



Transit Advisory Committee Minutes for Thursday, November 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, November 5, 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);
Shane Dille, (Vice Chair), Deputy City Manager, City of Flagstaff, designee, (Zoom), joined at approximately 10:04am and left at approximately 11:49am;
Lucinda Andreani, Deputy County Manager, Coconino County, designee, (Zoom), joined at approximately 10:28am;
Gillian Thomas, Citizen Representative, Coconino County, (Zoom);
Kevin Parkes, Citizen Representative, City of Flagstaff, alternate, (Zoom);
Kurt Stull, Executive Director of Facilities and Security, CCC, designee;
Jeff Meilbeck, Executive Director, MetroPlan, alternate;
Gail Jackson, Economic Development Representative, ECoNA, (Zoom), joined at approximately 10:05am;
Clarreese Greene, VP of Academic Affairs, ASNAU, designee, (Zoom), joined at approximately 10:45am
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Paul Wagner, Citizen Representative, City of Flagstaff;
Dave Wessel, Planning Manager, MetroPlan

STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager;
Kate Morley, Deputy General Manager;
Lauree Battice, Management Services Director, (Zoom);
Jacki Lenner, Marketing and Communications Manager, (Zoom);
Sam Short, Safety Manager;
Jon Matthies, IT Manager;
Danelle Knight, Human Resource Manager, (Zoom), joined at approximately 10:07am;
Bizzy Collins, Transit Planner;
Estella Hollander, Mobility Planner;
Robert Martinez, Technical Specialist;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Mitesh Patel, Mountain Line Legal Counsel, (Zoom)





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GUESTS PRESENT:

Ramón DC Alatorre, Climate and Energy Coordinator, City of Flagstaff, (Zoom); left at approximately 11:05am

1. CALL TO ORDER -Chair Stam called the meeting to order at approximately 10:01am.
2. ROLL CALL
3. SAFETY MINUTE
-Sam Short, Safety Manager

Mr. Short reported on the importance of wearing your seatbelt. It saves lives. The Thanksgiving holiday is a great time to remember to buckle up. Several statistics from the United States Department of Transportation (USDOT) National Highway Traffic Safety Administration (NHTSA) were shared.

4. APPROVE TAC MINUTES 9/3/2020

Vice Chair Dille moved to approve the minutes from September 3, 2020. Advisor Thomas seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Erin Stam	X	
Shane Dille	X	
Gillian Thomas	X	
Kevin Parkes	X	
Jeff Meilbeck	X	
Kurt Stull	X	
Gail Jackson	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. **CONSENT AGENDA:**

All matters under Consent Agenda were 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. CONSIDER THE FY2020 ANNUAL REPORT

-Lauree Battice, Management Services Director

Staff recommends the Board of Directors approve the FY2020 Annual Report and authorize staff to submit the report to the State of Arizona and partner agencies as required in the Master IGA.

This item was not pulled for discussion. Chair Stam noted this item was presented at the Board and TAC Advance in October and staff are still working on the narrative. The draft report should be distributed soon for your review.

b. **DISCUSSION / ACTION ITEMS:**

i. PRESENTATION ON THE CITY OF FLAGSTAFF CLIMATE EMERGENCY

-Kate Morley, Deputy General Manager

-Ramón DC Alatorre, City of Flagstaff Climate and Energy Coordinator

This item is for information and discussion only.

Ms. Morley introduced Mr. Alatorre. He shared a PowerPoint Presentation with the Board regarding the eight points to the Flagstaff Climate Emergency Declaration approved by the City Council in June 2020. The goal is to reach carbon neutrality by 2030. Public comments will be solicited in the coming months and there may be tradeoffs needed to accomplish the goal. Advisor Thomas inquired about that status of Mountain Line's consideration of an all-electric fleet. Ms. Collins noted the Zero Emissions Bus (ZEB) Transition Plan is in process. A fleet of battery-electric vehicles could support achieving the City's original goal of emission reduction by 2050. Chair Stam reported Northern Arizona University (NAU) is working on their own ZEB Transition Plan; significant investment will be required. NAU is partnering with Mountain Line to build a bus storage facility on campus to accommodate electrification infrastructure for the use of both agencies. Advisor Jackson asked about current carbon levels data, since data from 2016 is noted in this report. Mr. Alatorre replied that 2016 was the baseline, 2018 was similar, 2019 is being worked on now and 2020 should prove to be interesting due to COVID; usually the statistics are one year behind, so it is probably business as usual. Vice Chair Dille thanked him for sharing this important message. He shared that the Council approved this plan unanimously and supports moving forward aggressively. There will be continued conversations.

ii. CONSIDER AND APPROVE THE FIRST FY2021 BUDGET REVISION

-Heather Dalmolin, CEO and General Manager

Staff requests the Board of Directors approve the First FY2021 Budget Revision for a total change of \$40,438.88 to move 50% of delayed wage adjustment for exempt staff effective October 1, 2020 from contingency to wages and employee related expenses (ERE).

Ms. Dalmolin reported the Compensation Study was done in FY2020. Her staff report shared the City Transit Tax projections. These projections exceed the required one percent projection to trigger the first installment of delayed wages for exempt staff. Vice Chair Dille asked how many employees this adjustment affects. Ms. Dalmolin replied about 20 percent of our staff. She noted hourly staff received their full adjustment to bring to market on July

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1st. This was important in light of potential wage compression when the minimum wage soon increases to \$15 per hour. Exempt staff did receive a one percent Cost of Living Allowance (COLA) in July that will be subtracted from their wage adjustment. Vice Chair Dille asked for an explanation on why the budget contingency method was used. Ms. Dalmolin stated the funds were set aside in the approved budget as a contingency to ensure revenue triggers were met and Board approval is received prior to exempt staff receiving the incremental wage adjustment. There were no further questions.

iii. PURCHASE OF A FIVE-YEAR TRANSIT PLAN

-Bizzy Collins, Transit Planner

Staff recommends the Board of Directors approve: 1) the application for and execution of a 5305e grant for the Five-Year Transit Plan through MetroPlan in the amount of \$273,000, and 2) delegate the authority to the CEO to execute the procurement for consultants to assist with the Five-Year Transit Plan within the project budget.

Ms. Collins summarized the discussion and takeaways from the October Advance. The next steps are to apply for the planning grant, possible notification of a grant award, kickoff the procurement/project, public engagement, and potential Board adoption next December. The cost is estimated at \$273,000. Staff believe an updated Five-Year Transit Plan is still relevant, whether funded through a grant award or local funding. Advisor Dille pointed out the Fiscal Impact in staff report says that this project is off-budget, and it would be funded by other capital project savings if the grant is not received. He recommended this language be added to the recommendation and the alternatives presented to the Board. There was no further discussion.

iv. CONSIDER THE PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)

-Sam Short, Safety Manager

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

Mr. Short noted he has provided several updates on this plan as it has progressed. The original deadline was July 19, 2020. When the pandemic hit in mid-March, the Federal Transit Administration (FTA) realized agency time and resources would be shifted to other immediate tasks related to the health and safety of employees and riders. The enforcement deadline was extended to December 31, 2020. The Board will be asked to approve the Safety Plan at the November 18th meeting. The draft report was sent by Ms. Cashman the morning of November 5 for TAC member review. Some of the key components were outlined in the staff report and presentation. Of particular interest are the Risk Management Process which assigns a hazard severity level and a probability level, and the Safety Assurance section which describes how we will evaluate compliance with policies, procedures, and assess the effectiveness of current safety risk mitigations. There were no questions.

v. CONSIDER THE DOWNTOWN CONNECTION CENTER (DCC) UPDATE

-Kate Morley, Deputy General Manager

Staff has no specific recommendation for the Board of Directors; however, staff is seeking feedback on next steps.

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Ms. Morley reported the kickoff of the DCC project commenced with the internal team and the stakeholders at a virtual meeting held on October 27, 2020 with representatives from the Southside Neighborhood, La Plaza Vieja, a Transit Rider, the Downtown Business Alliance, the Chamber, ParkFlag and Parks and Recreation. The project schedule was reviewed. Programming decisions need to be made related to limited space and the set budget capacity. The ultimate approval lies with the Mountain Line Board of Directors and the City Council through site approval. Some risks identified include a tradeoff between civic space and parking, and the delays in the Rio de Flag construction that will impact the DCC project. AECOM came back with a higher than anticipated estimate of \$1.1 million for construction of a temporary bus staging area during the Rio de Flag construction. Vice Chair Dille commented on Ms. Morley's disciplined efforts to move this project forward. He expressed that she is a real asset to the team and the community, and he has appreciated the smaller meaningful discussions within the internal team working on this project. There was no discussion.

vi. CONSIDER THE BUS RAPID TRANSIT (BRT) PROJECT IN RELATIONSHIP TO THE MILTON CORRIDOR MASTER PLAN

-Kate Morley, Deputy General Manager

Staff has no specific recommendation for the Board of Directors; however, actions the Board could consider include: 1) Direct staff to continue to plan for the BRT and return with another update upon final recommendation of the Milton Corridor; 2) Take a formal action item in support of the BRT to City Council for consideration; 3) Notify the Federal Transit Administration we no longer intend to continue the project.

Ms. Morley reviewed a PowerPoint presentation with the TAC. She noted the Milton Corridor Master Plan (CMP) will impact the Mountain Line plans for Bus Rapid Transit (BRT) and she summarized the project history. The Arizona Department of Transportation (ADOT) wanted a vision of the corridor before they would sign off on the BRT plans, a requirement for the project to move forward since ADOT owns and manages the corridor. Ms. Morley confirmed there may be a recommendation on the BRT as early as January; however, completion of the ADOT CMP is expected in May 2021. Staff reviewed the project goals and the requirements for FTA's Construction Investment Grant (CIG) program funding. Mountain Line is currently in the project development stage and we need to demonstrate that the BRT meets requirements for FTA. Ms. Morley reviewed several options that the Board can consider on how to proceed. Chair Stam asked how long Mountain Line can wait and questioned where the funds might go if diverted from the BRT. Ms. Morley replied the FTA award is funding for a busway, which could possibly be Phoenix Avenue or Kaspar Drive and she clarified that the funds are for design, not construction. Vice Chair Dille asked about the Board's awareness of the CMP No Build possibility and what kind of City support will be needed on the ADOT road. Ms. Morley responded this month will really be the first discussion our Board of Directors will have regarding the potential CMP recommendation. Staff believe improvements can be made such as pedestrian crossings that are important to our transit riders. If the BRT is going to happen, it must have community support and will require political will from project partners. Vice Chair Dille suggested lobbying political support, tying to the City's aggressive Climate Action Plan. He asked if there are alternate roadways, such as J. W. Powell Boulevard or Lone Tree that the funds could be transferred to for use in those

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corridors. Ms. Morley stated the locally preferred alternative was identified as Milton Road. The study looked at roadways to the east and west of Milton Road, but there was too much of a slowdown in the bus timing. If the project moves forward using a different corridor, it will alter the project as described to and approved by FTA, potentially triggering a new application to FTA. Vice Chair Dille clarified he felt the BRT would be helpful on the new road segment connecting Lone Tree to the Airport, which presumably will alleviate congestion on Milton in the future. Advisor Thomas offered support of Vice Chair Dille's comments and said we should look to the County, NAU and MetroPlan to be supportive; stating that ADOT is a car-oriented agency. She suggested we see what can be squeezed out of the Corridor Plan, some little things like crosswalks and bike lanes, etc. Advisor Meilbeck said he wanted to share some information on where he and his staff are at on this project. MetroPlan is modal agnostic and he stated it makes sense to build a system that works to meet the policy needs of the community. Mountain Line received the BRT grant which was the catalyst for ADOT wanting a vision for the Milton Corridor. Mr. Meilbeck acknowledged there is no one from ADOT in attendance at the meeting. If ADOT's vision is No Build, Minimize Delays to Automobile Traffic, he has questions, and it is hard to accept that is the best we can do. When Mountain Line has money on the table for improvements, there should be careful consideration before any money is returned to FTA. It is ADOT's plan, but he would like to see all MetroPlan member agencies come to an agreement and be on the same page; he is hopeful we can get there. The CIG Grant is a possible \$50 million from FTA. It is pretty clear Mountain Line will not be eligible for the grant, if ADOT does not support improvements that make the BRT project possible. He plans to send a letter to ADOT and give them a chance to respond and plans to have a discussion at the next MetroPlan meetings. He noted the TAC meeting is November 18th (Ms. Morley is a member.) and the Management Committee meeting is November 19th (Ms. Dalmolin and Mr. Dille are members.). Technical staff are charged with offering solutions that meet policy direction. A No Build policy is very different compared to Zero Emissions or Climate Emergency policy. Advisor Parkes thanked Ms. Morley, Vice Chair Dille and Mr. Meilbeck for sharing policy insights and noted public input will be very important. There was no further discussion.

vii. AMERICAN PUBLIC TRANSPORTATION ASSOCIATION (APTA) HEALTH AND SAFETY COMMITMENTS PROGRAM

-Jacki Lenners, Marketing and Communications Manager

This item is for information and discussion only.

Ms. Lenners reported the American Public Transportation Association (APTA) formed a task force during the pandemic and the group surveyed riders regarding transit safety during COVID-19. Mountain Line has signed the APTA Health and Safety Commitments Program Pledge along with other transit agencies to implement the findings of survey conducted. We have installed a logo sticker on all vehicles to signify our participation for our riders. There is an outline of what we are doing and what is expected of riders on the Mountain Line COVID landing page. We are providing data on bus loads to allow riders to make the best choice for themselves as far as times to ride the bus, noting daily peak, and average number of riders, etc. Additionally, Jake Bacon has written some rider stories with their permission to use in our marketing efforts and posting on our website. This allows us to have some historic visuals of this unprecedented time. There were no questions.

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viii. CONSIDER THE YAVAPAI COUNTY SHERIFF'S OFFICE REQUEST FOR SERVICE

-Estella Hollander, Mobility Planner

Staff recommends the Board of Directors approve Yavapai County Sherriff's Office (YCSO) service request to participate in the Mountain Line Vanpool program.

Ms. Hollander stated the vanpool program currently operates in Coconino County. Per our ADOT 5311 grant, a \$400 subsidy is paid monthly for each vanpool on the road and Coconino County pays the local match. The current vanpool program and grant award has capacity available for additional vans to be operated. Mountain Line has received a request from the Yavapai County Sheriff's Office to use our operating contract and grant award to introduce several vanpool options in their county. They agreed to pay the local match and are also paying the fuel subsidy which would typically be the participants responsibility. The minimum requirements of the Regional Service Request Policy were reviewed by staff. Commute with Enterprise would have the most work to do with minimal impact for our administrative staff to bill YCSO. YCSO has indicated a commitment to a two-year agreement. Northern Arizona Council of Governments (NACOG) is also supportive of the partnership. Staff does not anticipate any disruption to Mountain Line or our existing vanpool program, reporting that all considerations have been addressed as part of the recommendation being made. Staff also confirmed that propriety will be given to Coconino County vanpools and funding from the 5311 award will first support these commitments; YCSO has been made aware that should the Coconino County program grow they will have to fund vehicles in full or find another funding source. There were no questions.

c. **PROGRESS REPORTS:**

Chair Stam asked if there were any questions regarding the Progress Reports. There were none.

i. COVID-19 REOPENING PLAN

-Kate Morley, Deputy General Manager

ii. UPDATE ON AUGUST SERVICE CHANGES

-Bizzy Collins, Transit Planner

iii. MOUNTAIN EXPRESS SERVICE FOR 2020-2021

-Bizzy Collins, Transit Planner

iv. GRANT AWARD NOTIFICATION

-Estella Hollander, Mobility Planner

v. CAMPUS BUS FACILITY PROJECT DEVELOPMENT

-Anne Dunno, Capital Project Manager

vi. EQUAL EMPLOYMENT OPPORTUNITY (EEO) FEDERAL FISCAL YEAR 2020
WORKFORCE UTILIZATION ANALYSIS

-Danelle Knight, Human Resource Manager

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vii. DELEGATIONS OF AUTHORITY

-Heather Dalmolin, CEO and General Manager

viii. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin has a few highlights to share with the TAC:

- We returned to fare collection last month and it is going smoothly; the operator barriers are working well.
- Mountain Line offered free service to passengers on Election Day to remove the transportation barrier and support citizens getting to the polls.
- Staff completed the annual checklist, and we are prepared for winter weather.
- Leadership has begun the process of identifying policies, procedures, and trainings to promote diversity, equity, and inclusion in all facets of our organization.
- Staff from the County program Stronger as One will be offering a Mental Health First Aid training for all Mountain Line staff in the coming weeks.
- Staff held a Kaspar Intersection virtual Open House on October 28th and six members of the public attended the event. The project was well-received. They did have a few clarifying questions.
- Grant closeouts are being done for the First/Last Mile or US 180 Plan and the Fare Strategies Plan. They were open for two years and 100 percent of the funds were spent.
- Ms. Morley is working on a proposal for Sky Cottages on West Route 66, including the possibility of extending Route 8 to Woody Mountain Road.
- Collages of photos for staff participation in the Halloween costume and pumpkin decorating contests were shown.
- Mountain Line is partnering with Coconino County and the City of Flagstaff for a virtual Stuff the Bus event, November 16-22, 2020. There will be more details coming soon on how to participate.

There were no questions.

ITEMS FROM COMMITTEE AND STAFF:

6. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

December/January Working Agenda

The next TAC meeting will be December 3, 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. December agenda items may include but not be limited to the Arizona Department of Transportation (ADOT) Milton Corridor Presentation, FY2020 Financial Audit Report, Five-Year Transit Plan Procurement, Zero Emissions Bus (ZEB) Plan Adoption, Social and Behavioral Sciences (SBS)/McConnell Intersection Close Out and Shift of Funding, Mountain Line Local, State, and Federal Presence and Roles, Regional Service Request Policy Review,

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Employee Satisfaction Survey Results, Elerts Update, AECOM Quarterly Update, and Delegations of Authority Update. The December 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 11:53am.

Erin Stam, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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