City Taxi

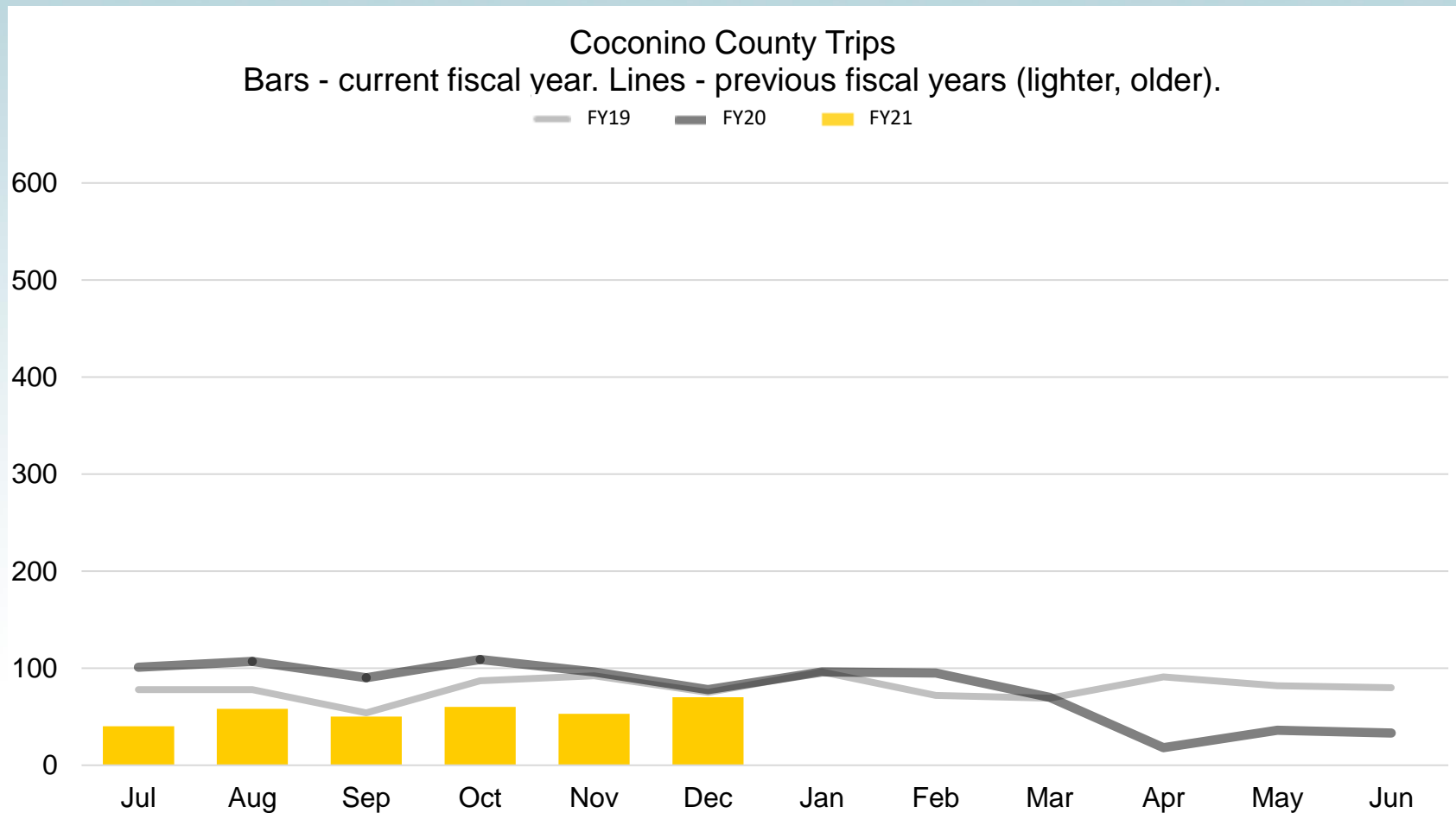
City of Flagstaff Trips  
Bars - current fiscal year. Lines - previous fiscal years (lighter, older).  
FY19 FY20 FY21



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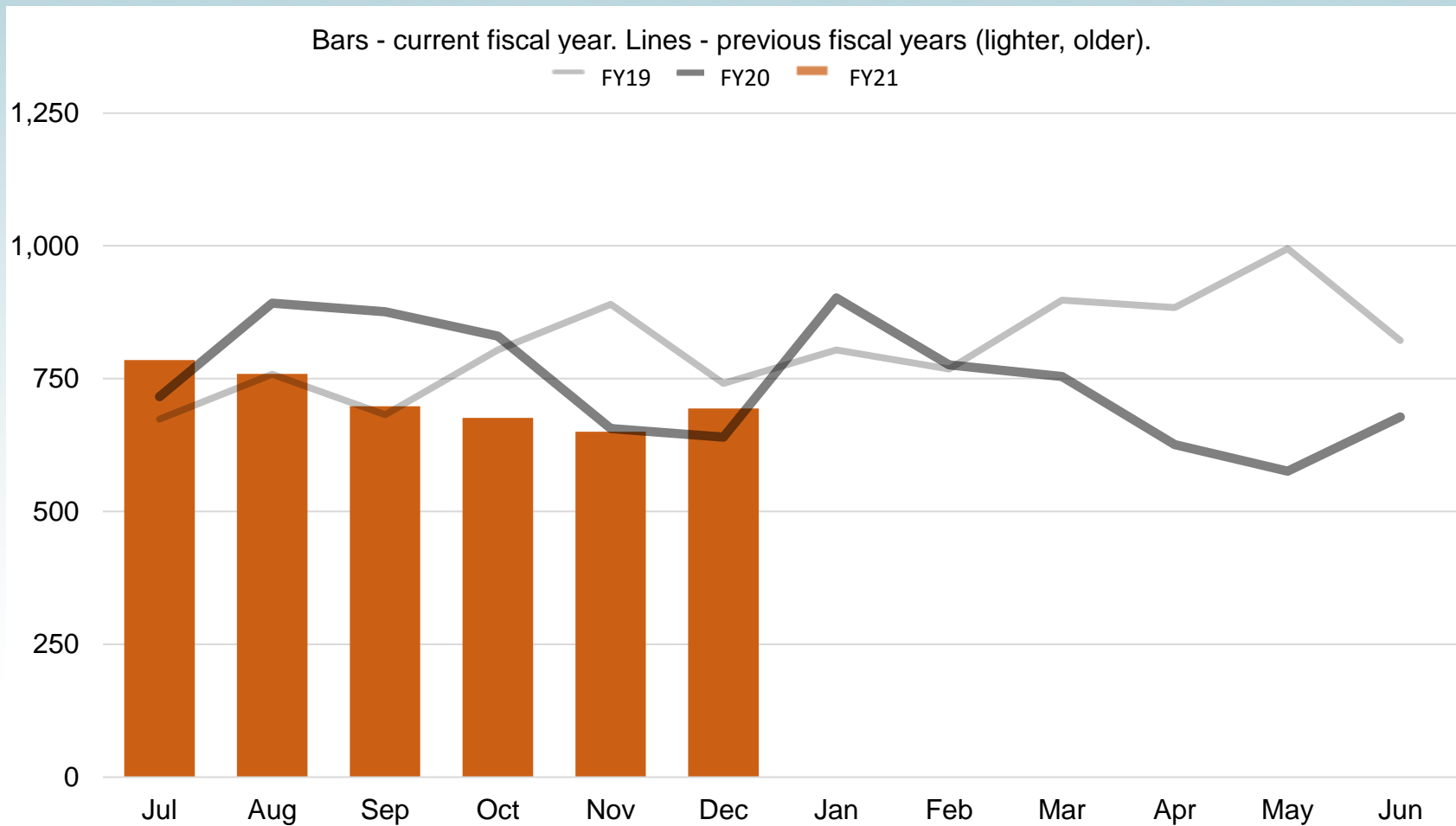
# County Taxi



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# Vanpool



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# **MOUNTAIN LINE MEMORANDUM**

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**DATE:** March 24, 2021

**TO:** Honorable Chair and Members of the Board

**FROM:** Heather Dalmolin, CEO and General Manager

**SUBJECT:** Delegations of Authority

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

### **Procurement Authority – Resolution 2021-110**

#### *Professional Services for Five-Year Transit Plan Update*

In November, the Board of Directors approved 1) the application for and execution of a federal 5305e grant for the Five-Year Transit Plan through MetroPlan in the amount of \$273,000, and 2) delegation of authority to the CEO to execute the procurement for consultants to assist with the Five-Year Transit Plan within the project budget. In December, the Arizona Department of Transportation (ADOT) awarded MetroPlan the federal 5305e grant in the amount of \$273,000 to administer funds to Mountain Line to update the Five-Year Transit Plan. Through extensive Board, staff, and public outreach, the Plan will evaluate future services, provide a road map for implementation including outlining how to best support and fund the diverse transportation needs of the communities we serve. Key performance measures for success will also be identified.

The Request for Proposals (RFP) procurement was released in December and Mountain Line received three responsive proposals from vendors. The selection committee included Mountain Line representatives from leadership, finance, marketing and communications, and planning divisions who reviewed and scored the proposals and conducted interviews with the three vendors.

After careful review and consideration, the selection committee agreed that the AECOM proposal has specific experience with tax initiatives, includes a better public engagement plan and subconsultants to contribute to that process, and overall provides best strategic fit to Mountain Line for the purposes of updating a Five-Year Transit Plan. Cost was a criterion considered in evaluation and the three proposals

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had similar pricing in the range of \$210,798 to \$213,158. For these reasons, the recommendation was for the project to be awarded to AECOM and the CEO authorized the contract on February 23, 2020.

### ***Owner's Representative***

Mountain Line has issued a notice to proceed at risk to Nations Group to act as an Owner's rep on behalf of Mountain Line and is pending approval of the contract. This Owner's Representative contract allows for a variety of Task Orders to be assigned to Nations Group for project management of capital projects. Services include project management tasks from planning through project closeout that can be assigned as appropriate for each Task Order. The first, and only Task Order thus far, is being developed for project management services for the Downtown Connection Center (DCC). The Task Order is for 2% of the value of the project not including in-kind such as property value. The Task Order is currently valued at \$437,000 based on the DCC project funding. The contract will be funded through DCC grant awards and is included in the FY2021 budget.

Nations Group was selected through a competitive RFP process for Owner's Representative services. Four vendors submitted proposals and a selection panel with representatives from the City, County and Mountain Line interviewed all vendors who submitted responses. The committee selected Nations Group as the best value.

### **Contract Delegation – Resolution 2020-100**

#### ***Master IGA First Amendment***

Last June, in a special meeting, the Board directed staff to move forward with the purchase 20M in liability insurance policies, 10M less than required in the Restated Master IGA, and approved staff's recommendation to seek an amendment to the Master IGA to modify the insurance requirements in light of the changing insurance market, cost of policies, and history of actual claims. Staff worked with risk management for all four partners to develop language that provided the necessary opportunity to evaluate cost and policy limits annually. The First Amendment has now been approved by all agencies.

#### ***MetroPlan IGA Amendment***

In late FY2020, NAIPTA and MetroPlan entered into an agreement to define roles and responsibilities for Mountain Line to provide payroll and payroll related services to MetroPlan. Since that time, staff have identified several other relationships that should be captured in the agreement. The amendment as approved by MetroPlan staff and recommended for approval by their Board addresses roles and responsibilities for transportation planning and application and management of both 5310 and 5305 funding. It also adds a clause that allows MetroPlan to take advantage of any and all procurement efforts/processes for procurements less than \$15,000. The last item added to the amendment describes Mountain Line's commitment to pay MetroPlan up to \$283,000 for transit related planning services in exchange for federal funding in the same amount. Mountain Line has received the federal funding and this section outlines Mountain Line's commitment to make equal payments over the next five years as repayment for the funds received.





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### ***Emergency Operations Center Compact Agreement***

Mountain Line has participated in the Coconino County Emergency Operations Center to respond to emergencies that impact our community, like the Museum Fire. We have helped staff the center if activated and are willing to provide vehicles as needed to move large and small groups out of affected areas. Per the Federal Transit Administration, as we are federally funded, we must receive compensation for use that is non-public transit use. The proposed Compact Agreement developed by Coconino County defines roles and responsibilities as well as how cost is reimbursed. The finalized agreement has now been approved by all parties. We are happy to be part of this community response and appreciate the agreement that satisfies FTA's requirement so we can participate.

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# MOUNTAIN LINE MEMORANDUM

**DATE:** March 24, 2021  
**TO:** Chair and Members of the Board  
**FROM:** Heather Dalmolin, CEO and General Manager  
**SUBJECT:** Current Events

The monthly Transit Voice is available with highlights of news to know, job well done, note-worthy events, and updates on projects. Some of these were also noted in the Mountain Line Minute.

I would like to take a moment to acknowledge Chair Steve Peru will be leaving our Board with his new appointment to Coconino County Manager. Staff want to recognize his service and dedication to Mountain Line over the years.

### COVID-19 Updates

- About 50% of staff are scheduled for or have received the first shot. We appreciate the support of our members, especially Coconino County for adding our staff to priority group of essential staff.
- Our staff absences related to COVID are insignificant.
- We continue to see compliance from our riders for wearing a mask. We did receive confirmation from FTA on how to handle requests for exemption from the mandate, citing ADA. Currently, we have not needed to make any changes as riders are complying.

### Operations

- With full return of our Operations Supervisor team members, we are finally making progress on implementation of backup cameras on all fleet.
- Our fleet team is working to complete all midlife maintenance and refurbishment of the Artic drive units, we are on schedule to complete by the end of this fiscal year.

### Partnerships and Outreach

- Staff has met with the City of Flagstaff Community Development team to talk about how Mountain Line can be better incorporated into development agreement and/or process. This is just the first step.
- We are scheduled to provide Flagstaff City Council an update on the DCC on March 30.
- We are participating in the "Take Charge AZ" program through APS and are installing EV charging stations in front parking area for employees and guests. Installation costs were covered by APS and we will offer charging opportunity during business hours as a benefit for staff.

### Finance, Compliance, and Procurement

- Transit is scheduled to receive additional funding as part of the enacted American Rescue Plan. Mountain Line anticipates we will receive approximately \$3M in new federal funding.

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- Staff are working on several federal funding applications to support ongoing capital and planning needs. We expect to submit as many as 6 applications for upwards of \$13M for electrification, CDL course, expanded maintenance shop at Kaspar, operations support vehicles and equipment.
- Staff are working on an application to ADOT for federal Section 5310 funds to support our Taxi subsidy and ADA Plus service programs. We are also applying for additional funds to continue with ADA and accessibility improvements at bus stops and to evaluate need for accessibility updates on our website. The total application is for \$582,612.

### **Employees and Morale**

- Transit Employee Appreciation Day was March 18<sup>th</sup>. We celebrated our team with coffee delivery, a banner at the Downtown Connection Center, and a social media celebration of team members that have kept our buses rolling through the pandemic.

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**April: TAC Meeting is Thurs, 4/1 Board Meeting is Wed, 4/21**

ITEMS:	WHO & WHAT:
Safety Minute	
The Coordinated Plan	Estella - C
Vice Chair Ascension to Chair and Vice Chair Election	Rhonda - D/A
Mobility On-Demand/Microtransit Demo	Estella - D/A
5307/5339 Grant Application and Execution	Estella - D/A
Congressional Directed Spending	Kate - D/A
Kaspar Intersection Plan/TSP	Anne/Estella - D/A
Board Education Opportunity: Organizational Structure and Compensation/Pay Plan	Heather D - D/A
FY2022 Workforce Strategies and FY2022 Budget	Heather D - D/A
APS Charging Station Benefit	Anne - PR
Five Year Transit Plan	Bizzy - PR
AECOM Quarterly Update	Kate - PR
New Paratransit Van Delivery	Jim - PR
Delegation of Authority Update - Agreements, Grants, and Procurements: Federal 5339 Competitive Grant	Heather D - PR
Current Events	Heather D - PR
May/June Agenda Calendar	

**May: No TAC Meeting Board/TAC Joint Meeting is Wed, 5/19**

ITEMS:	WHO & WHAT:
Safety Minute	
Reallocation of Grant Funds (from McConnell project)	Anne - D/A
Third Quarter Revenue Report	Heather D - D/A
Review Strategic Plan	GM Team - D/A
Budget Presentation	Lauree - D/A
Headquarters Master Plan	Anne - PR
Campus Bus Storage Update	Anne - PR
Workforce Utilization Report	Danelle - PR
Delegation of Authority Update - Agreements, Grants, and Procurements: Kaspar Intersection IGA, Kaspar Intersection Construction Contract	Heather D - PR
Current Events	Heather D - PR
June/July/August Agenda Calendar	