



Transit Advisory Committee Minutes for Thursday, August 5, 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, August 5, 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, (Acting Chair), Director of Parking and Shuttle Services, NAU, designee, (Zoom);
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, (Vice Chair), Planning Manager, MetroPlan, (Zoom);
Kurt Stull, Executive Director of Facilities and Security, CCC, designee, (Zoom);
Gail Jackson, Economic Development Representative, (ECoNA), (Zoom), joined at approximately 10:05am

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

TAC MEMBERS EXCUSED:

Shane Dille, (Chair), Deputy City Manager, City of Flagstaff, designee;
Lucinda Andreani, Deputy County Manager, Coconino County, designee;
Christopher Tressler, County Engineer, Coconino County, alternate;
Maylee Acosta, President, ASNAU

STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager, (Zoom);
James Wagner, Operations Director, (Zoom);
Lauree Battice, Management Services Director, (Zoom), joined at approximately 10:04am;
Jacki Lenner, Marketing and Communications Manager, (Zoom);
Joshua Stone, Financial Analyst, (Zoom);
Danelle Knight, Human Resource Manager, (Zoom), joined at approximately 10:03am;
Bizzy Collins, Transit Planner, (Zoom);
Robert Martinez, Technical Specialist;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Kris Beecher, Mountain Line Legal Counsel, (Zoom)

GUESTS PRESENT:

None.





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- 1. CALL TO ORDER -Chair Stam called the meeting to order at approximately 10:00am.
- 2. ROLL CALL
- 3. SAFETY MINUTE
-Sam Short, Safety Manager

Ms. Dalmolin reported on the dangers of flash flooding on behalf of Mr. Short. Risks and precautionary measures were noted.

- 4. APPROVE TAC MINUTES 8/5/2021

Advisor Wessel moved to approve the minutes from June 3, 2021. Advisor Parkes 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. ELECTION OF FY2022 VICE CHAIR FOR THE TRANSIT ADVISORY COMMITTEE (TAC)
-Rhonda Cashman, Executive Assistant and Clerk of the Board
Staff recommends the TAC perform the election of the Vice Chair position for FY2022, effective immediately and ending June 30, 2022.

Chair Stam communicated how easy it is to be the Vice Chair or Chair as the Mountain Line team does all the preparation for the meetings, and as a member, you attend the meetings anyway. She called for Vice Chair nominations, noting it is okay to self-nominate. After a long period of silence, Advisor Wessel offered to serve as the Vice Chair. Chair Stam asked if any others were interested and receiving no response, she called for a second to Advisor Wessel's self-nomination. Advisor Parkes 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	





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Kurt Stull	X	
Gail Jackson	X	

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. ADOPT THE UPDATED PERSONNEL POLICY MANUAL

-Danelle Knight, Human Resources Manager

Staff recommends the Board of Directors adopt various updates to Mountain Line policies to incorporate changes that reflect both regulatory requirements and Mountain Line's actual practices.

ii. ADOPT MOUNTAIN LINE'S UPDATED EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM AND WORKFORCE GOALS

-Danelle Knight, Human Resources Manager

Staff recommends the Board of Directors adopt the updated three-year Equal Employment Opportunity (EEO) Program and Workforce Goals as required for compliance with Federal Transit Administration (FTA) regulations.

Chair Stam stated the agenda packet is sent to members a couple days prior to the meeting with the hope that members will read through it in advance and be prepared to ask questions, if needed. There were no questions regarding the consent agenda items.

b. **DISCUSSION / ACTION ITEMS:**

i. FLAGSTAFF IN MOTION

-Bizzy Collins, Transit Planner

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

Ms. Collins explained she is looking for feedback on the proposed peer agencies for comparison, goals, objectives, and performance measures in her report. She noted the peer cities were chosen based on similar size in comparable situations. Peer agencies with one or more similarities are proposed for comparison purposes, such as operating in a university town, not receiving state funding, etc. The recommended peer agencies are as follows:

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Missoula Urban Transportation District (MUTD) – Mountain Line in Missoula, Montana, Connect Transit in Bloomington-Normal, Illinois, Valley Regional Transit in Meridian, Idaho, Cache Valley Transit District in Logan, Utah, Sun Tran in Tucson, Arizona, and Citibus Lubbock in Lubbock, Texas. Ms. Collins addressed the questions/comments TAC members had regarding the comparison categories, fares, and developer partnerships. She stated a score sheet will be established to track how much each performance measure moves the needle on our goals. The six goals were reviewed in detail, along with the proposed objectives and performance measures. The goals are as follows: Rider Experience, Accessibility and Mobility, Equity, Sustainability, Investment, and Living Affordability. Ms. Collins fielded questions and comments regarding competitive travel time savings, transit amenities, road crossings, first/last mile connections, transfers and reliable timetables, bike racks at bus stops, measurable metrics, transit dependency measurement, electrification through overhead catenary wires, collaborative partnerships, and frequency versus coverage or frequency balanced with coverage. Ms. Collins welcomed the feedback provided by TAC members.

ii. FY2020 TRIENNIAL REVIEW REPORT

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin noted the FY2020 Triennial Review started in December 2019 by providing electronic documents. The site visit should have occurred in May 2020. Due to the COVID-19 pandemic, the complete review was delayed and there was no site visit. The review concluded virtually in July 2021. Staff worked with a third party reviewer and Federal Transit Administration (FTA) staff. Ms. Dalmolin shared that for the first time in her multiple Triennial Review experiences Mountain Line has no findings or deficiencies. TAC members offered their congratulations.

iii. REVIEW FY2022 MEETING DATES

-Rhonda Cashman, Executive Assistant and Clerk of the Board

Staff recommends the Board of Directors review the FY2022 meeting dates and consider changing the November Board meeting date to Monday, November 22nd, 10am-12pm, due to a conflict with the Arizona Transit Association (AzTA)/Arizona Department of Transportation (ADOT) Annual Conference being held November 15-19, 2021.

Ms. Cashman reported this item is mainly for the Board to consider as a conflict has been identified related to the November Board meeting date. She noted the AzTA/ADOT Annual Conference will be held the same week as the scheduled Board meeting. TAC members were asked to review the scheduled meeting dates for any conflicts they may identify. There was no discussion.

c. **PROGRESS REPORTS:**

There were no questions regarding the progress reports.

i. CAMPUS BUS STORAGE FACILITY UPDATE

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-Anne Dunno, Capital Project Manager

ii. ANNUAL BUS STOP REHABILITATION UPDATE

-Anne Dunno, Capital Project Manager

iii. DOWNTOWN CONNECTION CENTER UPDATE

-Kate Morley, Deputy General Manager

iv. ANNUAL SAFETY REPORT

-Samuel Short, Safety Manager

v. ANNUAL FLEET REPORT

-James Wagner, Operations Director

vi. 2020 ANNUAL CYBERSECURITY REPORT

-Jon Matthies, Information Technology Manager

vii. NEW REAL-TIME ARRIVAL APP

viii. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin spoke to some current event items:

- Mountain Line staff installed new and innovative passenger alert lights at some bus stops to alert operators there is passenger waiting at night.
- Mountain Line staff attended six Back to School events and sold 19 passes. So far staff have sold in total: 61 K-12 student passes and 6 college passes.
- Our Coconino Community College pass program was renewed to offer discounted bus passes to those students receiving financial aid.
- Mountain Line launched online pass reloading. Not used yet, but passholders are being told about this option as they purchase passes.
- Mobile ticketing launch is planned for August 12th. Staff are currently being trained on this new option for our riders.
- Gillig brought a battery electric bus to Flagstaff for testing in early July.
- Nineteen staff celebrated anniversaries in July and August. Five have completed their first year; it was a difficult one during the pandemic. Mr. Martinez celebrated 16 years with Mountain Line, and he is planning to retire later this month. He has consistently helped with TAC meetings and has been a key member of the IT Team.
- The Arizona Chapter of the American Planning Association awarded Mountain Line the Best Transportation Plan for our Zero Emissions Bus (ZEB) Transition Plan which was led by Ms. Collins. Congratulations!

ITEMS FROM COMMITTEE AND STAFF:

7. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

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September/October Working Agenda

The next TAC meeting will be September 2, 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. September agenda items may include but not be limited to Flagstaff in Motion, Strategic Investment Plan (SIP) Adoption, Transit to Northern Arizona Healthcare (NAH)/Airport/Fort Tuthill Update, Safety Plan Implementation, Fee Schedule Review, Fare Update, Human Trafficking Prevention Program Update, Milton Corridor Master Plan (CMP), AECOM Update, Reallocation of Grant Funds, and Delegation of Authority Updates. The September 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 11:06am.

Shane Dille, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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