



Transit Advisory Committee Minutes for Thursday, December 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, December 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);
Jeff Bauman, Traffic Engineer, City of Flagstaff, alternate, (Zoom);
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, (Zoom);
Dave Wessel, Planning Manager, MetroPlan, (Zoom);
Gail Jackson, Economic Development Representative, ECoNA, (Zoom), left at approximately 10:45am
**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;
Shane Dille, (Vice Chair), Deputy City Manager, City of Flagstaff, designee;

STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager, (Zoom);
Kate Morley, Deputy General Manager;
Lauree Battice, Management Services Director, (Zoom);
Robert Hilbers, Facilities Manager;
Sam Short, Safety Manager;
Danelle Knight, Human Resource Manager, (Zoom);
Anne Dunno, Capital Project Manager, joined at approximated 10:05am;
Bizzy Collins, Transit Planner;
Robert Martinez, Technical Specialist;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Mitesh Patel, Mountain Line Legal Counsel, (Zoom)

GUESTS PRESENT:

Steve Peru, Chief External Affairs Officer, CCC, alternate, (Zoom)





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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 winter wellness tips. If recreating this winter, know your location, check weather and road conditions, plan for the worst and have survival essentials with you. He explained good versus bad stress. He also provided a reminder about winter walking tips. When walking on snow and ice, walk slowly, take small steps, keep hands out of pockets for balance and wear the proper footwear. Lastly, shoveling sidewalks is important for people to get to and from bus stops safely, and it's required by City ordinance.

4. APPROVE TAC MINUTES 11/5/2020

Advisor Tressler moved to approve the minutes from November 5, 2020. Advisor Wessel seconded. There was no discussion. All approved, none opposed. Motion carried.

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

Board Chair Peru expressed his gratitude on behalf of the Board of Directors for the good work of the Transit Advisory Committee. He explained that there are changes coming to the Board of Directors due to the recent election. Chair Stam stated her appreciation for him stepping into the Board Chair position.

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. CONSIDER THE DOWNTOWN CONNECTION CENTER PROGRAMMING
-Kate Morley, Deputy General Manager
This item is for discussion only.

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Ms. Morley explained there have been some design challenges. She shared pictures of the site in a PowerPoint presentation. She noted basic site options with pros and cons; explaining that easements need to be considered and that there is possibly a need to build out in two phases. As discussed previously there is potential for public/private partnerships at the west end of the parcel. The primary concern and priority for Mountain Line is timing and bus movement, which can be addressed in the procurement, through the Request for Proposal (RFP) process. We will be looking for resolution, by the City and Mountain Line for use of property, by early next year. Advisor Wessel asked about Ms. Morley's comment regarding not enough square footage for Mountain Line regarding parking spaces at the west end of the project. Ms. Morley clarified the area could accommodate 88 surface parking spaces. The area currently has 160 spaces and ParkFlag would like to have a similar amount returned to the site. The Mountain Line contractor has confirmed this can't be done without going vertical and Mountain Line can't afford to do that alone. She has had discussions with other departments at the City and the County and they are not interested in shared office space. It is felt the area would be better developed through a private partnership. Chair Stam suggested The Jack (previously the Hub) might be interested in a shared parking structure as they have a need for more parking than currently available on their site. Advisor Thomas asked about the relocation of Amtrak. Ms. Morley responded that Amtrak is interested in co-locating with Mountain Line. The feasibility of relocating is being considered; however, they would need to have Burlington Northern Santa Fe (BNSF) approval as well. The biggest advantage for Amtrak would be Americans with Disabilities Act (ADA) considerations. They are not allowed to modify the historic platform at the current stop location. Ms. Morley reviewed architectural building and bus platform photos in her presentation. It was suggested by TAC members to think about sustainability and flow with space around it; lots of glass may not be energy efficient; and staff may want to look for more two-story building photos for reference. For the bus platforms, TAC members felt prioritizing the needs of efficient and effective snow removal was most critical. Ms. Morley reviewed the next steps. There was no further discussion.

ii. UPDATE ON THE BUS RAPID TRANSIT (BRT) PROJECT IN RELATIONSHIP TO THE MILTON CORRIDOR MASTER PLAN

-Bizzy Collins, Transit Planner

This item is for information and discussion only.

Ms. Collins reported the Arizona Department of Transportation (ADOT) Milton Corridor Master Plan's potential No Build scenario, as ranked highest by ADOT, has many issues including: prioritizing car movement, lacks support for community goal of reducing carbon emissions, and does not offer opportunity for significant transit enhancements. The impacts of the No Build scenario may further cause the community to lose an opportunity to pursue the Community Investment Grant (CIG) of \$50 million from the Federal Transit Administration. The Mountain Line Board still supports the BRT. The Corridor Master Plan (CMP) public survey ends on December 4th. Ms. Collins reviewed the next steps in both the CMP process and the BRT process. Advisor Wessel encouraged Mountain Line staff to send the CMP survey link to our mailing lists. There were no questions.

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iii. CONSIDER THE REQUEST FOR SERVICE OUTSIDE THE BOUNDARIES POLICY

-Kate Morley, Deputy General Manager

Staff recommends the Board adopt proposed revisions to the Request for Service Outside the Boundaries Policy.

Ms. Morley reviewed the reason for the development of the policy and the recommended changes. Staff will be asking the Board to consider adding fees to the policy. A couple projects have been withdrawn by the requestor leaving Mountain Line and the City of Flagstaff to pay for all incurred costs before the signing of an Intergovernmental Agreement (IGA), specifically the partnerships with the City of Winslow for a commuter service and the Central Yavapai Metropolitan Planning Organization (CYMPO) for planning to assist them in gaining Federal Transit Administration (FTA) direct recipient status for grants. Overall, TAC members felt the \$13,000 and \$1,500 in fees for these potential partnerships was not so great and could be considered a cost of doing business. They thought up-front fees might discourage partnerships. A hybrid fee structure may be more beneficial. Ms. Morley stated she will consider adding another alternative for the Board. The TAC also felt the work that was done was not a total loss and provided knowledge to staff. There may still be future opportunities to partner with these agencies. There was no further discussion.

iv. MCCONNELL MULTIMODAL IMPROVEMENTS PROJECT CLOSE-OUT

-Anne Dunno, Capital Project Manager

Staff recommends the Board of Directors close-out the McConnell Multimodal Improvements Project.

Ms. Dunno reviewed the history of the preliminary design project for the McConnell and Pine Knoll intersection. The concept design was shown on screen. Currently Northern Arizona University (NAU) and Mountain Line decided to pause the project as there is no funding to proceed with construction and the project included expanded partnerships that need to be developed before it can proceed. This update was taken to MetroPlan in November to be included in the Regional Transportation Plan that will be guided by that agency. The three jurisdictional partners, NAU, ADOT and the City of Flagstaff, now know the impacts for when all partners are ready to re-engage and the stage has been set for when additional funding is received. Staff plan to ask FTA to transfer the remaining design and engineering funds to other Mountain Line projects.

b. PROGRESS REPORTS:

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

i. HIGH OCCUPANCY HOUSING TRANSIT PASS PARKING REDUCTION PILOT PROGRAM (TPPR)

-Kate Morley, Deputy General Manager

ii. SEE SAY NOW APP UPDATE

-Samuel Short, Safety Manager

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- iii. DELEGATIONS OF AUTHORITY
-Heather Dalmolin, CEO and General Manager
- iv. SUMMARY OF CURRENT EVENTS
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin spoke to some current event items:

- Lobby hours have been reduced to 8am-12pm by appointment only as a step back in response to increased coronavirus cases. Passes can be purchased at businesses in the community, i.e. Safeway, for the same price as reloading a pass at our office. Office staff are returning to work from home status for the same reason.
- Operations Supervisors have completed approximately 45 hours of Supervisor Academy training and their accomplishment will be celebrated.
- In place of our holiday celebration event, all staff will receive a new fleece vest and the choice of a turkey or holiday cookie decorating kit to share with their family. Staff will be allowed to wear holiday sweaters in the week leading up to Christmas.

ITEMS FROM COMMITTEE AND STAFF:

6. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS
January/February Working Agenda

The next TAC meeting will be January 7, 2021 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. January agenda items may include but not be limited to the Arizona Department of Transportation (ADOT) Milton Corridor Presentation, FY2020 Financial Audit Report, Title VI Adoption, Meeting Calendar Review, Proposed Service Changes, FY2022 Budget Discussion – Process and Timeline, Zero Emissions Bus (ZEB) Transition Plan Adoption, Downtown Connection Center (DCC) Update, Employee Satisfaction Survey Results, AECOM Quarterly Update, and Delegation of Authority Updates. The January 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 10:56am.

Erin Stam, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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