



Board of Directors and Transit Advisory Committee Joint Meeting Minutes for Wednesday, May 19, 2021

NOTE: IN ACCORDANCE WITH PROVISIONS OF THE ARIZONA REVISED STATUTES THE SUMMARIZED MINUTES OF NAIPTA BOARD MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITHIN QUOTATION MARKS ARE VERBATIM.

The Board of Directors and Transit Advisory Committee (TAC) met in Joint Session on Wednesday, May 19, 2021 at 9:00 a.m. in the Mountain Line Training Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004.

This was a WEB BASED meeting. Members of the Board and TAC attended by telephone or internet conferencing only. The public was invited to observe by electronic means only, due to the current public health emergency related to the Coronavirus.

BOARD MEMBERS PRESENT:

Adam Shimoni, (Chair), City Councilor, City of Flagstaff, (Zoom);
Dan Okoli, VP of Capital Planning and Campus Operations, NAU, designee, (Zoom), joined at approximately 9:03am, left at approximately 11:30am;
Miranda Sweet, City Councilor, City of Flagstaff, (Zoom);
Tony Williams, Dean of Student Affairs, CCC, (Zoom);
Josh Maher, Associate VP for Community Relations, NAU, alternate, (Zoom), left at approximately 11:30am

**Three of our five Board member seats must be present to constitute a quorum.*

***The City of Flagstaff holds two seats.*

BOARD MEMBERS EXCUSED:

Jeronimo Vasquez, Board of Supervisors, Coconino County;
Judy Begay, Board of Supervisors, Coconino County, alternate;
Paul Deasy, Mayor, City of Flagstaff, alternate;

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 9:08am;
Kevin Parkes, Citizen Representative, City of Flagstaff, alternate, (Zoom), left at approximately 11:08am;
Christopher Tressler, County Engineer, Coconino County, alternate, (Zoom), joined at approximately 9:02am;
Kurt Stull, Executive Director of Facilities and Security, CCC, designee; (Zoom),
Jeff Meilbeck, Executive Director, MetroPlan, alternate, (Zoom);





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Gail Jackson, Economic Development Representative, Economic Collaborative of Northern Arizona (ECoNA), (Zoom), joined at approximately 9:06am, left at approximately 10:30am;
Judy Manor, Assistant Director of Campus Shuttle Services, NAU, alternate, (Zoom), left at approximately 11:30am

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

TAC MEMBERS EXCUSED:

Lucinda Andreani, Deputy County Manager, designee;
Gillian Thomas, Citizen Representative, Coconino County;
Dave Wessel, Manager, MetroPlan;
Jeff Bauman, Traffic Engineer, City of Flagstaff, alternate;
Maylee Acosta, Student Representative, ASNAU

NAIPTA STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager, (Zoom);
Kate Morley, Deputy General Manager, (Zoom);
Jim Wagner, Operations Director, (Zoom);
Lauree Battice, Management Services Director, (Zoom);
Jacki Lenners, Marketing and Communications Manager, (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);
Jacob Moffo, Montoya Fellow, (Zoom), joined at approximately 10:58am;
Jon Matthies, IT Manager;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Scott Holcomb, Mountain Line Attorney, (Zoom);
Kris Beecher, Mountain Line Attorney, (Zoom)

GUESTS PRESENT:

Cheryl Barlow, District Director for District 4 Supervisor Judy Begay, (Zoom);
Naomi Yazzie-Sloan, Community Liaison for District 4 Supervisor Judy Begay, (Zoom), joined at approximately 9:34am;
Fred Solop, Globalocal Visions, Inc., (Zoom), joined at approximately 10:56am;
Monica Hernandez, AECOM, (Zoom), joined at approximately 10:57am;
Deron Lozano, AECOM, (Zoom), joined at approximately 10:58am;
Andrew Ittigson, AECOM, (Zoom), joined at approximately 11:02am

1. CALL TO ORDER -Chair Shimoni called the meeting to order at approximately 9:00 a.m. He welcomed all attendees.

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2. ROLL CALL AND INTRODUCTIONS – Included one word description of Flagstaff’s current transit system or service.
3. SAFETY MINUTE
-Sam Short, Safety Manager

Mr. Short reported on workplace complacency. He provided four steps to evaluate your tasks to see if they pose a safety risk.

4. APPROVAL OF BOARD MEETING MINUTES 4/21/20201

Director Sweet moved to approve the minutes for April 21, 2021. Director Williams seconded. There was no discussion. All approved, none opposed. Motion carried.

| NAME | YES VOTE | NO VOTE |
|---------------|----------|---------|
| Adam Shimoni | X | |
| Dan Okoli | X | |
| Miranda Sweet | X | |
| Tony Williams | X | |

DISCUSSION / ACTION ITEMS:

5. CONSIDER AN APPOINTMENT TO THE METROPLAN EXECUTIVE BOARD

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors appoint a Mountain Line Board member to fill the MetroPlan Executive Board seat vacancy.

Ms. Dalmolin reported the vacancy occurred when Steve Peru departed Coconino Community College (CCC) and his Mountain Line Board seat. She noted the staff report explained appointing a City or County Mountain Line Board representative could create quorum issues for these agencies with already seated members. For this reason, she recommended appointing either the CCC or Northern Arizona University (NAU) representative. Chair Shimoni nominated Vice Chair Okoli to fill the MetroPlan Executive Board seat representing Mountain Line. Vice Chair Okoli accepted the nomination. There were no further nominations. All approved, none opposed. Motion carried.

| NAME | YES VOTE | NO VOTE |
|---------------|----------|---------|
| Adam Shimoni | X | |
| Dan Okoli | X | |
| Miranda Sweet | X | |
| Tony Williams | X | |

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6. CONSIDER AND APPROVE THE THIRD FY2021 BUDGET REVISION

-Lauree Battice, Management Services Director

Staff requests the Board of Directors approve the third FY2021 Budget Revision for a total change not to exceed \$26,959 to make the changes authorized effective October 1, 2020 and January 1, 2021 retroactive to July 1, 2020. The revision will move capacity from contingency to wages and employee related expenses (ERE).

Ms. Battice provided some history regarding the Board's approach to the FY2021 budget for exempt staff wage increases. She reviewed the actual revenues and projections; they were higher than anticipated. She noted the increased revenues support the pay adjustment. Director Sweet moved to approve the recommendation as presented. Director Williams seconded. There was no discussion. All approved, none opposed. Motion carried.

| NAME | YES VOTE | NO VOTE |
|---------------|----------|---------|
| Adam Shimoni | X | |
| Dan Okoli | X | |
| Miranda Sweet | X | |
| Tony Williams | X | |

7. CONSIDER THE FY2022 BUDGET

-Lauree Battice, Management Services Director

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

Ms. Battice explained the FY2022 budget is based on anticipated annual federal appropriations, the transit tax (the City of Flagstaff is the Fiscal Agent) funds the fixed route service and City taxi program, NAU contribution for Route 10 service, Coconino County for vanpool and County taxi programs, and fares (based on ridership). She noted Mountain Line received a donation for our Day Pass program from McGrath Real Estate Partners. There was a question and Ms. Dalmolin clarified the residential pass agreement with Mountain Line was part of the development agreement with the City, one pass per bed for five years, and McGrath took it a step further with the donation. Ms. Battice reported these funds are anticipated to appear in the FY2023 budget when the housing development opens. She noted staff start with a base budget and use increment requests to increase the budget as well as for travel and capital as these are considered one-time approved items. The financial plan reflects updates in the transit tax revenues from the City. She reviewed the budget by programs. Fixed route had some savings, but it was offset by the added costs of cleaning due to COVID. Budget requests have been submitted to partner agencies and we are waiting for approval. Capital projects were reviewed. Ms. Battice noted the fund balance is holding steady through FY2027 at about \$10 million until there is a decision made about electrification of our fleet and pending results of the Five-Year Transit Plan process. There was a

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question about the large decrease in fares related to NAU. Ms. Dalmolin responded that the decrease for NAU is related to the change in scope for the planned joint capital bus facility. There was no further discussion.

8. REVIEW THE 2020-2025 STRATEGIC PLAN

-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 Strategic Plan will help guide the approach to the Five-Year Transit Plan. She briefly reviewed each of the six goals in the Strategic Plan: Goal One-Service Excellence, Goal Two-Stewardship of Resources, Goal Three-Investing In Mountain Line Workforce, Goal Four-Enhanced Safety Culture, Goal Five-Community Engagement, and Goal Six-Fiscal Responsibility. There were no questions. She noted the Strategic Plan is in the agenda packet and can be referred to for the next agenda item if needed.

9. FLAGSTAFF IN MOTION: A COMMUNITY TRANSIT PLAN

-Bizzy Collins, Transit Planner

Interactive Discussion and Breakout Rooms

In a nearly two-hour segment of the meeting, Ms. Collins led the overall conversation regarding the new Five-Year Transit Plan. There were presentations by staff and consultants, as well as polls and results that were discussed in an effort to capture direction from the Board of Directors and Transit Advisory Committee members. Due to timing and loss of some participants, breakout room discussions were skipped.

PROGRESS REPORTS:

10. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin reviewed some current event highlights:

- Mountain Line is in Phase 3 of the Reopening Plan and we are slowly bringing staff back to the office. More to come in June as staff are currently reviewing whether the plan as adopted needs to be modified.
- Mountain Line worked with the County to provide free transportation to two vaccine opportunities.
- May employee anniversaries were reviewed.
- Staff are attending the American Public Transportation Association (APTA) Virtual Legislative Conference this week.

ITEMS FROM COMMITTEE AND STAFF:

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SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

June/July/August Working Agenda

The next TAC meeting will be on June 3, 2021 and 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 will include, but not be limited to the Mobility On-Demand Microtransit Demo – Close Public Comment Period, FY2022 Budget Approval, Flagstaff in Motion – Review and Discuss Service Priorities, Reopening Plan, Service to Medical Center, Procurement Resolution, Grant Resolution, AECOM Task Order Approval, Line of Credit, Fare Study Update, Headquarters Master Plan, Mobile Ticketing, Workforce Utilization Report, and Delegation of Authority Updates. The June agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the TAC.

The next Board meeting will be on June 16, 2021 and 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 will include but not be limited to the Mobility On-Demand Microtransit Demo – Close Public Comment Period, FY2022 Budget Approval, Flagstaff in Motion – Review and Discuss Service Priorities, Reopening Plan, Service to Medical Center, Procurement Resolution, Grant Resolution, AECOM Task Order Approval, Line of Credit, Fare Study Update, Headquarters Master Plan, Mobile Ticketing, Workforce Utilization Report, Delegation of Authority Updates, and an executive session to review the CEO and General Manager Evaluation Process. The June agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the Board.

11. ADJOURNMENT -Chair Shimoni adjourned the meeting at approximately 12:02 p.m.

Adam Shimoni, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

