



## Transit Advisory Committee Minutes for Thursday, January 7, 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, January 7, 2021 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);  
Lucinda Andreani, Deputy County Manager, Coconino County, designee, (Zoom), joined at approximately 10:04am;  
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);  
*\*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;  
Gail Jackson, Economic Development Representative, ECoNA

### *STAFF IN ATTENDANCE:*

Heather Dalmolin, CEO and General Manager;  
Kate Morley, Deputy General Manager;  
Lauree Battice, Management Services Director, (Zoom);  
Robert Hilbers, Facilities Manager, (Zoom);  
Sam Short, Safety Manager, (Zoom);  
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:*

Jeff Meilbeck, Executive Director, MetroPlan, alternate, (Zoom)

1. CALL TO ORDER -Chair Stam called the meeting to order at approximately 10:02am.





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2. ROLL CALL

3. SAFETY MINUTE

-Sam Short, Safety Manager

Mr. Short reported on winter weather hazards and tips to stay safe in winter weather driving conditions.

4. APPROVE TAC MINUTES 12/3/2020

Advisor Wessel moved to approve the minutes from December 3, 2020. Advisor Andreani seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Erin Stam	X	
Lucinda Andreani	X	
Gillian Thomas	X	
Jeff Bauman	X	
Kevin Parkes	X	
Dave Wessel	X	
Kurt Stull	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 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.

i. CONSIDER THE CONSENT AGREEMENT WITH CARTER OIL COMPANY INCORPORATED (INC.)

-James Wagner, Operations Director

Staff recommends the Board of Directors consent, acknowledge, and agree to the assignment with Carter Oil Company Inc.

The consent agenda item was not presented and there was no discussion.

b. **DISCUSSION / ACTION ITEMS:**

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i. REVIEW FY2021 MEETING DATES AND APPROVE FY2022 MEETING DATES

-Rhonda Cashman, Executive Assistant and Clerk of the Board

Staff recommends the Board of Directors review the FY2021 meeting dates and approve the FY2022 meeting dates.

Ms. Cashman asked members to review the remaining meeting dates in FY2021 and the proposed meeting dates for FY2022 which were included in the agenda packet and no conflicts were identified. The only change noted for FY2022 is to have a December recess. The Board will vote on this item at the January 20<sup>th</sup> Board meeting.

ii. CONSIDER ADOPTION OF THE TITLE VI PROGRAM

-Kate Morley, Deputy General Manager

Staff recommends the Board approve the updated Title VI Civil Rights Policy and Program and authorize the CEO and General Manager to approve clerical corrections in the future.

Ms. Morley provided some background on the Title VI Program. She communicated details of what changes are in the current revision: clerical updates related to the website and branding, Title VI responsibility now assigned to the Deputy General Manager, a new section was added on construction of facilities, and minor changes to service standards to align with the latest plans. The next steps are for the Board to approve the updated Title VI Policy. The Five-Year Plan will take a holistic look at the policy and program and recommend changes. At that time, staff may return with another update. There were no questions.

iii. CONSIDER ADOPTION OF THE ZERO EMISSIONS BUS (ZEB) TRANSITION PLAN

-Bizzy Collins, Transit Planner

Staff recommends the Board adopt the Zero Emissions Bus Transition Plan.

Ms. Collins reviewed the ZEB Transition Plan process including the two phases of the Plan, the fleet technology options, and how they relate to community goals. She explained the process by which the Board of Directors concluded future bus replacement would transition to battery-electric vehicles based on service provision, emissions, and costs. She clearly pointed out this commitment would be evaluated on a bus by bus basis and at the continued discretion of the Board. There was a question about use of solar power once the new Downtown Connection Center (DCC) is open. Ms. Morley replied that the amount generated will probably power the building, but not the buses. Ms. Collins noted the full plan is available to view on the Mountain Line website. This transition will affect almost every aspect of our operation. Ms. Collins called out the Arizona Public Service (APS) rate structure with regard to electrical costs. Mountain Line will be looking to find ways to reduce the peak demand electrical use fees by 30 percent to make the transition feasible from a cost perspective. Bus charging stations will be needed at the DCC, the Kaspar facility and the Campus Bus Storage facility. There were no other questions.

**c. PROGRESS REPORTS:**

Chair Stam gave members a few minutes to review the progress reports asked if there were any questions regarding the Progress Reports. There were none.

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- i. NO SERVICE CHANGES FOR AUGUST 2021  
-Bizzy Collins, Transit Planner
- ii. REVIEW THE BUDGET SETTING PROCESS  
-Lauree Battice, Management Services Director
- iii. UPDATE ON GENERAL CONSULTING SERVICES CONTRACT  
-Kate Morley, Deputy General Manager
- iv. DOWNTOWN CONNECTION CENTER (DCC) PROJECT UPDATE  
-Kate Morley, Deputy General Manager
- v. GRANT AWARD NOTIFICATION  
-Estella Hollander, Mobility Planner
- vi. SUMMARY OF CURRENT EVENTS  
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin spoke to some current event items:

- Transit workers are to be considered under Phase 1B to receive the COVID-19 vaccine. Staff have been in contact with Coconino County Health and Human Services and are waiting to hear when the vaccine will be available to our employees.
- Mountain Express started on December 26<sup>th</sup> and ridership is down, as it is across all routes in our system. On the service days where chains were required to get up the mountain, the buses were crowded but passengers complied with wearing face coverings and back door boarding.
- The Sky Cottages development will be going to City Council next week and staff have been told transit is not included in their proposal.
- The Federal budget was approved in late 2020 and we are awaiting our 5307 appropriation of funds from the Federal Transit Administration (FTA).
- Congratulations to Ms. Hollander for writing a successful grant with MetroPlan and the City of Flagstaff on a tight deadline. Mountain Line has been awarded \$7.3 million from the Arizona Department of Transportation (ADOT) for pedestrian and bike improvements.
- MetroPlan received a \$273,000 grant from ADOT to fund Mountain Line's 5 Year Plan. Ms. Hollander also contributed to writing this grant.
- The City of Flagstaff Transit Tax revenues are up about \$1.3 million over the next five years versus what was projected in the fall.
- Ms. Hollander received her Transportation Demand Management certification. She is one of the first in the country to receive this certification. Congratulations!

Advisor Andreani reported that category 1B for the COVID-19 vaccine is quite large and asked staff to use County information to determine how transit workers are to be prioritized. The dynamics are changing from the Federal and State levels, regarding prioritization

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recommendations. There may be further breakdowns needed to manage this large grouping. Coconino County is second in the state for administration of the vaccine. The County is looking for partnership support. Ms. Dalmolin stated staff are deferring to the County for guidance. Advisor Andreani recommended prioritizing Mountain Line staff by departments that are at risk of exposure in their line of duty, suggesting those working remotely do not have same exposure concerns as those working in the field or required to report to work in public facing positions.

### ITEMS FROM COMMITTEE AND STAFF:

6. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

February/March Working Agenda

The next TAC meeting will be February 4, 2021 and it will be a Zoom meeting based in Flagstaff in the Mountain Line Training Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. February agenda items may include but not be limited to the Board Election of Vice Chair, FY2020 Financial Audit Report, Second Quarter Revenue Report, Bus Stop Improvement Report/New Task Order, Kaspar Intersection Concept/Transit Signal Prioritization (TSP), Mountain Line Local, State, and Federal Presence and Roles, Employee Satisfaction Survey Results, Quarterly Performance Report, Kaspar Master Plan, Downtown Connection Center (DCC) Update, Sky Cottages Update, and Delegation of Authority Updates. The February 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 10:43am.

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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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