



Transit Advisory Committee Minutes for Thursday, March 5, 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, March 5, 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);
Jeff Bauman, Traffic Engineer, City of Flagstaff, arrival at approximately 10:09am;
Paul Wagner, Citizen Representative, City of Flagstaff;
Kurt Stull, Executive Director of Facilities and Security, Coconino Community College, designee;
Martin Ince, Multimodal Planner; MetroPlan, arrival at approximately 10:09am;
**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;
Shane Dille, Deputy City Manager, City of Flagstaff, designee;
Dave Wessel, Planning Manager, MetroPlan;
Gail Jackson, Economic Development Representative, ECoNA;
Mystery-Lynn Freitas, ASNAU Chief of Staff, NAU, designee

NAIPTA STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager;
Kate Morley, Deputy General Manager;
Jim Wagner, Operations Director;
Jacki Lenners, Marketing and Communications Manager;
Lauree Battice, Business Manager;
Sam Short, Safety Manager;
Anne Dunno, Capital Planning Manager;
Bizzy Collins, Transit Planner;
Estella Hollander, Mobility Planner;
Danelle Knight, Employee Relations Generalist;
Robert Martinez, Technical Specialist;
Rhonda Cashman, Executive Assistant and Clerk of the Board





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GUESTS PRESENT:

Kevin Parkes, Citizen Representative, City of Flagstaff, alternate

1. CALL TO ORDER -Chair Thomas called the meeting to order at approximately 10:09am.
2. ROLL CALL AND INTRODUCTIONS
3. SAFETY MINUTE

Mr. Short delivered the safety message regarding distracted driving. It is recommended to put away your electronic devices while driving, complete your personal grooming before driving, make any vehicle adjustments before you get started, don't allow other occupants to distract you, use your mirrors and watch for pedestrians.

4. APPROVE TAC MINUTES 2/6/2020

Advisor Wagner moved to approve the minutes from February 6, 2020. Advisor Stull seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Gillian Thomas	X	
Erin Stam	X	
Jeff Bauman	X	
Paul Wagner	X	
Kurt Stull	X	
Martin Ince	X	

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. **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.



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- i. CONSIDERATION OF THE FEDERAL TRANSIT ADMINISTRATION'S INNOVATIONS IN TRANSIT PUBLIC SAFETY GRANT
-Estella Hollander, Mobility Planner
- ii. CONSIDER DELEGATION OF AUTHORITY TO EXECUTE SECTION 5305 GRANT AGREEMENTS FOR THE FARE FREE CONGESTION MITIGATION STUDY TO THE CHIEF EXECUTIVE OFFICER (CEO) AND GENERAL MANAGER
-Estella Hollander, Mobility Planner

There were no questions regarding the consent agenda.

b. DISCUSSION / ACTION ITEMS:

- i. CONSIDER A 2020 TRANSIT TAX QUESTION
-Kate Morley, Development Director
Staff recommends the Board of Directors provide direction related to pursuing a 2020 ballot initiative in order to deliver on recently adopted service priorities.

Ms. Morley reported staff have been exploring new funding sources. The conclusion is that at some point, there will need to be a sales tax increase. This is the most consistent source of funding for operations. Ms. Morley explained the local transit tax funds operations and some capital grant match. Staff would like to reduce reliance on federal funds for operating expenses. Typically, federal funding for operations is at a 50/50 match and capital is an 80/20 match, per Ms. Dalmolin. Ms. Morley reviewed the preliminary survey results and requested feedback. There was a brief discussion about voter turnout history and the lack of support for Proposition 421 in some unserved neighborhoods in 2018. Advisor Parkes noted the free fare opportunity this summer may be a way to draw those neighborhoods in, to tie benefit of transit program to the community even when a community doesn't have immediate access to service. Ms. Morley stated timing is a big question, whether to go to voters in 2020, 2022, or 2024 and she shared reasoning behind each timeframe. Concern was expressed that a transit measure might get lost on the ballot with so many other items in 2020. Ms. Dalmolin expressed the benefit of a Political Action Committee (PAC) of local leaders to support staff's educational messaging to be successful with a ballot question to increase funding. The overall consensus of the TAC was to hold off going to the voters in 2020; take the time to build support and prepare messaging while studies are being finished. Consideration for 2022 sounded like the balanced approach. Ms. Morley confirmed the Bus Rapid Transit (BRT) study has about a year to go before completion. Ms. Dalmolin stated the deadline for Council to decide on placing measures on the ballot is in July. Chair Thomas noted the Downtown Connection Center (DCC) will be under construction in 2022 and the voters will see progress, which could be positive. Advisor Ince recommended the ballot question include specifics, perhaps the climate change angle and what transportation issues will be addressed. Ms. Morley stated the Zero Emissions Plan will also be done by



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2022. Advisor Parkes suggested the Mountain Line branding may provide further recognition communitywide by then.

ii. CONSIDER THE FY2019 FINANCIAL AUDIT REPORT

-Lauree Battice, Business Manager

Staff recommends the Board of Directors approve the FY2019 Financial Audit Report as completed by Fester and Chapman P.C. and authorize staff to file report as required by March 31, 2019.

Ms. Battice stated the final audit report was received and there were no findings and no deficiencies. The report will go to the Board for approval this month. Submission is planned by the deadline. There were no questions.

iii. CONSIDER THE FY2020 COMPENSATION STUDY REPORT

-Danelle Knight, Employee Relations Generalist

Staff recommends the Board of Directors approve the FY2020 Compensation Study report as completed by Evergreen Solutions, LLC and direct staff to implement the recommendations in FY2021.

Ms. Knight reviewed the process followed to arrive at this recommendation. She offered if any TAC member would like a copy of the report, to please request it from Ms. Cashman and it could be sent to them. The consultant held employee focus groups to gather concerns to be addressed. Then the consultant and staff worked together to determine the peers to include in the study. Ms. Dalmolin noted employee meetings were held with Ms. Mazza before her departure to communicate the recommendation being made to the Board for the proposed Pay Plan. Ms. Knight explained that the pay structure for employees is broken down into two different groups. The Operations team, requiring a Commercial Driver's License (CDL), has a step table and all other employees have pay grades with open pay ranges. She provided an approximate number of employees in each group. Advisor Stam recommended having a slide to distinguish between the two groups and wage ranges. There was a question as to whether employees can reference this information. Ms. Knight explained the information is available to employees in Inflection, our Human Resources and Payroll system. Ms. Dalmolin noted the pay schedule as described was implemented with the market study done in 2018. Chair Thomas recommended going slowly and allowing for questions throughout the presentation.

c. **PROGRESS REPORTS:**

i. UPDATE ON THE DOWNTOWN CONNECTION CENTER

-Kate Morley, Development Director

Ms. Morley stated while there would be further discussion with the Board in executive session at their March meeting, she wanted to give the TAC a brief update on the status of the project. Staff is working with City staff on an intergovernmental



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agreement (IGA) for long term lease of property for the development. Staff have not ruled out the possibility for joint development discussion. Staff is prioritizing a plan regarding the Operator use of the Comfort Station housed in the old Home Alternatives building that is slated for demolition in conjunction with the Rio de Flag project. Staff is currently considering leasing some commercial space at the Hub Flagstaff for restrooms, work areas, etc. Advisor Wagner asked if the grant the City received for the Rio de Flag project will help Mountain Line. Ms. Morley replied that it would be helpful to move the project forward, but it doesn't not provide funding for the DCC specifically.

ii. DELEGATIONS OF AUTHORITY

-Heather Dalmolin, CEO and General Manager

There were no questions.

iii. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin reported several staff attended an event with Senator Sinema when she was recently in town for the City of Flagstaff Rio de Flag tour hosted on a Mountain Line bus, including the Downtown Connection Center (DCC), which was also attended by Representative O'Halleran. Staff also attended the NACOG Infrastructure Roundtable with Representative O'Halleran that same day, Friday, February 21st. Staff are currently reviewing Coronavirus updates and attending webinars to provide recommendations and updates to staff. Mountain Line has recently added equipment to disinfect the bus and as a response to health concerns, staff are currently disinfecting the driver area and all contact areas of the bus on a regular basis.

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:



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Ms. Dalmolin informed the TAC that two items discussed by them last month, the Rules of Procedure and the 2nd Quarter Performance report, were tabled by the Board and will be discussed this month. Ms. Cashman reminded TAC members the joint meeting of the Board and TAC will be on May 20th, so there will not be a May TAC meeting in the first week of the month.

7. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

April/May Working Agenda

The next TAC meeting will be April 2, 2020 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. April agenda items will include but not be limited to the Active Transportation Master Plan, Possible Public Hearing for Service Changes, and Fares and Close Public Comment Period for Service Changes, Fare Capping Strategy, Budget – Message, The Coordinated Plan, Get On Board Day Proclamation, Comprehensive Operation Analysis, Campus Entry Study Update, Job Order Contracting (JOC) Task Order Update/Bus Stop Amenity Update, Grant/Procurement/Signature Delegation Authority Update, and a possible Executive Session for Downtown Connection Center (DCC) Discussion. 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 TAC.

8. ADJOURNMENT -Chair Thomas adjourned the meeting at approximately 11:07am.

Gillian Thomas, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

Rhonda Cashman, Executive Assistance and Clerk of the Board



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