



Mountain Line

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Transit Advisory Committee Minutes for Thursday, April 1, 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, April 1, 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);
Lucinda Andreani, Deputy County Manager, Coconino County, designee, (Zoom), joined at approximately 10:08am;
Gillian Thomas, Citizen Representative, Coconino County, (Zoom);
Jeff Bauman, Traffic Engineer, City of Flagstaff, designee, (Zoom);
Kevin Parkes, Citizen Representative, City of Flagstaff, alternate, (Zoom);
Dave Wessel, Planning Manager, MetroPlan, (Zoom), joined at approximately 10:02am;
Kurt Stull, Executive Director of Facilities and Security, CCC, designee, (Zoom);
Clarreese Greene, Vice President of Academics, ASNAU, designee, (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, (Zoom);
Kate Morley, Deputy General Manager, (Zoom);
James Wagner, Operations Director, (Zoom);
Lauree Battice, Management Services Director, (Zoom);
Sam Short, Safety Manager, (Zoom);
Danelle Knight, Human Resource Manager, (Zoom);
Anne Dunno, Capital Project Manager, (Zoom);
Bizzy Collins, Transit Planner, (Zoom);
Estella Hollander, Mobility Planner, (Zoom);
Robert Martinez, Technical Specialist;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Mitesh Patel, Mountain Line Legal Counsel, (Zoom);
Kris Beecher, Mountain Line Legal Counsel, (Zoom)

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GUESTS PRESENT:

None.

1. CALL TO ORDER -Chair Stam called the meeting to order at approximately 10:00am.

2. ROLL CALL

Ms. Dalmolin thanked outgoing County Manager Jayne for his service on the Mountain Line TAC over several years and for him being a friend of transit. Also, Ms. Dalmolin stated her appreciation for Ms. Greene's attendance at our TAC meetings and her support of transit this year. She wished them both well.

3. SAFETY MINUTE
-Sam Short, Safety Manager

Mr. Short reported on how employee choices at home or after hours can carry over to work and could potentially put the organization at risk. He provided some examples of the close connection of individual decisions that may impact the safety of all employees.

4. APPROVE TAC MINUTES 3/4/2021

Advisor Thomas moved to approve the minutes from March 4, 2021. Advisor Bauman seconded. There was no discussion. All approved, none opposed. Motion carried.

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

5. TAC AGENDA

a. **DISCUSSION / ACTION ITEMS:**

- i. CONSIDER THE FY2020 FINANCIAL AUDIT REPORT

-Lauree Battice, Management Services Director

Staff recommends the Board of Directors approve the FY2020 Financial Audit Report as completed by Fester and Chapman P.C. and authorize staff to file report as required by March 31, 2021.

Ms. Battice stated staff received preliminary Board approval of the FY2020 Financial Audit Report, including the Single Entity Federal Award (SEFA) audit, on March 24th. Since then, she reported staff were notified of the deadline being extended to September 30th. She was

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pleased to announce there are no findings or deficiencies; the final report is expected soon. Ms. Battice communicated she will provide the final report to all Board and TAC members when received and it will be filed in advance of the extended deadline.

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.

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 METROPLAN AND MOUNTAIN LINE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN

-Estella Hollander, Mobility Planner

Staff recommends the Board of Directors adopt the MetroPlan and Mountain Line Coordinated Public Transit-Human Services Transportation Plan.

This item was not pulled for discussion and there were no questions.

b. **DISCUSSION / ACTION ITEMS:**

Ms. Cashman communicated that Advisor Andreani joined the meeting.

i. CONSIDER VICE CHAIR ASCENSION AND ELECTION OF A VICE CHAIR FOR THE BOARD OF DIRECTORS

-Rhonda Cashman, Executive Assistant and Clerk of the Board

Staff recommends the Board of Directors affirm the ascension of the Vice Chair to the Chair position and elect a Vice Chair for the remainder of FY2021, effective immediately and ending June 30, 2021.

Ms. Cashman reported recently elected Vice Chair Shimoni has agreed to ascend to the Chair position due to the impending departure of Chair Peru. She noted the Board is scheduled to affirm the Vice Chair ascension and elect a new Vice Chair on April 21st. There were no questions.

ii. CONSIDER THE MICROTRANSIT PILOT IN THE HUNTINGTON AND INDUSTRIAL CORRIDOR

-Estella Hollander, Mobility Planner

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Staff recommends the Board of Directors: 1) Review the proposed microtransit pilot in the Huntington and Industrial Corridor; and 2) Open public comment period April 21 – June 16.

Ms. Hollander reviewed a PowerPoint presentation with the TAC. She explained Mountain Line received the grant funds for this Mobility On-Demand pilot from the Community Transportation Association of American (CTAA) in partnership with Transit Planning 4 All (TP4A). The Huntington and Industrial corridor was identified for the microtransit pilot program to fill a gap as transit is difficult to access for the customers of the human service agencies in the area east of Fourth Street. Mobility on-demand programs, such as microtransit, offer flexible, real-time service utilizing emerging technology. She stated Mountain Line will focus on microtransit and the service will be available to the public; paratransit vehicles will be used for the pilot. A stakeholder group was formed for planning and implementation; to provide feedback on various milestones of the planning process. Public outreach was conducted via two surveys, three in-person COVID-safe events were held, and several presentations to community organizations were done. Feedback was used to determine the proposed service area, shown on screen, which will be geofenced to allow pick up and drop off points within its boundaries. A Sunnyside pick up point may be added. The goal is to increase access to and from the corridor. Ms. Hollander reported a software provider is still needed. The planning phase of the project is October 2020-July 2021, and the pilot should begin in August 2021. She explained Title VI requirements were reviewed and though not required for this project, staff thought it was important to accept public comments. There was a brief discussion about hotels nearby and compliments shared for this good work.

iii. CONSIDER DELEGATION OF AUTHORITY TO THE CEO AND GENERAL MANAGER TO EXECUTE FEDERAL GRANTS

-Estella Hollander, Mobility Planner

Staff recommends the Board of Directors: 1) Authorize staff to submit federal funding requests for projects listed below; and 2) Delegate authority to CEO and General Manager to execute contract of award.

Ms. Hollander shared a PowerPoint presentation with the TAC. She stated Mountain Line has several priority capital projects, including electric charging infrastructure, a Commercial Driver's License (CDL) test course, a maintenance package, and operations support vehicles. She explained these potential capital grants are not included in the FY2021 budget and therefore, staff are asking for Board support. She noted the upcoming funding opportunities through the Arizona Department of Transportation (ADOT), the Federal Transit Administration (FTA), and congressionally directed spending, as well as potential and planned partnerships with Arizona Public Service (APS) and Northern Arizona University (NAU). There was no discussion.

iv. KASPAR INTERSECTION PLAN AND TRANSIT SIGNAL PRIORITY (TSP)

-Anne Dunno, Capital Project Manager

-Estella Hollander, Mobility Planner

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

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Ms. Dunno started off the PowerPoint presentation for the TAC. She provided the background and goals of the project. Mountain Line received \$2.7 million in grant funds for the project. The Kaspar Intersection Plan final design was done by Woodson Engineering. She confirmed that although the first procurement resulted in zero submissions, we will be opening another construction procurement in a couple weeks. The design plan of the new intersection was shown on screen. She reported the new intersection should accommodate anticipated traffic levels in 2030. The Kaspar Avenue road grade will need to drop significantly. This may be a two construction season project with completion in 2022. Ms. Dunno turned the presentation over to Ms. Hollander. Ms. Hollander explained the goals of Transit Signal Prioritization (TSP): improve travel time reliability, reduce delay at signalized intersections, and provide preference for transit. She stated staff are working with AECOM to plan for TSP implementation. She outlined the specific TSP benefits to Mountain Line, using conditional criteria and a distributed system. Next steps were reviewed and should include continued coordination with the City, procurement process for TSP hardware and software, and development of an intergovernmental agreement (IGA) with the City. There were some questions about how TSP affects pedestrian crossing, the Linda Vista extension, and potential back access to I-40. Ms. Hollander replied that pedestrian timing is an important part of the plan and crucial to decisions being considered. Regarding the Linda Vista extension, Ms. Dunno responded that the City's long range plan includes the build out of the Linda Vista extension but there are currently no funds to do so. Mountain Line designed the fourth leg of the intersection at Historic Route 66 and Highway 89 to fit the Linda Vista Extension when the City is ready. Ms. Dunno stated she has heard of a potential back access to I-40, but the Kaspar Intersection project is unrelated. She noted Mountain Line staff have coordinated with the Mount Elden neighborhood for temporary construction easements for this project. Advisor Bauman added in reference to the earlier question regarding pedestrian crossing: TSP versus railroad preemption. Railroad preemption omits or shortens pedestrian crossing time, but TSP does not affect pedestrian crossing because it doesn't skip or shorten the time allotted for their crossing. There was no further discussion.

v. REVIEW ORGANIZATIONAL STRUCTURE AND COMPENSATION PLAN

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin noted this is the third of three Board Education presentations. She explained there have been some recent changes and the organizational structure was reviewed in detail by department. She stated she reports to the Board of Directors and she considers advice from the Transit Advisory Committee. Ms. Dalmolin reviewed members of the General Manager's (GM) team, their roles, and the functions within each department, highlighting staffing and duties. There were no questions.

Ms. Dalmolin reported that the Mountain Line compensation philosophy is based on fairness and market sensitivity. The Compensation Plan has two types of ranges for exempt and non-exempt staff with 34 grades. There is a four-step strategy in place, which includes a market study, done every three to five years, giving past experience credit, initial placement, and internal promotion. Redefinition is also a consideration. Adjustments are based on the market, cost of living, performance evaluations, and steps. The operations step table has 10

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steps, including two for underfill if no CDL and no transit experience, or if has CDL, but no transit experience. Other pay adjustments methods were noted, as well as a frozen incentive/quarterly bonus program, and a referral program. There were no questions.

vi. REVIEW FY2022 WORKFORCE BUDGET AND STRATEGIES

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin explained it was Chair Peru that recommended a change to the typical budget process and suggested breaking the budget into several micro presentations over several months leading up to the request for budget approval in June. This first presentation will focus on our workforce. Regarding wages, she stated the Mountain Line step table for operations is actually set at 10 percent above market. This was done strategically to attract and retain the staff we need most. The rest of staff are on open ranges at market. She outlined the employee benefits available: the Arizona State Retirement System (ASRS) plan, health, dental, vision, and life insurance, stay on bonus, annual pay increase, and incentive programs, as well as the types of leave offered, reward time, recognition cards, and milestone anniversary gifts every 5 years. Other benefits include education/training, Employee Assistance Program (EAP), referral program, CDL assistance for new hires, tool allowance, and a wellness program. Ms. Dalmolin stated she is not recommending a cost of living adjustment (COLA), the quarterly bonus program is frozen pending evaluation of criteria, no new benefits, no new types of leave or accruals, no change to leave payout rules; however, she is recommending the annual pay plan for performance based increases. This would allow step plan positions to move 4.5 percent and employees in the open range positions to move 2-4 percent. Ms. Dalmolin reviewed the benefit rate increases to ASRS and the health insurance plans on average; other types of coverage will not increase. Potential new positions were noted for this budget year. Line items for other related workforce items were reviewed. Chair Stam suggested noting budget line items in both dollars and percentages in the presentation for easier comparison. There were no questions.

7. PROGRESS REPORTS:

There were no questions regarding the progress reports.

i. FIVE-YEAR TRANSIT PLAN

-Bizzy Collins, Transit Planner

ii. UPDATE ON GENERAL CONSULTING SERVICES

-Kate Morley, Deputy General Manager

iii. NEW PARATRANSIT VAN DELIVERY

-Jim Wagner, Operations Director

iv. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

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Ms. Dalmolin spoke to some current event items:

- The Arizona Transit Association (AzTA) is watching Senate Concurrent Resolution (SCR) 1024 which could require any new tax or increased tax rate to be subject to a 2/3 majority vote to pass. If passed, this could create new challenges for Mountain Line ballot initiatives in the future.
- Mountain Line has submitted several Congressionally Directed Spending (CDS) requests to Congressman O'Halleran for funding. Thank you to our partners for the support letters.
- April employee anniversaries are celebrated for Transit Bus Operators: Jeralyn Lewis-5 years and Arlinda Yazzie-1 year. March employee anniversaries included Bernice Tullie, Operations Supervisor-22 years and Jacki Lenners, Marketing and Communications Manager-9 years.
- Congratulations to Ms. Battice and our administrative team for a second consecutive financial audit with no findings or deficiencies. Thank you to her and her team.
- Ms. Hollander was recognized as one of the "Top 20 Under 40" in our community by the Arizona Daily Sun.
- Ms. Collins and Ms. Gregg were recognized for their ongoing efforts in reviewing ridership data and changing routes, most recently to accommodate schools reopening schedules.

ITEMS FROM COMMITTEE AND STAFF:

Chair Stam reminded members to reply to Ms. Cashman's email regarding a potential time change for the Board and TAC joint meeting on May 19th.

8. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS May/June Working Agenda

The Board and TAC joint meeting will be Wednesday, May 19, 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. May agenda items may include but not be limited to the Third Quarter Revenue Report, Review Strategic Plan, Budget Presentation, Headquarters Master Plan, Campus Bus Storage Update, Workforce Utilization Report, and Delegation of Authority Updates. The May 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 June 3, 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. June agenda items may include but not be limited to FY2022 Budget Approval, Mobility On-Demand/Microtransit Demo, Procurement Resolution, Grant Resolution, Election of Officers, Equal Employment Opportunity (EEO) Program Review, Disadvantaged Business Enterprise (DBE) Program and Goal, AECOM Contract Approval, Fare Capping, Residential/Peer City EcoPASS Discussion, Mobile Ticketing, Review Meeting Calendar, Line of Credit, General Liability Insurance Renewals, Annual Contract Renewals, Personnel Policy

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Manual Updates, and Delegation of Authority Updates. The June 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.

9. ADJOURNMENT -Chair Stam adjourned the meeting at approximately 11:05am.

Erin Stam, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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