



## Mountain Line

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# Transit Advisory Committee Minutes for Thursday, September 2, 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, September 2, 2021, at 10:00am in a WEB BASED meeting. Members of the TAC and Mountain Line staff attended by telephone or internet conferencing. Some 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:*

Shane Dille, (Chair), Deputy City Manager, City of Flagstaff, designee, (Zoom);  
Dave Wessel, (Vice Chair), Planning Manager, MetroPlan, (Zoom);  
Erin Stam, Director of Parking and Shuttle Services, NAU, designee, (Zoom);  
Kevin Parkes, Citizen Representative, City of Flagstaff, alternate, (Zoom);  
Kurt Stull, Executive Director of Facilities and Security, CCC, designee, (Zoom);  
Maylee Acosta, President, ASNAU, (Zoom)

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

### *TAC MEMBERS EXCUSED:*

Lucinda Andreani, Deputy County Manager, Coconino County, designee;  
Christopher Tressler, County Engineer, Coconino County, alternate;  
Gillian Thomas, Citizen Representative, Coconino County;  
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), joined at approximately 10:19am and left at approximately 10:40am;  
Lauree Battice, Management Services Director, (Zoom);  
Jacki Lenner, Marketing and Communications Manager, (Zoom);  
Samuel Short, Safety Manager, (Zoom);  
Anne Dunno, Capital Planning Manager, (Zoom);  
Jeremiah McVicker, Maintenance Manager, (Zoom);  
Joshua Stone, Financial Analyst, (Zoom);  
Estella Hollander, Mobility Planner, (Zoom);  
Jon Matthies, IT Manager;  
Rhonda Cashman, Executive Assistant and Clerk of the Board;  
Kris Beecher, Mountain Line Legal Counsel, (Zoom)

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## GUESTS PRESENT:

None.

1. CALL TO ORDER -Chair Dille called the meeting to order at approximately 10:03am.

2. ROLL CALL

3. SAFETY MINUTE  
-Sam Short, Safety Manager

Mr. Short reported on fatigue in the workplace. Some suggestions for support and assistance were shared.

4. APPROVE TAC MINUTES 8/5/2021

Advisor Parkes moved to approve the minutes from August 5, 2021. Advisor Stam seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Shane Dille	X	
Dave Wessel	X	
Erin Stam	X	
Kevin Parkes	X	
Kurt Stull	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. APPROVE THE FY2021 ANNUAL REPORT

-Lauree Battice, Management Services Director

Staff recommends the Board of Directors approve the FY2021 Annual Report and authorize staff to submit the report to the State of Arizona and partner agencies as required in the Master IGA.

Ms. Battice reviewed a PowerPoint Presentation with the TAC. She shared highlights of significance from FY2021. She provided a summary of programs by agency: Bus, Paratransit, and City Taxi for the City of Flagstaff and County Taxi and Vanpools for Coconino County. She reported for many months at the onset of the pandemic, only essential transit trips were recommended. The charts show ridership suffered as anticipated across nearly all programs, driving costs per trip higher. She stated Mountain Line is now experiencing slow, steady growth of bus, paratransit, and taxi programs; vanpools stayed

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consistent throughout. Ms. Battice provided a financial summary using pie charts, including revenues, expenses by program, and expenditures by type. Chair Dille recommended showing actual dollar amounts as well as percentages in the pie charts. There were no other comments or questions.

### ii. ADOPT THE STRATEGIC INVESTMENT PLAN

-Estella Hollander, Mobility Planner

Staff recommends the Board of Directors adopt the Strategic Investment Plan (SIP).

Ms. Hollander communicated the purpose of the plan is to develop strategies to optimize and maintain on-time performance and to plan long-term for the implementation of those strategies in capital and financial planning. She noted there were four components of the plan: Task 1 – Operations Analysis, Task 2 – Implementation Plan, Task 3 – Capital Improvement Plan (CIP), and Task 4 – Financial Planning. She shared the findings of Task 1, with Route 14 showing the greatest need for improvement in on-time performance and Routes 7 and 10 having layover issues where the operator never gets to leave their seat. She noted the Flagstaff in Motion plan should provide recommendations to improve these issues when completed. She stated on-time performance of 90 percent or greater is considered good in response to Chair Dille's inquiry. There was a brief discussion about Routes 7 and 14, including differences between Routes 4 and 14. Additional deliverables and next steps were mentioned, which may require coordination with the City and State. Ms. Hollander reported this plan is primarily for internal use. She said the plan is high level and new funding will be required for implementation not currently in the capital budget. Vice Chair Wessel asked about this plan and the Five-Year Plan coordination and development of priorities. Ms. Hollander responded that AECOM is the Flagstaff in Motion consultant and they have already been given the suggested route improvements and they will be seeking public input. She stated the Transit Signal Priority (TSP) will require further vetting; capital recommendations will be included in the CIP. She said she would note that the capital improvements are not currently funded in her Board report, per Chair Dille's recommendation. There was no further discussion.

### iii. 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 reported Ms. Collins has been working hard on refining the costs of this service. She noted Mountain Line staff are looking to coordinate with the City Manager's office and the memo attached to the staff report was sent to City staff last week. Costs for Northern Arizona Healthcare (NAH) service only versus NAH and the airport service were reviewed in detail. Ms. Morley stated the costs have been pared down as much as possible. She was asked to clarify the need to cover capital costs. She explained the capital costs for the initial three buses and bus stops for NAH service would need to be covered by NAH; there may be capacity for future capital costs of bus replacement to be incorporated into the Mountain Line capital plan for grant applications, etc. Operations costs would need continued support from NAH. She explained there really isn't any or very little savings by adding the airport to the route and it would be recommended to add a fourth bus. She reviewed the alternatives in

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detail. Mr. Wessel stated NAH is looking to develop with a phased approach, planning to open facilities in 2024 and 2026. Ms. Morley stated NAH development is likely ahead of Mountain Line receiving new funding; the prospect of an increased sales tax ballot measure is unclear as our most recent survey of registered, likely voters revealed there are many community needs. Vice Chair Wessel asked about the financial impact of 30-minute frequency versus the recommended 20-minute frequency. Ms. Morley responded one bus could be taken away and it would reduce costs by one-third. Chair Dille recommended clarifying the ask upfront. Advisor Parkes asked about the expectation of big payors: NAH, the City, and the County versus a special taxing district with nearby neighborhoods not requesting service directly. Ms. Morley stated more businesses are likely to come to the area and if a transit utility fee were established, then those in the area would pay. She noted it would definitely be a more complicated funding stream. There was no further discussion.

#### iv. DOWNTOWN CONNECTION CENTER UPDATE

-Kate Morley, Deputy General Manager

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

Ms. Morley reviewed the site plan and phasing of construction for the Downtown Connection Center (DCC). She explained the administrative building is phase one and needs to be done as soon as possible due to escalating construction costs. The bus plaza and civic space will be impacted by the Rio de Flag construction making it phase two. Future parking/possible parking structure by the City will be phase three. She shared a site plan overview and recommendations for the building architecture. It will be a two-story building and she noted shared space occupant areas within the building. Ms. Morley provided an update on the civic space considerations. Chair Dille asked for the parking illustrations to be updated as parking will be constructed by the City as funding is available. He requested to only show surface parking at this point. Ms. Morley stated she understood, and she will ask for updated renderings. There were no other questions or comments.

#### v. COVID-19 UPDATE

-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 update was requested by the Board of Directors. She explained the progression of events over the last several months with the lobby opening in June and all staff returning to the office in late June with the option of some approved teleworking flexibility. The need for customer service has increased with student pass sales. The mask mandate has been extended to January 18, 2022, which applies to our buses, bus stops, and facilities. Most meetings continue to be online. Approximately 70% of our staff have been vaccinated. She stated transit demand continues to be lower than typical although there was a slight increase with the start of schools. The \$10 million in federal funds has helped to offset unbudgeted expenses. Our operations department is about 25 percent low on staff and overtime is currently mandated. Staff conveyed that it is believed legalization of marijuana in contributing and potential concerns about exposure to COVID-19. There were no questions.

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### b. PROGRESS REPORTS:

There were no questions regarding the progress reports.

- i. GENERAL CONSULTING SERVICES CONTRACT UPDATE  
-Kate Morley, Deputy General Manager
- ii. HUMAN TRAFFICKING PREVENTION PROGRAM UPDATE  
-Samuel Short, Safety Manager
- iii. K-12 STUDENT PROGRAM UPDATE  
-Jacki Lenners, Marketing and Communications Manager
- iv. SUMMARY OF CURRENT EVENTS  
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin spoke to some current event items:

- Mountain Line received a grant to support two projects, 1) approximately \$4.3 million for the Commercial Driver's License (CDL) Course with Northern Arizona University (NAU); and 2) \$300,000 for replacement of some support vehicles.
- Coconino County has received a \$100,000 grant to look at social determinants to health.
- Members of our Leadership Team have conducted public surveys for Flagstaff in Motion in order to reach a wide audience.
- Jeremiah McVicker was promoted to the Maintenance Manager position. He started as an operator and has been working in the facilities department most recently.
- Ms. Morley recently rode the bus with Supervisor Begay to introduce her to our routes and system. Ms. Dalmolin has a similar trip planned with Supervisor Vasquez in the coming weeks.
- DCC Virtual Open Houses will be held on September 15<sup>th</sup> and 30<sup>th</sup>. If you would like more information, we would welcome your participation.
- There are 13 anniversaries to celebrate in September which combined offer 122 years of experience, which is impressive. Ms. Dalmolin listed some of those with the longest milestones.

### ITEMS FROM COMMITTEE AND STAFF:

Ms. Dalmolin noted the Board and TAC Advance on October 20<sup>th</sup> will be virtual and held 9am-12pm.

Chair Dille noted the next TAC meeting is on November 4<sup>th</sup>.

### 6. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS October/November Working Agenda

The Board and TAC Strategic Advance will be held on Wednesday, October 20, 2021. It will be a Zoom meeting based in Flagstaff in the Mountain Line Training Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 9am. The public is invited to attend. October agenda items may include

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but not be limited to a Financial Update and Flagstaff in Motion. The October 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 November 4, 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. November agenda items may include but not be limited to Flagstaff in Motion, Safety Plan Implementation, Fares Update, Strategic Plan Review, Milton Corridor Master Plan, Budget Process Kickoff, Grant Award Notification, Workforce Utilization Report, and Delegation of Authority Updates. The November 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 Dille adjourned the meeting at approximately 11:30am.

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Shane Dille, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

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Rhonda Cashman, Executive Assistant and Clerk of the Board

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