



Transit Advisory Committee Minutes for Thursday, June 3, 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, June 3, 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);
Lucinda Andreani, Deputy County Manager, Coconino County, designee, (Zoom), joined at approximately 10:36am;
Kevin Parkes, Citizen Representative, City of Flagstaff, alternate, (Zoom), left at approximately 11:32am;
Kurt Stull, Executive Director of Facilities and Security, CCC, designee, (Zoom);
Gail Jackson, Economic Development Representative, (ECoNA), (Zoom);
Maylee Acosta, President, ASNAU, (Zoom)
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Gillian Thomas, Citizen Representative, Coconino County;
Dave Wessel, Planning Manager, MetroPlan;
Jeff Meilbeck, Executive Director, MetroPlan, 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);
Estella Hollander, Mobility Planner, (Zoom);
Robert Martinez, Technical Specialist;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Scott Holcomb, Mountain Line Legal Counsel, (Zoom);
Kris Beecher, Mountain Line Legal Counsel, (Zoom)

GUESTS PRESENT:

Rick Tadder, Management Services Director, City of Flagstaff, (Zoom)





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

2. ROLL CALL

3. SAFETY MINUTE
-Sam Short, Safety Manager

Mr. Short reported on bicycle safety. He noted several locations where most accidents involving bicycles happen in Flagstaff. He offered some bicycle safety tips.

4. APPROVE TAC MINUTES 4/1/2021

Vice Chair Dille moved to approve the minutes from April 1, 2021. Advisor Stull seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Erin Stam	X	
Shane Dille	X	
Kevin Parkes	X	
Kurt Stull	X	
Gail Jackson	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. **DISCUSSION / ACTION ITEMS:**

- i. MICROTRANSIT PILOT IN THE HUNTINGTON AND INDUSTRIAL CORRIDOR

-Estella Hollander, Mobility Planner

Staff recommends the Board of Directors: 1) Review the public comments received to date, 2) Close the public comment period effective June 16th, and 3) Approve the proposed microtransit pilot in the Huntington and Industrial Corridor.

Ms. Hollander noted the Microtransit pilot program is being funded by a one-time Community Transportation of America (CTAA) grant. She stated there are several human service agencies in the corridor, as well as clinics, and the food bank. She explained Mobility On-Demand and the need for better mobility options in this corridor. This service will utilize existing paratransit vans and be available to the public. A map of the proposed service area was shared. She reported the service area will be reviewed with the app vendor when selected. There were a few questions about why this area was chosen versus a retail or residential area and if the service will be fee-based. Ms. Hollander responded that this area was chosen to fill transportation gaps; this service attempts to improve equity; there are lots of barriers to access transit in this area; and low density doesn't warrant fixed route service.

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Additionally, she noted the fee will be \$1 per trip; there will be a cash or credit card option via the app for payment; a call-in option will also be available. She reviewed the service hours. Approximately 40 trips are anticipated daily. The procurement for the necessary technology closed with nine responses. Staff have narrowed it to three potential vendors and interviews will be held next week. She communicated the comment period is open until June 16th and five positive comments have been received; they were reviewed. There was a brief discussion about cost recovery and partnerships. Ms. Hollander stated the service is scheduled to launch in August. Vice Chair Dille expressed his excitement regarding this endeavor and the potential to reach unserved areas; he will look forward to review of the data from the pilot program. There was no further discussion.

ii. FY2022 PROPOSED BUDGET

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors approve the FY2022 Proposed Budget for a total expense budget of \$39,409,945, operating of \$9,984,966 and capital of \$29,424,978.

Ms. Dalmolin stated she is presenting for Ms. Battice. She noted the overall change in the budget is 5.9%, primarily attributed to the workforce strategies previously presented. She reviewed the budget request by program with the estimated percent change. Capital programs were explained. The fund balance graph was shown through 2027, based on the City's tax revenue projections. There was a question about use of the Kaspar facility once the new Downtown Connection Center (DCC) is occupied and if renting space for revenue is being considered. Ms. Dalmolin replied that staff plan to change how the Kaspar facility is used. She stated all fleet maintenance will continue at Kaspar. She explained the bus storage building has been maxed out due to the articulated buses, which were not accounted for in the design of that building. She stated the Kaspar Headquarters Master Plan will help determine the facility use in the future. There were no further questions.

iii. FLAGSTAFF IN MOTION SERVICE PRIORITIES

-Bizzy Collins, Transit Planner

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

Ms. Collins thanked TAC members for their participation and feedback during the Flagstaff in Motion segment of the joint meeting in May. She summarized the high level points she heard at the May meeting. She noted there was one question in which the responses were split fairly evenly regarding frequency and coverage. She would like to dig a little deeper. She asked for more specifics on which option and where improvements are needed. Advisor Andreani expressed the importance of the hospital relocation for additional service. She stated the Board of Supervisors would be hearing the Northern Arizona Healthcare (NAH) presentation at 4pm that day. She said she planned to make sure transit is discussed. Additionally, Coconino County may be interested in service to Fort Tuthill. She added Bellemont is another area that has increasing development due to a Federal/State land trade. She stated she would like to see transit considered for the Bellemont area. She also mentioned the American Jobs Act may have potential for transit and infrastructure funding for Mountain Line, if successful. She reported the County is hiring a transportation planner, along with consultants to look at the Bellemont and Doney Park areas. Advisor Parkes

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commented that he looks forward to the results of the Microtransit pilot with the hope that it could be expanded to neighborhoods where there is no fixed route service; he has been reading about this program in other areas and he serves on the steering committee. Advisor Jackson commented on the growth pattern being in the outlying areas of town, like Bellemont; stating there is development coming. She suggested a park and ride at the airport for people to get in and around Flagstaff using transit. She also noted that Doney Park might be next in line for future development. Vice Chair Dille recommended that if staff find a way to serve the hospital relocation, staff need to find a way to serve the airport. Advisor Andreani agreed and stated staff need to know how to approach new development and what the funding mechanism will look like. Advisor Jackson noted the flights are on a pretty consistent schedule and it should be fairly easy to coordinate transit; this service could help our economic engine. Ms. Collins reviewed the current transit tax rate and what the .15 cent increase would have gotten the public if it would have passed in 2018. She reminded TAC members that the transit tax rate would have to double to complete the entire list of service priorities as presented during the May meeting. Chair Stam stated staff would have to make the case and sell it; and be specific about what the public would get with the increased tax. Vice Chair Dille felt the plans for expansion would need to be spelled out more before considering a tax increase. Ms. Collins reported specific scenarios and costs will be brought to TAC and Board in August. There was no further discussion.

iv. COVID-19 REOPENING PLAN

-Kate Morley, Deputy General Manager

Staff recommends the Board of Directors adopt revisions to the COVID-19 Reopening Plan.

Ms. Morley reported there has been lots of new information available since last fall when this plan was adopted. The plan was based on both of the City and County plans, along with federal mandates in place at the time. Staff recommend staying in phase three and modifying the restrictions; a list of proposed revisions was reviewed. She asked the TAC for input on whether Mountain Line should move to phase four while following local, state, and federal requirements; she also asked if we should do other things to draw riders. Vice Chair Dille stated the City is looking to move to phase four, normal operations, at the end of June; he recommended following the City's lead. Ms. Dalmolin clarified the need for the revisions in case the City doesn't move to phase four. Vice Chair Dille shared that the City is revising their phase three as well and he understands it is to keep everyone safe. He agreed Mountain Line should follow the federal requirements and the City's lead. There were no questions.

v. SERVICE TO PROPOSED NORTHERN ARIZONA HEALTHCARE CAMPUS

-Kate Morley, Deputy General Manager

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

Ms. Morley provided an overview of the hospital relocation to the area north of Fort Tuthill; slated to be a full campus with phased development, but the timing is unknown; it includes high density housing which will lead to increased land use in the area. She noted this development will have a large impact to the area with an estimated 50,000 trips per day. She explained the importance of transit to the area; if there is no fixed route, there could still be a

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paratransit demand which would increase Mountain Line's operating costs significantly. It's critical to discuss the need for service upfront to avoid issues later. Ms. Morley stated the current hospital location has service at 20-minute frequency. She explained the potential service scenarios and estimated costs associated with service to the new location. She reviewed the next steps including, confirmation of the time required for a route, refine the cost estimates, continued conversations with the County and the City before permits are approved, negotiation with NAH and the City on prioritizing transit, and determine how transit to the area will be paid for, all before the development agreement is approved. Vice Chair Dille expressed his appreciation for engagement at the staff level. He asked if the City has requested Mountain Line be at the table early in the process, referencing a prior project where Mountain Line wasn't engaged early in development of the agreement. Ms. Morley reported engagement with City staff is better, but that they are cautiously supportive, not knowing what Council will support. She also noted development negotiations with Council often occur in executive session and Mountain Line is not there or able to respond. She shared her appreciation of City staff efforts. Vice Chair Dille communicated that Mountain Line should have participation in the process; projects are emotional, but the process is logical. He recommended a work session with Council to determine the development process as it relates to transit. Ms. Morley stated the development process should be tied to the Flagstaff in Motion – Five Year Transit Plan and how service is funded. She confirmed interest in the idea suggested and that she would be open to the discussion. Mr. Holcomb commented on Vice Chair Dille's suggestion, stating it would be a major step forward. Chair Stam noted Mountain Line transit service has been overlooked in the past and she voiced her support for Vice Chair Dille's suggestion. There were no further comments or questions.

vi. KASPAR HEADQUARTERS MASTER PLAN

-Anne Dunno, Capital Project Manager

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

Ms. Dunno explained the capital related pieces of the project, including Flagstaff in Motion. She stated the goal is long term planning, an approximate 20-30 year horizon. She noted other projects like the Downtown Connection Center (DCC) will free up some space at the Kaspar facility; the joint campus bus storage project with Northern Arizona University (NAU) will allow for Mountain Line to store up to 10 buses there. She further recognized that the Zero Emission Bus (ZEB) Plan incorporates our first two electric buses being piloted which will require charging infrastructure at our main office, at minimum. She communicated there is a lot of technical aspects to consider. She added the vacant parcel owned by Mountain Line will also be looked at in the plan. Ms. Dunno stated the next step will be opening an engineering procurement in June and the award is anticipated in August. Vice Chair Dille stated his appreciation of the presentation. He would like to make sure this plan is on the radar for the City Transportation Master Plan as it relates to the connection of Linda Vista to Kaspar from a circulation aspect. Ms. Dunno confirmed, as it relates to the vacant land. She referenced the Delegation of Authority report, the Kaspar Intersection project that is being closed due to the recent construction bids that came in \$1-\$2 million over budget. There were no questions.

Ms. Dalmolin explained the AECOM item needs to be pulled from consent for discussion.

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vii. FY2022 TASK ORDERS TO AECOM TECHNICAL SERVICES, INC.

-Kate Morley, Deputy General Manager

Staff recommends the Board of Directors authorize the CEO and General Manager to redistribute prior approved Task Order valuations as FY2022 carry forward in value of \$992,577 for AECOM Technical Services, Inc. contract.

Ms. Morley stated AECOM was going to perform project management for the Kaspar Intersection and Transit Signal Priority (TSP). Now that the Kaspar Intersection project is not happening, she will update the report before the Board meeting. Chair Stam asked more specifically why the project is to be abandoned. Ms. Morley responded that a driving factor is costs that now exceed the budget due to escalation, mostly related to the extensive grading required to lower Kaspar Drive. Vice Chair Dille asked about the total cost for AECOM related to the DCC and the staff comfort level with the total contract for AECOM. Ms. Morley replied that some tasks have been completed over the contract period, extensions have been utilized and AECOM will mostly be wrapping up projects. She noted the AECOM task order for the DCC is \$1.5 million for 30 percent plans, including the National Environmental Policy Act (NEPA) process. She stated architectural and engineering bids will go out this year. There was no further discussion.

b. **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. RESOLUTION 2022-100: FY2022 COLLECTIVE GRANT RESOLUTION AND THE FY2021-FY2025 TRANSIT PROGRAM FROM THE TRANSPORTATION IMPROVEMENT PROGRAM

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors: 1) Approve Resolution 2022-100: FY2022 Collective Grant Resolution for federal and state transit grant applications and subsequent executions as necessary to support transit programs within the 10-year financial plan; and 2) Approve the amended Transit Program from the FY2021-FY2025 regional Transportation Improvement Program.

ii. RESOLUTION 2022-110: FY2022 PROCUREMENT RESOLUTION

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors approve Resolution 2022-110: FY2022 Procurement Resolution to authorize the CEO and General Manager to 1) approve and award procurements and 2) execute contracts that support projects that are within the approved fiscal year budget, the 10-year financial plan, and which may be related to the approved annual Collective Grant Resolution.

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iii. LINE OF CREDIT RENEWAL FROM WELLS FARGO FOR \$500,000

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors authorize Mountain Line CEO and General Manager to renew and activate the Wells Fargo credit line in an amount of up to \$500,000 to provide cash flow assistance, if necessary, to meet cash flow commitments during fiscal year 2021-2022.

There were no questions regarding the remaining consent items.

c. **PROGRESS REPORTS:**

i. MOBILE TICKETING

-Jon Matthies, Information Technology Manager

Chair Stam asked how the mobile ticketing will affect the app developed with NAU. Ms. Dalmolin stated there should be no change.

ii. FARE STRATEGIES: PHASE II OF THE FARE STUDY

-Heather Dalmolin, CEO and General Manager

iii. EQUAL EMPLOYMENT OPPORTUNITY (EEO) WORKFORCE UTILIZATION ANALYSIS, FEDERAL FISCAL YEAR 2021

-Danelle Knight, Human Resource Manager

iv. DELEGATION OF AUTHORITY

-Heather Dalmolin, CEO and General Manager

v. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin spoke to some current event items:

- She wanted to recognize the tragedy that occurred last month at Valley Transportation Authority in San Jose, California. Our condolences were sent via social media. She wanted to let TAC and Board members know that staff have offered support and services available to our team members in case this incident triggers a need.
- Mountain Line has launched a Summer Youth Pass for ages 7-17 allowing unlimited rides over 60 days for the low price of \$24 each.
- Staff are working on a Welcome Back Rider Campaign and details will be shared with TAC and Board members.
- Our current ecoPASS partners: City of Flagstaff, Coconino County, NAU, and NAH have renewed their employee passes for FY2022 and Mountain Line appreciates the support.
- The Arizona Department of Transportation (ADOT) notified Mountain Line of our 5310/5311 annual award to support mobility management, taxi, vanpool, and American's with Disabilities Act (ADA) Plus programs.

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- Ms. Collins participated in a panel with the Transit Cooperative Research Program (TCRP) for innovative practices in transit planning for small to mid-size agencies. Three Mountain Line practices are featured in the published report. Staff appreciate her efforts.
- June employee anniversaries were reviewed, including MetroPlan.
- Our outgoing TAC Chair, Erin Stam, was recognized for her leadership.
- Our TAC Vice Chair, Shane Dille, will ascend to the Chair position and a new Vice Chair will be elected in August.

ITEMS FROM COMMITTEE AND STAFF:

Vice Chair Dille jokingly recommended Chair Stam stay in her role another year. He thanked her for doing a great job.

Advisor Andreani thanked Chair Stam for her leadership and congratulated Ms. Cashman for her commitment to the Board and TAC over her 10 years of service.

Chair Stam encouraged TAC members to consider the Vice Chair position, with ascension to the Chair the following year. It pretty much involves leading the meetings as Chair. The Mountain Line team does all the meeting preparation.

Chair Stam reminded members there will not be a July meeting.

6. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

July/August/September Working Agenda

The next TAC meeting will be August 5, 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. August agenda items may include but not be limited to Personnel Policy Manual Updates, TAC Vice Chair Election, Downtown Connection Center Update, Flagstaff in Motion, Equal Employment Opportunity (EEO) Program Review, Campus Bus Storage Update, Fare Study Update, Annual Safety Report, Annual Cybersecurity Report, Annual Maintenance Report, and Delegation of Authority Updates. The August 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 11:49am.

Erin Stam, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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