



Transit Advisory Committee Minutes for Thursday, March 4, 2021

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 4, 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, 3773 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 10:02am and left at approximately 11:30am;
Lucinda Andreani, Deputy County Manager, Coconino County, designee, (Zoom), left at approximately 11:32am;
Gillian Thomas, Citizen Representative, Coconino County, (Zoom);
Kevin Parkes, Citizen Representative, City of Flagstaff, alternate, (Zoom);
Dave Wessel, Planning Manager, MetroPlan, (Zoom);
Gail Jackson, Economic Development Representative, ECoNA, (Zoom);
Clarreese Green, Vice President of Academics, ASNAU, designee, (Zoom), joined at approximately 10:02am

**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Kurt Stull, Executive Director of Facilities and Security, CCC, designee;
Steve Peru, Chief External Affairs Officer, CCC, alternate

STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager, (Zoom);
Kate Morley, Deputy General Manager, (Zoom);
James Wagner, Operations Director, (Zoom);
Sam Short, Safety Manager, (Zoom);
Anne Dunno, Capital Project Manager, (Zoom);
Bizzy Collins, Transit Planner, (Zoom);
Robert Martinez, Technical Specialist;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Mitesh Patel, Mountain Line Legal Counsel, (Zoom)





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

GUESTS PRESENT:

Christopher Tressler, County Engineer, Coconino County, alternate, (Zoom), joined at approximately 10:02am

1. CALL TO ORDER -Chair Stam called the meeting to order at approximately 10:01am.

2. ROLL CALL

Ms. Cashman noted some Zoom tips were included in the cover email when the agenda packet was sent regarding updating your Zoom client and the raise hand function. If members continue to have issues, please let her know and she can arrange a meeting with an IT staff member.

3. SAFETY MINUTE
-Sam Short, Safety Manager

Mr. Short reported on safety related to spring cleaning. He stated it is a good time to test your fire extinguisher, change your batteries in your smoke and carbon monoxide detectors, get rid of piles, and lock up flammable chemicals and cleaners. He offered the reminder to use your legs to lift heavy items and seek help if needed.

4. APPROVE TAC MINUTES 2/4/2021

Vice Chair Dille moved to approve the minutes from February 4, 2021. Advisor Parkes 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	
Dave Wessel	X	
Kevin Parkes	X	
Lucinda Andreani	X	
Gail Jackson	X	

5. TAC AGENDA

a. **DISCUSSION / ACTION ITEMS:**

i. REVIEW RESULTS OF THE OCTOBER 2020 EMPLOYEE SURVEY

-Heather Dalmolin, CEO and General Manager

No action is recommended; however, the Board may direct staff on modifications to employee programs and or future Employee Surveys including survey instruments or methodology.

Ms. Dalmolin reported the March employee survey was cancelled due to employee time and resources needed for COVID response. Leadership staff delayed the employee survey until October; this timing was felt to be an important check-in. There were a few less responses

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

due to the survey being offered in a completely electronic format for the first time. There were no staff meetings being held and no paper surveys handed out unless requested. She explained the graphs were zoomed in on a scale of 3-5. The breakdown of respondents by department was fairly similar historically. All sections of the survey showed improvement: Job Performance, Feedback, Job Satisfaction, Direct Manager Interaction, Safety, and Mission and Vision. She noted the COVID Response is a new section this year. Ms. Dalmolin provided a summary of the results and next steps to evaluate the survey instrument and process. There were no questions.

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.

b. **DISCUSSION / ACTION ITEMS:**

i. REVIEW FEDERAL FUNDING RESPONSIBILITIES AND APPROVE PRIORITIES

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors consider Federal Funding Responsibilities and approve the Federal Priorities for 2021.

Ms. Dalmolin stated most of the federal funding responsibilities are in-house and led by the CEO and General Manager and the Deputy General Manager. Mountain Line does contract with a legislative liaison, Nexxus Consulting, and hold memberships in state and national transportation associations. Staff also hold a minimum of once annual meetings with our congressional delegation and follow up with quarterly communications. She reviewed seven specific federal priorities for Mountain Line. Ms. Dalmolin shared that staff looked at local partners' and other transit agencies' priorities in development of Mountain Line's federal priorities. Vice Chair Dille complimented staff for the focus on priorities and stated as a member of the Alliance, there is direct federal and state alignment of priorities. There was no further discussion.

ii. CONSIDER AND OFF-BUDGET APPLICATION TO THE LOW OR NO EMISSION GRANT PROGRAM

-Bizzy Collins, Transit Planner

Staff recommends the Board of Directors approve the application for and execution of a Low or No Emission grant for infrastructure to support two funded battery electric buses in the amount of \$7,652,000.

Ms. Collins stated she will be asking the Board to consider an off-budget grant application request. This is the implementation phase of the Zero Emission Bus (ZEB) Transition Plan. The infrastructure is currently unfunded that is needed to accompany Mountain Line's first two battery electric buses that are funded. She reviewed the full funding request at a 90/10 split with scaled options #1 and #2, required by the Federal Transit Administration (FTA), in case the full request cannot be funded. She noted staff are in discussions with Arizona





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

Public Service (APS) regarding a credit back on a portion of electric cost over six years. She explained Mountain Line has a great relationship with APS and staff anticipate their letter of support for this grant. There were no questions.

iii. CONSIDER A FORMAL PAUSE TO THE BUS RAPID TRANSIT (BRT) PROJECT

-Bizzy Collins, Transit Planner

Staff recommends the Board of Directors approve a formal pause on the BRT project development and transfer the remaining design and engineering funds to the Phoenix Avenue signal project at Milton Road.

Ms. Collins explained the Arizona Department of Transportation (ADOT) Milton Corridor Master Plan (CMP) has delayed the Mountain Line BRT project. She noted the CMP will be part of the BRT where there is overlap. Stakeholders discussed about half of the spot improvements at their recent meeting, but there is more to do. The timing of the CMP has been very challenging. Mountain Line staff are seeking a path forward. Staff discussed a formal pause with FTA and potential transfer of the remaining BRT design and engineering funds to a signal at Milton Road and Phoenix Avenue, which would be an improvement needed for the future BRT and still meet the intent of the original grant request. The BRT has been supported in the last couple Mountain Line Five-Year Transit Plans and staff will continue to address it. There were several questions from TAC members that staff responded to accordingly. Ms. Collins stated the plan is to let the process play out for ADOT, see if the Traffic Impact Analysis (TIA) matches the CMP outcome, get a clear picture of what is possible on Milton Road, consider community support, an increase to the Transit Tax to support operations in the future is needed, and support for transit, bikes, and pedestrians is needed. Ms. Morley explained FTA would not allow BRT funds to shift to the Kaspar Intersection project since it is not part of the original scope of the BRT project. She also noted the use of the remaining BRT funds for the Milton Road/Phoenix Avenue signal could open up other funds available for the Kaspar Intersection. In addition, Ms. Morley reported the City will be kicking off the West University Avenue and Beulah Boulevard project. Mountain Line has kept the bus only lanes funding on hold for this project. Staff plan to modify the presentation regarding the partnership for match funds needed for Milton Road bike and pedestrian projects if there is no transit component. There was no further discussion.

vi. CONSIDER THE DOWNTOWN CONNECTION CENTER PROGRAMMING

-Kate Morley, Deputy General Manager

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

Ms. Morley shared where staff are at with development of concepts for the Downtown Connection Center. She reported staff will be presenting to City Council at the end of March. She reiterated the inability to build vertical on a majority of the property. The main impact right now is due to the Rio project, which is a City priority. She showed the new concept which has much lower risk involved. The Downtown Connection Center (DCC) building would be constructed on the farthest west parcel, at the corner of Milton Road and Phoenix Avenue. This concept would still maintain some civic space at the far east end of the property and incorporate some parking; close to what was being offered previously. She

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

reviewed potential partnerships and other uses. Flagstaff Police Department will be able to have staff on site. There was a question about contacting Guardian regarding their presence on site. Ms. Morley stated she has contacted them already, but she hasn't heard back from them so she will follow up. There were other questions regarding Economic Vitality, and other transportation provider partnerships. Ms. Morley noted Economic Vitality is looking for a less costly option to house ParkFlag than their current location. In addition, she reported Amtrak is still looking into the possibility of moving and Greyhound is considering what to do with their current property if they were to move. She said she is also considering reaching out to Flix Bus and Groome Shuttle. There may be potential for visiting tour buses as well. Advisor Wessel shared his appreciation of several elements of the new concept and asked about the east end of the property, if City staff had given thought to swapping the parking lot with the civic space along Beaver Street. Ms. Morley replied that she appreciated the suggestion; staff have not met with City staff on the new concept for the site plan yet. She reviewed the next steps. The greatest financial benefit to the new concept is the ability to move quickly with potential occupancy by 2023. There was no further discussion.

v. REPORT ON FY2021 2ND QUARTER PERFORMANCE

-James Wagner, Operations Director

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

Mr. Wagner reviewed the second quarter performance measures with the TAC. Ridership was down and costs increased due to COVID-19. Fare collection was suspended in March 2020 to allow for rear door boarding to protect operators. After installing barriers to protect operators, fare collection and front door boarding resumed in October 2020. He listed several impacts to ridership during the pandemic. He stated ridership may not be the best performance indicator to tell our story. All Mountain Line staff continued working due to increased cleaning required. Paratransit ridership was also down. He reported the taxi programs became more popular, and they operate at a lower cost than paratransit. The vanpool program seemed to be the least impacted with commuters that cannot work from home in healthcare, etc. Occupancy may have been reduced per vehicle to allow for social distancing. Additionally, Mr. Wagner noted the ridership decline was experienced by many transit agencies in other cities across the country. There were no questions.

vi. REVIEW POLICY STRUCTURE AND RESOLUTIONS

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin stated the focus of this item is to establish an understanding for our new Board members regarding policies and practices. She quickly reviewed the policy structure, including the Board and TAC Rules of Procedure, Personnel Policies (for employees), Financial Management Policies, and System Policies (for riders). She also briefly explained the resolutions in place, including the Delegation of Signature Authority (related to agency grant processing), the Collective Grant Resolution, the Procurement Resolution, and the Delegation of Authority Resolution (related to partnership agreements and contracts). There were no questions.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

c. PROGRESS REPORTS:

There were no questions regarding the progress reports.

- i. KASPAR INTERSECTION PROJECT UPDATE
-Anne Dunno, Capital Project Manager
- ii. BUS STOP REHABILITATION PROGRAM AND JOB ORDER CONTRACTING (JOC) JOB ORDER NO.2 UPDATE
-Anne Dunno, Capital Project Manager
- 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:

- Mountain Line Board Chair Peru will be leaving Coconino Community College to return to the Coconino County Manager position. We may see him involved with the Mountain Line TAC in the future.
- Staff are now eligible for the COVID vaccine. Currently only 2-3 staff are out attributed to COVID. All other staff have recovered and returned to work.
- Staff have reported high compliance with the mask mandate. Staff have received guidance on Americans with Disabilities Act (ADA) exemptions but have not encountered any riders seeking this exemption yet.
- Back up cameras are being installed on all fleet.
- The fleet team is completing mid-life maintenance and refurbishment of the articulated bus drive units and should be on track to finish this fiscal year.
- Flagstaff Family Help Center is developing quick reference cards for staff to use in identifying victims of Human Trafficking in our awareness campaign.
- Staff will meet with the City of Flagstaff Community Development staff next week to discuss the involvement of Mountain Line staff in the development agreement process.
- Staff are scheduled to present an update on the Downtown Connection Center (DCC) to the Flagstaff City Council on March 30th.
- Mountain Line will be participating in the "Take Charge AZ" program through APS. Charging stations will be set up at the Kaspar office courtesy of APS. Employees and guests will be able to use the charging stations at no cost during business hours.
- The next COVID bill could bring another \$3-\$7 million in federal funding to Mountain Line.
- Mountain Line staff will be applying for approximately \$13 million in grants to support our plans for electrification, a CDL course, an expanded maintenance shop at Kaspar, operations support vehicles and equipment.
- Transit Employee Appreciation Day is March 18th. We will be celebrating our team with coffee delivery, a banner at the DCC, and a social media celebration of team members that have kept our buses rolling through the pandemic.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

ITEMS FROM COMMITTEE AND STAFF:

7. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

April/May Working Agenda

The next TAC meeting will be April 1, 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. April agenda items may include but not be limited to The Coordinated Plan, Mobility On-Demand/Microtransit Demo, 5307/5339 Grant Application and Execution, Reallocation of Grant Funds, Kaspar Intersection Plan/Transit Signal Prioritization (TSP), Kaspar Intersection Intergovernmental Agreement (IGA), Five-Year Transit Plan, Fare Capping/Mobile Ticketing, Board Education Opportunity, Arizona Public Service (APS) Charging Station Benefit, Kaspar Master Plan, Campus Bus Storage Update, AECOM Quarterly Update, New Paratransit Van Delivery, and Delegation of Authority Updates. 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 Stam adjourned the meeting at approximately 11:36am.

Erin Stam, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

Getting you where you want to go

