



Mountain Line

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NOTICE AND AGENDA OF PUBLIC MEETING AND POSSIBLE EXECUTIVE SESSION OF THE TRANSIT ADVISORY COMMITTEE (TAC) OF THE NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the TAC of the Northern Arizona Intergovernmental Public Transportation Authority (“Mountain Line”) and to the general public that the TAC will hold a meeting on:

Thursday, June 3, 2021
10:00 AM
Mountain Line Training Room
3773 N. Kaspar Drive
Flagstaff, AZ 86004

Due to the current public health emergency related to the Coronavirus, this meeting held in the Training Room will not be open to the public. This is a WEB BASED meeting. Members of the Transit Advisory Committee may attend by telephone or internet conferencing. The public may submit comments to transportation@naipta.az.gov by 9am on the day of the meeting to be read into the record and may observe the meeting by following the instructions at <https://mountainline.az.gov/about-us/transit-advisory-committee/>.

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

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

The agenda for the meeting is as follows:

1. CALL TO ORDER
2. ROLL CALL
3. SAFETY MINUTE
-Sam Short, Safety Manager
4. APPROVE TAC MINUTES 4/1/2021
5. REVIEW OF THE DRAFT BOARD BUSINESS AGENDA

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The TAC will review the draft board business agenda and discuss staff reports to provide recommendations to the Board.

a. DISCUSSION / ACTION ITEMS:

i. MICROTRANSIT PILOT IN THE HUNTINGTON AND INDUSTRIAL CORRIDOR

-Estella Hollander, Mobility Planner

Staff recommends the Board of Directors: 1) Review the public comments received to date, 2) Close the public comment period effective June 16th, and 3) Approve the proposed microtransit pilot in the Huntington and Industrial Corridor.

ii. FY2022 PROPOSED BUDGET

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors approve the FY2022 Proposed Budget for a total expense budget of \$39,409,945, operating of \$9,984,966 and capital of \$29,424,978.

iii. FLAGSTAFF IN MOTION SERVICE PRIORITIES

-Bizzy Collins, Transit Planner

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

iv. COVID-19 REOPENING PLAN

-Kate Morley, Deputy General Manager

Staff recommends the Board of Directors adopt revisions to the COVID-19 Reopening Plan.

v. SERVICE TO PROPOSED NORTHERN ARIZONA HEALTHCARE CAMPUS

-Kate Morley, Deputy General Manager

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

vi. KASPAR HEADQUARTERS MASTER PLAN

-Anne Dunno, Capital Project Manager

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

b. 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.

i. RESOLUTION 2022-100: FY2022 COLLECTIVE GRANT RESOLUTION AND THE FY2021-FY2025 TRANSIT PROGRAM FROM THE TRANSPORTATION IMPROVEMENT PROGRAM

-Heather Dalmolin, CEO and General Manager

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Staff recommends the Board of Directors: 1) Approve Resolution 2022-100: FY2022 Collective Grant Resolution for federal and state transit grant applications and subsequent executions as necessary to support transit programs within the 10-year financial plan; and 2) Approve the amended Transit Program from the FY2021-FY2025 regional Transportation Improvement Program.

ii. RESOLUTION 2022-110: FY2022 PROCUREMENT RESOLUTION

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors approve Resolution 2022-110: FY2022 Procurement Resolution to authorize the CEO and General Manager to 1) approve and award procurements and 2) execute contracts that support projects that are within the approved fiscal year budget, the 10-year financial plan, and which may be related to the approved annual Collective Grant Resolution.

iii. FY2022 TASK ORDERS TO AECOM TECHNICAL SERVICES, INC.

-Kate Morley, Deputy General Manager

Staff recommends the Board of Directors authorize the CEO and General Manager to redistribute prior approved Task Order valuations as FY2022 carry forward in value of \$992,577 for AECOM Technical Services, Inc. contract.

iv. LINE OF CREDIT RENEWAL FROM WELLS FARGO FOR \$500,000

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors authorize Mountain Line CEO and General Manager to renew and activate the Wells Fargo credit line in an amount of up to \$500,000 to provide cash flow assistance, if necessary, to meet cash flow commitments during fiscal year 2021-2022.

c. PROGRESS REPORTS:

i. MOBILE TICKETING

-Jon Matthies, Information Technology Manager

ii. FARE STRATEGIES: PHASE II OF THE FARE STUDY

-Heather Dalmolin, CEO and General Manager

iii. EQUAL EMPLOYMENT OPPORTUNITY (EEO) WORKFORCE UTILIZATION ANALYSIS, FEDERAL FISCAL YEAR 2021

-Danelle Knight, Human Resource Manager

iv. DELEGATIONS OF AUTHORITY

-Heather Dalmolin, CEO and General Manager

v. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

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ITEMS FROM COMMITTEE AND STAFF:

6. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

July/August/September Working Agenda

The next TAC meeting will be August 5, 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. August agenda items may include but not be limited to Personnel Policy Manual Updates, Downtown Connection Center Update, Flagstaff in Motion, Equal Employment Opportunity (EEO) Program Review, Campus Bus Storage Update, Fare Study Update, Annual Safety Report, Annual Cybersecurity Report, Annual Maintenance Report, and Delegation of Authority Updates. The August agenda will be available for review on Mountain Line's website and at Mountain Line's public posting places (listed on the Mountain Line website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the TAC.

7. ADJOURNMENT

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