



## Mountain Line

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# Transit Advisory Committee Minutes for Thursday, September 3, 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, September 3, 2020 at 10:00am in a WEB BASED meeting. Members of the TAC attended by telephone or internet conferencing. Mountain Line staff were present in the Mountain Line Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004. The public was invited to observe by online streaming.

### *TAC MEMBERS PRESENT:*

Erin Stam, (Chair), Director of Parking and Shuttle Services, NAU, designee, (Zoom);  
Christopher Tressler, County Engineer, Coconino County, alternate, (Zoom), joined at approximately 10:05am;  
Gillian Thomas, Citizen Representative, Coconino County, (Zoom);  
Jeff Bauman, City Engineer, City of Flagstaff, alternate, (Zoom);  
Kevin Parkes, Citizen Representative, City of Flagstaff, alternate, (Zoom);  
Steve Peru, Chief Development and Government Relations Officer, CCC, alternate, (Zoom), joined at approximately 10:20am;  
Dave Wessel, Planning Manager, MetroPlan, (Zoom), joined at approximately 10:03am;  
Gail Jackson, Economic Development Representative, ECoNA, (Zoom)  
Judy Manor; Assistant Director of Campus Shuttle Services, NAU, alternate, (Zoom)  
*\*Five of our eight TAC member seats must be present to constitute a quorum.*

### *TAC MEMBERS EXCUSED:*

Shane Dille, (Vice Chair), Deputy City Manager, City of Flagstaff, designee;  
Lucinda Andreani, Deputy County Manager, Coconino County, designee;  
Paul Wagner, Citizen Representative, City of Flagstaff;  
Kurt Stull, Executive Director of Facilities and Security, CCC, designee

### *NAIPTA STAFF IN ATTENDANCE:*

Heather Dalmolin, CEO and General Manager, (Zoom);  
Kate Morley, Deputy General Manager;  
Sam Short, Safety Manager, left meeting at approximately 10:13am, then returned 10:53-11:15am;  
Jon Matthies, IT Manager;  
Estella Hollander, Mobility Planner;  
Robert Martinez, Technical Specialist;  
Rhonda Cashman, Executive Assistant and Clerk of the Board;  
Mitesh Patel, Mountain Line Legal Counsel, (Zoom)

### *GUESTS PRESENT:*

None.

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

Mr. Short reported on the benefit of receiving the flu vaccine during the COVID-19 pandemic. It is more important than ever, according to the Center for Disease Control (CDC) and Prevention, to reduce illness and risk. He provided data on estimated reduction in cases.

- 4. APPROVE TAC MINUTES 8/6/2020

Advisor Wessel moved to approve the minutes from August 6, 2020. Advisor Thomas seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Erin Stam	X	
Gillian Thomas	X	
Dave Wessel	X	
Gail Jackson	X	
Christopher Tressler	X	
Jeff Bauman	X	
Kevin Parkes	X	

- 5. 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. RULES OF PROCEDURE AND CODE OF CONDUCT TRAINING

-Mitesh Patel and Scott Holcomb, General Counsel for Mountain Line  
Rules of Procedure and Code of Conduct training is recommended by our legal team for all members, designees, and alternates.

Mr. Patel reviewed a PowerPoint presentation with the TAC, primarily regarding the Code of Conduct topics: Article II - Social Media, Article IV - Representing Mountain Line, and Article V - Meeting Decorum and Order. Advisor Wessel commented on the great presentation and asked for clarification about not using social media during meetings. Mr. Patel suggested, as a member, you should not post about meeting business while the meeting is in progress. It could confuse the messaging, may cause a distraction, or you could miss important information or discussion. Chair Stam thanked Mr. Patel for his presentation.





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ii. CONSIDER SECTION 5307/5339 APPROVAL OF APPLICATION AND EXECUTION OF CONTRACT

-Estella Hollander, Mobility Planner

Staff recommends the Board of Directors: 1) Direct staff to continue with application submitted to the Arizona Department of Transportation (ADOT); and 2) Execute the contract awards for Section 5307/5339 funds from the Federal Transit Administration (FTA) through ADOT for capital purchases.

Ms. Hollander shared a PowerPoint slide and let the TAC know the project changed from last month for the application. Northern Arizona University (NAU) was not able to commit to the local match requirement, so staff switched projects. Staff plan to leverage Proposition 419 in partnership with the City of Flagstaff for bike and pedestrian improvements. There were no questions.

iii. CONSIDER THE COVID-19 REOPENING PLAN

-Kate Morley, Deputy General Manager

Staff recommends the Board of Directors approve the COVID-19 Reopening Plan, including triggers for opening the Mountain Line office and returning to fare collection practices.

Ms. Morley reviewed a PowerPoint slide and outlined each phase of the Reopening Plan for the TAC. Phase One was the most restrictive and it was entered in mid-March. We were in that phase until recently. On August 9<sup>th</sup>, Mountain Line moved into Phase Two by returning to regular service. Having more buses out there has been helpful to support social distancing. Phase Three was planned to coordinate with the City of Flagstaff moving to their Phase Three. Staff are working toward resuming fare collection, installing driver barriers, and opening the lobby, since the City of Flagstaff announced its move to Phase Three at the end of August. Phase Four is essentially the end of the pandemic by the Mayor's proclamation. Operations would return to normal, but we do anticipate some cleaning and work from home policies to continue at some level. Chair Stam asked about ridership increases and ability to distance passengers on the buses. Ms. Morley provided some estimated data: July had approximately 2500 trips per day, early August has approximately 3000 trips per day, then increased to approximately 4000 trips per day following some students returning to campus and this week, we are seeing approximately 4500 trips per day. The buses don't seem to be too crowded. This time last year we were providing approximately 11000 trips per day. There were no questions.

iv. CONSIDER AN UPDATE TO THE FINANCIAL MANAGEMENT POLICY

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors approve an update to the Financial Management Policy to incorporate internal control policies, fund balance requirements, and add, by reference, the City of Flagstaff Recession Plan.

Ms. Dalmolin shared a PowerPoint presentation with the TAC. The Financial Management Plan was reviewed by staff. Some policy changes are recommended to formalize internal controls related to Sections 9 - Accounting, Auditing and Financial Reporting with the addition of Appendix A. Elements have been in place and there have been no findings on our

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financial audits in this area since 2006. Section 10 – Risk Management has two proposed changes: 1) the fund balance minimum for operating expenses increases from 10 percent to 20 percent as recommended by Board members, and 2) incorporate the City of Flagstaff Recession Plan. The fund balance for capital expenditures would remain at a minimum of 10 percent. She reviewed the five stages of the recession plan as related to the City Transit Tax. There were no questions.

v. HUMAN TRAFFICKING AWARENESS PARTNERSHIP

-Estella Hollander, Mobility Planner

-Sam Short, Safety Manager

-Jacki Lenners, Marketing and Communications Manager

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

Ms. Hollander and Mr. Short reviewed a PowerPoint presentation with the TAC. Ms. Hollander stated Mountain Line received a grant earlier this year and is partnering with Northland Family Help Center (NFHC) on the Flagstaff Initiative Against Trafficking (FIAT). She noted the graphics in the awareness ad campaign describe some of the red flag indicators. Mr. Short reported FIAT will provide Train the Trainer training for our training staff and then all front line staff will be trained. The Flagstaff Police Department will also provide de-escalation training to front line staff. Elerts is a web-based phone app which will be available for passengers to submit various real-time reports. There were no questions.

vi. CONSIDER AN OWNER'S REPRESENTATIVE FOR THE DOWNTOWN CONNECTION CENTER (DCC)

-Kate Morley, Deputy General Manager

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

Ms. Morley shared a PowerPoint presentation with the TAC. She reviewed the benefits and estimated costs associated with contracting an Owner's Representative, also noting there is the possibility of cost-savings in some situations. Currently staff are drafting a scope of work for this procurement. Chair Stam suggested sharing some real-life cost savings examples. Advisor Jackson asked about the differences between an Owner's Representative and a Project Manager. Ms. Morley responded that an Owner's Representative has no authority. We would still have an internal Project Manager. The Owner's Representative would provide recommendations. The thought is that we would have both. There was no further discussion.

**b. PROGRESS REPORTS:**

i. UPDATE ON GENERAL CONSULTING SERVICES CONTRACT

-Kate Morley, Deputy General Manager

ii. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Chair Stam explained the Progress Reports were in the agenda packet and she allowed a few minutes for review. There were no questions regarding the progress reports.

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Ms. Dalmolin noted there was not a written report for the Current Events, and she has a few items to share: 1) Staff are working with the City to release a Statement of Qualifications for an artist for the Downtown Connection Center (DCC). Staff are looking for someone to serve on the selection panel. Please let us know if you know of anyone with an interest in serving in this capacity. 2) Staff have closed out the fiscal year 2020. The audit is scheduled for late September; the earliest ever scheduled. A lot can be done electronically, but due to COVID-19 precautions, a site visit is still to be determined. 3) Staff have scheduled a presentation to Economic Collaborative of Northern Arizona (ECoNA) on September 9<sup>th</sup> to share information on the DCC and Bus Rapid Transit (BRT) projects. 4) Full service was resumed on August 24<sup>th</sup>, including Route 10, and staff are seeing increased ridership.

### ITEMS FROM COMMITTEE AND STAFF:

Chair Stam reminded TAC members of the upcoming Board and TAC Advance on October 21<sup>st</sup>.

Advisor Peru thanked the TAC for their service on behalf of the Board, as he is the Mountain Line Board member representing Coconino Community College (CCC). He filled in for Advisor Stull today as his alternate. He noted the Board has named Ms. Dalmolin the permanent CEO and wanted to acknowledge the entire staff and say thank you for the work being done.

Chair Stam offered congratulations to Ms. Dalmolin regarding the official announcement of her permanent CEO position.

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

#### October/November Working Agenda

The Board and TAC Advance will be held on Wednesday, October 21, 2020. It will be a Zoom meeting based in Flagstaff in the Mountain Line Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004 at 9am. The public is invited to attend. October agenda items may include but not be limited to the Central Yavapai Metropolitan Planning Organization (CYMPO) Request for Service and Intergovernmental Agreement (IGA), Mountain Line Annual Report Discussion, Fare Capping Discussion, 5-Year Transit Plan – Tax Action Plan and Regional Transportation Plan (RTP) Update, Strategic Plan Updates with Key Performance Indicators (KPIs), Legislative Update, Public Transportation Agency Safety Plan (PTASP) Report, and Delegations of Authority Update. The October 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 and TAC.

The next TAC meeting will be November 5, 2020 and it will be a Zoom meeting based in Flagstaff in the Mountain Line Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. November agenda items may include but not be limited to the Mountain Line Annual Report Adoption, Adopt the Amended Strategic Plan with Key Performance Indicators (KPIs), Public Transportation Agency Safety Plan (PTASP) Report Adoption, Milton Corridor Update, Budget Process Kickoff, Employee Satisfaction Survey, Grant Award

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Notification, and Delegations of Authority Update. The November 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 -Chair Stam adjourned the meeting at approximately 11:26am.

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Erin Stam, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

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Rhonda Cashman, Executive Assistant and Clerk of the Board

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