



Transit Advisory Committee Minutes for Thursday, February 6, 2020

NOTE: IN ACCORDANCE WITH PROVISIONS OF THE ARIZONA REVISED STATUTES THE SUMMARIZED MINUTES OF NAIPTA TAC MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITHIN QUOTATION MARKS ARE VERBATIM. AUDIO RECORDINGS OF NAIPTA TAC MEETINGS ARE ON FILE IN THE NAIPTA CLERK'S OFFICE.

The Transit Advisory Committee met in Regular Session on Thursday, February 6, 2020 at 10:00am in a WEB BASED meeting. Members of the TAC attended in person, by telephone or internet conferencing. Mountain Line staff were present in the Mountain Line Training Room, 3825 N. Kaspar Dr., (Parking at 3773 N. Kaspar Dr.), Flagstaff, AZ 86004. The public was invited to observe and participate in the meeting at the address above.

TAC MEMBERS PRESENT:

Gillian Thomas, (Chair), Citizen Representative, Coconino County;
Erin Stam, (Vice Chair), Director of Parking and Shuttle Services, NAU, designee, (WebEx);
Shane Dille, Deputy City Manager, City of Flagstaff, designee, (WebEx);
Paul Wagner, Citizen Representative, City of Flagstaff;
Kurt Stull, Executive Director of Facilities and Security, Coconino Community College, designee;
Dave Wessel, Manager, FMPO;
Gail Jackson, Economic Development Representative, ECoNA, approximately 10:08am arrival;
Mystery-Lynn Freitas, ASNAU Chief of Staff, NAU, designee, (WebEx)
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Lucinda Andreani, Deputy County Manager, Coconino County, designee;
Chris Tressler, County Engineer, Coconino County, alternate;

NAIPTA STAFF IN ATTENDANCE:

Erika Mazza, CEO and General Manager;
Heather Dalmolin, Administrative Director;
Jim Wagner, Operations Director;
Jacki Lenners, Marketing and Communications Manager;
Wade Forrest, Facilities Manager;
Jon Matthies, IT Manager;
Lauree Battice, Business Manager;
Anne Dunno, Capital Planning Manager;
Bizzy Collins, Transit Planner;
Robert Martinez, Technical Specialist;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Scott Holcomb, Legal Counsel for Mountain Line

GUESTS PRESENT:

Kevin Parkes, Citizen Representative, City of Flagstaff, alternate





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1. CALL TO ORDER -Chair Thomas called the meeting to order at approximately 10:04am.

2. ROLL CALL

3. SAFETY MINUTE

This month’s topic was regarding the life-saving tool, Automated External Defibrillator (AED). Mountain line has one at the Kaspar Headquarters and one at the Downtown Connection Center (DCC). AED training is incorporated with our Cardiopulmonary Resuscitation (CPR) training.

4. APPROVE TAC MINUTES 9/5/2019

Vice Chair Stam moved to approve the minutes from December 5, 2019. Advisor Wessel seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Gillian Thomas	X	
Erin Stam	X	
Shane Dille	X	
Paul Wagner	X	
Kurt Stull	X	
Dave Wessel	X	

Ms. Mazza welcomed Advisor Jackson to her first TAC meeting upon her arrival.

5. CALL TO THE PUBLIC

There were no members of the public present.

6. REVIEW OF THE DRAFT BOARD BUSINESS AGENDA

The TAC reviewed the draft Board Business Agenda and discussed staff reports, in order to provide recommendations to the Board. Specific comments and recommendations are noted in these minutes.

a. **DISCUSSION / ACTION ITEMS:**

i. AUGUST 2020 SERVICE CHANGES

-Bizzy Collins, Transit Planner

Staff recommends the Board of Directors 1) Review the proposed service enhancements for August 2020; and 2) Open public comment period through April 15, 2020.

Ms. Collins shared PowerPoint slides regarding the proposed service changes for Routes 4, 5 and 7, as well as the timeline. The Board will be asked to open a public



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comment period through April 15th. Mountain Line received a specific request from Sacred Peaks to offer service closer to their facility, since they recently moved from a location where they had excellent access to bus service. She spent a great deal of time reviewing four scenarios of service changes which were analyzed. Currently staff are not recommending changes to any Mountain Line routes to accommodate Sacred Peaks Health Center. Ms. Collins responded to a TAC member question that Sacred Peaks did not offer financial contribution to improve service to their facility. This particular area of Highway 89 is the City's jurisdiction. There was a question about how many clients they have that ride the bus. Ms. Collins will ask. Staff support Sacred Peaks staff in a request to the City to develop a safe crossing for Sacred Peaks clients and others. The outcome of Route 2 increased frequency information requested by TAC was supplied in this report as well.

ii. CONSIDER UPDATED RULES OF PROCEDURE, CODE OF CONDUCT AND ANNUAL CONFLICT OF INTEREST STATEMENT

-Scott Holcomb, Mountain Line's Attorney

Staff recommends the Board of Directors adopt the updated Rules of Procedure and corresponding new Code of Conduct and Annual Conflict of Interest Statement to support effective governance.

Mr. Holcomb reviewed PowerPoint slides to offer support of the updates to the Rules of Procedure and the need for the Code of Conduct and the Annual Conflict of Interest Statement. Advisor Dille brought up consideration for a Past Chair position, as well as the fact that the TAC does not advise the Board and he would like to see the process be more formal, so the TAC has one voice and is more effective and collaborative. Ms. Mazza stated she would work with staff to ensure it is not a disingenuous process. Advisor Wessel asked if the timing of the City and County appointments to the Board were disruptive. Ms. Mazza responded that they have not been disruptive so far. Chair Thomas thanked members for their comments. There was no further discussion.

iii. REPORT ON FY2020 2ND QUARTER PERFORMANCE

-Heather Dalmolin, Administrative Director

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

Ms. Dalmolin provided PowerPoint slides of a quick summary through December 31, 2019. There were three years of actual data provided, along with projections and goals. Ridership graphs were shown. There is a switch in certain months where Mountain Line bus ridership has decreased; and there is an increase in Mountain Line paratransit ridership in some months. She believes it to be attributed to most people being used to the cost of fuel now and there have not been any major route changes, so we have probably hit a plateau and are serving all those that we can with our current route design. We don't know yet if the split of Route 7 into two routes is contributing. Route 10 ridership is about 50 percent of our ridership and if it is down, it would have an impact. Ms. Mazza noted the ridership is up on the



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NAU shuttle. They have new technology and they no longer bus bunch. The changes are reflected in how we share the pie. The number of workdays shift from year to year and can have an impact as well. She acknowledged Mountain Line has probably hit its saturation point at this level of service. Vice Chair Stam added there was no increase in enrollment at NAU this year and that may have an impact. Advisor Stull asked if eligibility for paratransit has loosened and if there are riders on campus. The eligibility requirements have not changed, per Ms. Dalmolin, and she is aware of one rider on campus. She mentioned staff used to look at ridership by day and by week, so it may be worth considering doing that again. The City Taxi Voucher program is above budget, but allowed, since paratransit is still under budget and there is an overall savings to the program. The County Taxi Voucher program demand is slightly lower. We are two years into our card program which is now based on length of trip versus the value of the voucher in the past. The Vanpool program is not currently meeting its goal. The fund balance graph is a reflection of our current situation. The large dip in FY2020 is due to many capital projects being carried over and some may be carried over to FY2021 as well. There was no further discussion.

iv. CONSIDER THE UPDATED FINANCIAL MANAGEMENT PLAN

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors update the approved Financial Management Policies and adopt them as policy and procedure for Mountain Line.

Ms. Dalmolin stated the suggested changes are noted in the staff report. The biggest change is to Section 8 regarding disposal of real estate and large assets. This policy will be good to have in place for the future.

v. UPDATE ON THE CEO AND GENERAL MANAGER SUCCESSION PLAN

-Erika Mazza, CEO and General Manager

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

Ms. Mazza reported the Board is considering candidates to fill an Interim CEO and General Manager position, while a succession process is developed to find a permanent replacement. She has resigned her position and she has accepted a position with Keolis Transit America. She will work primarily in the west. There were no questions.

b. PROGRESS REPORTS:

i. MOUNTAIN LINE HOW-TO VIDEOS

-Jacki Lenners, Marketing and Communications Manager

Ms. Lenners provided links to the five top priority videos. The Bike and Bus video was shown to the TAC. She noted the links could be forwarded to anyone our TAC members think might have a need for a little extra assistance riding the bus.



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ii. UPDATE ON THE DOWNTOWN VISION AND ACTION PLAN

-Kate Morley, Development Director

Ms. Mazza stated she was at a meeting earlier that morning, so she has an up-to-date report. The Downtown Business Alliance (DBA) received more than 10 respondents to their Request for Proposal (RFP) and the selection process has narrowed that down to three. DBA will make the final selection and announce it after negotiations. She stated she is encouraged and excited for this plan to move forward.

iii. UPDATE ON THE BUS RAPID TRANSIT PROJECT

-Bizzy Collins, Transit Planner

Ms. Collins stated she has been on a public outreach whirlwind and receiving feedback from community members.

iv. SUMMARY OF CURRENT EVENTS

-Erika Mazza, CEO and General Manager

Ms. Mazza stated she sent the list of current events via email yesterday, but she has one addition. She told TAC members Advisor Jackson has been nominated for the 2020 Athena Award.

EXECUTIVE SESSION (BOARD ONLY)

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), (4) and (7) for the following purposes:

1. Discussion and consultation with NAIPTA's attorney for legal advice and with NAIPTA's attorney and designated representatives of NAIPTA in order to consider its position and instruct its representatives regarding negotiations for the purchase or lease of, and/or use agreement for real property. ARS 38-431.03(A)(3), (4) and (7).

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

ITEMS FROM COMMITTEE AND STAFF:

7. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

March/April Working Agenda

The next TAC meeting will be March 6, 2019 and will be a WebEx meeting based in Flagstaff in the Mountain Line Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004 at 10:00am. The public is invited to attend. March agenda items will include but not be limited to the Active Transportation Master Plan, Financial Audit, Budget – Revenues,



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Compensation Study Report, Polling Data and Next Steps for New Revenues/Work Session, Get On Board Day Proclamation, Capital and Operating Plan, Kaspar Intersection Update, Campus Entry Study Update, and a possible Executive Session for Downtown Connection Center (DCC) Discussion. 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 TAC.

8. ADJOURNMENT -Chair Thomas adjourned the meeting at approximately 11:40am.

Gillian Thomas, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

Rhonda Cashman, Executive Assistance and Clerk of the Board



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