Board of Directors Minutes for Wednesday, September 15, 2021

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| 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 met in Regular Session on Wednesday, September 15, 2021, at 10am in the Mountain Line Training Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004.

This was a WEB BASED meeting. Members of the Board 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);

Miranda Sweet, City Councilor, City of Flagstaff, (Zoom);

Jeronimo Vasquez, Board of Supervisors, Coconino County, (Zoom);

Tony Williams, Dean of Student Affairs, CCC, designee, (Zoom), joined at approximately 10:03am;

Josh Maher, Associate VP for Community Relations, NAU, alternate, (Zoom)

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

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

*BOARD MEMBERS EXCUSED:*

Dan Okoli, (Vice Chair), VP of Capital Planning and Campus Operations, NAU, designee

*MOUNTAIN LINE STAFF IN ATTENDANCE:*

Kate Morley, Deputy General Manager, (Zoom);

Jacki Lenners, Marketing and Communications Manager, (Zoom);

Samuel Short, Safety Manager, (Zoom);

Jeremiah McVicker, Maintenance Manager, (Zoom);

Bizzy Collins, Transit Planner, (Zoom);

Estella Hollander; Mobility Planner, (Zoom);

Joshua Stone, Financial Analyst, (Zoom);

Jon Matthies, IT Manager;

Rhonda Cashman, Executive Assistant and Clerk of the Board;

Scott Holcomb, Mountain Line Attorney, (Zoom);

*GUESTS PRESENT:*

Judy Begay, Board of Supervisors-District 4, Coconino County, alternate, (Zoom);

Cheryl Barlow, District 4 Director, Coconino County, (Zoom);

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

1. CALL TO ORDER -Chair Shimoni called the meeting to order at approximately 10:02am.

1. ROLL CALL
2. SAFETY MINUTE

-Samuel Short, Safety Manager

Mr. Short reported on fatigue. Recommended practices for addressing fatigue were communicated. Chair Shimoni thanked staff for this important message.

1. APPROVAL OF THE MINUTES FOR 8/18/2021:

­­­­Director Vasquez moved to approve the August 18, 2021 minutes. Director Sweet seconded. There was no discussion. All approved, none opposed. Motion carried.

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| **NAME** | **YES VOTE** | **NO VOTE** |
| Adam Shimoni | X |  |
| Miranda Sweet | X |  |
| Jeronimo Vasquez | X |  |
| Tony Williams | X |  |
| Josh Maher | X |  |

**DISCUSSION / ACTION ITEMS:**

1. 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.

This item was tabled until the October meeting.

**6*.*** ADOPT THE STRATEGIC INVESTMENT PLAN

-Estella Hollander, Mobility Planner

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

Ms. Hollander stated she is seeking Board approval for this internal planning document. She communicated the purpose of the plan and its four components: Task 1 – Operations Analysis, Task 2 – Implementation Plan, 3 – Capital Improvement Plan, and Task 4 – Financial Planning. She stated the Task 1 findings: 1) Average on-time performance (OTP) is high at 91 percent, but Route 14 has the lowest OTP at 79 percent, 2) Fare collection causes delays, especially with the thermal paper day passes that can be difficult for the scanner to read, and 3) Milton Road, Butler Avenue and Route 66 are corridors considered high priority for transit-supportive improvements. She noted these findings will be addressed in the Flagstaff in Motion transit plan. She reviewed a map showing recommended locations for Transit Signal Priority (TSP), queue jumps, and additional striping improvements. She noted these improvements will require coordination with the road owners, the City of Flagstaff, and the Arizona Department of

Transportation (ADOT). Ms. Hollander shared additional deliverables of the SIP are a Capital

Improvement Plan workflow process and supportive documents, financial planning, and that it identified creative funding mechanisms and potential new funding sources to fund capital items. She reported the next steps are to begin the Capital Improvement Plan process, that route adjustments will be vetted through the Flagstaff in Motion transit plan, and transit priority measures to be considered through other planning processes in addition to use of the new increment form in the budget process. Director Williams moved to approve the SIP as presented. Director Vasquez seconded. There was no discussion. All approved, none opposed. Motion carried.

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| **NAME** | **YES VOTE** | **NO VOTE** |
| Adam Shimoni | X |  |
| Miranda Sweet | X |  |
| Jeronimo Vasquez | X |  |
| Tony Williams | X |  |
| Josh Maher | X |  |

**7.** 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 that Ms. Collins has be refining the funding options for this proposed route. She reviewed the costs in detail for Northern Arizona Healthcare (NAH) only and NAH plus the airport. She noted staff sent a memo to City staff regarding potential funding options for this proposed route. She explained the struggle to get the initial capital costs and the ongoing operating costs funded. Ms. Morley shared that Mountain Line staff can provide data, but it really comes down to the City of Flagstaff and NAH to figure out how they want to fund the proposed route cost split. She reviewed the funding options in detail. There was discussion regarding the number of anticipated trips, the length of time entities would be expected to support operating costs, ballot capacity in the near future, and revenue streams to offset the costs. Board members acknowledged NAH is moving to an area with no existing transit service and a long-term plan is needed. Mr. Tadder commented that it will take some time to go through the process. He suggested that maybe several of the alternatives be combined to secure the necessary funding. There was a brief discussion about Traffic Impact Analysis (TIA) and Traffic Demand Management (TDM). The Board would like to invite Mr. Bauman, City Engineer, to a future meeting to discuss this further. There was consensus among the Board to continue discussions with all agencies/departments involved: NAH, City of Flagstaff/Flagstaff Pulliam Airport, Coconino County/Fort Tuthill, and Mountain Line. Ms. Morley stated her appreciation for the discussion.

**8.** 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 stated public outreach efforts would kickoff later that day and a second virtual meeting to share feedback would be held on September 30th. She explained the drawings

would then be updated and go to Planning and Zoning in October. She reviewed the proposed phases of development; essentially a master plan of the entire block in which the Rio de Flag

construction has impact. There is a survey open on the Flagstaff Community Forum. She also reviewed the first renderings of the outside of the building from different views and some updated renderings for the civic space. Ms. Morley stated staff have been working with the Beautification and Public Art Commission (BPAC) on sample ideas for artwork throughout the project. She reviewed the timeline; hoping to receive the Conditional Use Permit (CUP) in October, then finish the National Environmental Policy Act (NEPA) process November-January, sign an Intergovernmental Agreement (IGA) with the City of Flagstaff, and begin construction on the building as soon as possible. There was a brief discussion about the sustainability aspects of the new Downtown Connection Center (DCC). Overall, Board members shared their appreciation of staff working with the Southside Neighborhood and their excitement for the new DCC in downtown Flagstaff.

**9.** 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. Morley presented on behalf of Ms. Dalmolin who is attending a Zero Emissions Bus Conference. She noted the mask mandate has been extended until January 18, 2022. The lobby opened in June. Community food is allowed again as of earlier this month. Staff are sticking to the same cleaning protocols that have been going on for the last six months. She reported staff are working to discern what the President’s vaccine mandate means for Mountain Line, currently under 100 employees. She stated there is a national Commercial Driver’s License (CDL) operator shortage and staff have concern over losing more of our operators if this mandate applies to Mountain Line; some employees have mixed feelings about the vaccine. Mr. Holcomb reported federal grant funding is an exclusion in the vaccine mandate. Public transportation is called out in the mask mandate, but the vaccine mandate is being researched; mandatory vaccine may be considered through Occupational Safety and Health Administration (OSHA) requirements. Chair Shimoni thanked staff for reporting on this requested item. There was no discussion.

**PROGRESS REPORTS:**

There were no questions regarding the progress reports.

**10.** GENERAL CONSULTING SERVICES CONTRACT UPDATE

-Kate Morley, Deputy General Manager

**11.** HUMAN TRAFFICKING PREVENTION PROGRAM UPDATE

-Samuel Short, Safety Manager

**12.** K-12 STUDENT PROGRAM UPDATE

-Jacki Lenners, Marketing and Communications Manager

**13.** SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Morley reported on behalf of Ms. Dalmolin. She noted the complete list is in the agenda packet and she shared the following highlights:

* A few milestone anniversaries were mentioned: Jon Matties, IT Manager – 15 years, Danelle Knight, HR Manager – 5 years, and Greg Lyons, Mechanic – 5 years
* Jeremiah McVicker was promoted to the Maintenance Manager position. Congrats!
* Coconino County received a grant for social determinants of health. The County plans to purchase $100,000 in Mountain Line bus passes for those in need.

**ITEMS FROM COMMITTEE AND STAFF:**

Chair Shimoni asked for the following future agenda items:

* Video outreach plan from Jacki, update on outreach plan, BOD video on how the bus line can work for you
* Empower downtown employees to use the buses, include Terry at Flagstaff Downtown Business Alliance (FDBA), plant seed for culture shift, shared message Mountain Line and FDBA
* Sometime within the next year, he would like to hear updates from NAU and CCC regarding partnership and collaboration

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 at 9am. The Zoom meeting will be based in Flagstaff in the Mountain Line Training Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004. The public is invited to attend. October agenda items will include but not be limited to the FY2021 Annual Report, 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 Board meeting will be Monday, November 22, 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. November agenda items will include but not be limited to Flagstaff in Motion, Safety Plan Implementation, Fares Update, Budget Process Kickoff, Strategic Plan Review, Mobile Ticketing/Real-Time Arrival App, Downtown Connection Center Update, Milton Corridor Master Plan (CMP), Campus Bus Storage Facility Update, 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 Board.

**14.** ADJOURNMENT -Chair Shimoni adjourned the meeting at approximately 11:24am.

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Adam Shimoni, Chair of the Mountain Line Board of Directors

ATTEST:

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Rhonda Cashman, Executive Assistant and Clerk of the Board