



Board of Directors and Transit Advisory Committee Strategic Policy Advance Minutes for Wednesday, October 20, 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 met in Joint Session on Wednesday, October 20, 2021 at 9:00am in the Mountain Line Training Room, 3773 N. Kaspar Drive, Flagstaff, AZ 86004.

This was a WEB BASED meeting. Members of the Board, TAC and staff 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.

PRESENT:

BOARD MEMBERS PRESENT:

Adam Shimoni (Chair), City Council, City of Flagstaff, (Zoom);

Daniel Okoli, (Vice Chair), Vice President of Capital Planning and Campus Operations, NAU, designee, (Zoom), joined at approximately 9:03am;

Miranda Sweet, City Council, City of Flagstaff, (Zoom), left at approximately 12:00pm;

Jeronimo Vasquez, Board of Supervisors, Coconino County, (Zoom), left at approximately 10:55am, rejoined at approximately 11:07am, and left again at approximately 11:30am;

Tony Williams, Dean of Student Affairs, CCC, designee, (Zoom);

Josh Maher, Associate Vice President 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:

None.

TAC MEMBERS PRESENT:

Shane Dille (Chair), Deputy City Manager, City of Flagstaff, designee, (Zoom), joined at approximately 9:03am;

Dave Wessel, (Vice Chair), Manager, MetroPlan, (Zoom), left at approximately 10:55am;

Erin Stam, Director of Parking and Shuttle Services, NAU, designee, (Zoom);

Christopher Tressler, County Engineer, Coconino County, alternate, (Zoom), left at approximately 10:55am and rejoined at approximately 11:02am;

Kevin Parkes, Citizen Representative, City of Flagstaff, alternate, (Zoom);

Kurt Stull, Executive Director of Facilities and Security, CCC, designee, (Zoom), joined at approximately 9:03am;

Gail Jackson, Economic Development Representative, ECoNA, (Zoom);





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

Maylee Acosta, President, ASNAU, designee, (Zoom), joined at approximately 9:04am, left at approximately 10am, and rejoined at approximately 10:57am

Judy Manor, Assistant Director of Campus Shuttle Services, NAU, alternate, (Zoom);

Jeff Meilbeck, Executive Director, MetroPlan, alternate, (Zoom), left at approximately 10:55am and rejoined at approximately 11:46am;

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

TAC MEMBERS EXCUSED:

Gillian Thomas, Citizen Representative, Coconino County

MOUNTAIN LINE STAFF PRESENT:

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 Lenner, Marketing and Communications Manager, (Zoom);

Sam Short, Safety Manager, (Zoom);

Jeremiah McVicker, Maintenance Manager, (Zoom);

Jon Matthies, IT Manager;

Anne Dunno, Capital Project Manager, (Zoom);

Bizzy Collins, Transit Planner, (Zoom);

Estella Hollander, Mobility Planner, (Zoom);

Josh Stone, Financial Analyst, (Zoom);

Rhonda Cashman, Executive Assistant and Clerk of the Board;

Scott Holcomb, Mountain Line Attorney, (Zoom)

GUESTS PRESENT:

Cheryl Barlow, District 4 Director for Supervisor Judy Begay, Coconino County, (Zoom), rejoined at approximately 9:54am;

Deron Lozano, AECOM, (Zoom);

Daksha Masurkar, AECOM, (Zoom);

Monica Hernandez, AECOM, (Zoom);

Andrew Ittigson, AECOM, (Zoom), joined at approximately 9:45am;

Robert Peskin, AECOM, (Zoom), joined at approximately 10:54am

1. CALL TO ORDER -Chair Shimoni called the meeting to order at approximately 9:01am.
2. ROLL CALL AND INTRODUCTIONS
3. SAFETY MINUTE
Sam Short, Safety Manager

Mr. Short reported on snow and ice safety. It is recommended to use traction footwear provided by Mountain Line. Board and TAC members were offered traction footwear as well.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

4. APPROVE BOARD MINUTES 9/15/2021

Director Sweet moved to approve the September 15, 2021 Board meeting minutes. 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	
Jeronimo Vasquez	X	
Tony Williams	X	

DISCUSSION / ACTION ITEMS:

5. 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 performance highlights from FY2021. She noted all programs were maintained through COVID-19 and there was focus on the taxi program for paratransit clients. She also reviewed Monthly Ridership Reports; ridership was drastically down, but it is coming back and maintaining current levels. She noted Route 10 ridership was down, but not unexpected with online classes for the most part. She explained paratransit had a fixed cost savings of approximately \$600,000 due to increased utilization of taxi trips. County taxi trips remained steady. Vanpools showed a slight drop in riders, which increased the cost. She then reviewed Revenues and Expenses. Ms. Dalmolin answered some questions regarding how many employees Mountain Line has – just below 100 full time employees, how many are part time - three, but we will be hiring, what caused paratransit operations cost per hour to triple – this is a very expensive regulatory program and due to social distancing, more vans were needed to transport less passengers. She explained staff continue to try to shift clients to the taxi program when possible, including the County taxi program which allow clients \$300 per month to use as they choose. There was a suggestion to streamline how the City and County taxi program is reported for ease of understanding and appreciation voiced for continued service through COVID. Director Williams moved to approve the FY2021 Annual Report as presented. Director Sweet seconded. There was no further discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Dan Okoli	X	
Miranda Sweet	X	
Jeronimo Vasquez	X	
Tony Williams	X	

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

6. FINANCIAL UPDATE

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin shared a PowerPoint presentation. She noted fares refers to just fares collected on vehicles, which are significantly decreased due to running free service for several months due to the pandemic and does not include Northern Arizona University (NAU) payment in lieu of fares, there was an anticipated loss, and the projections look good. She reviewed the City's projections though 2025 and noted an anticipated increase of \$4.8 million. She reviewed the Federal 5307 appropriations based on population and density, which includes Small Transit Intensive Cities (STIC) funding. She reviewed fund balance graphs with scenarios for Route 8 Expansion and a combination of Route 8 Expansion and beginning to transition to Battery Electric Buses (BEB). She noted Route 8 has been on the horizon and in the Financial Plan for many years. She explained some considerations to keep in mind, such as the Federal Infrastructure Bill, the Arizona Public Service (APS) Rate Structure, Flagstaff in Motion will guide us and staff will continue conversations with Northern Arizona Healthcare (NAH), and the Arizona Transit Association (AzTA) is advocating for State funding. She communicated that sharing the financial update was intended to lead into the Flagstaff in Motion discussion. There was further discussion regarding when the fund balance is projected to dip below the minimum reserve line on the graph, fares, trying to decrease dependence on federal funds, sunset of the Transit Tax in 2030, and increased operations costs when the Downtown Connection Center (DCC) is completed. Board and TAC members understood the trend and recommended key decision points be planned in order to make good fiscally responsible decisions for the future. There were no further questions.

7. FLAGSTAFF IN MOTION, A COMMUNITY TRANSIT PLAN

-Bizzy Collins, Transit Planner

Interactive Discussion

Ms. Collins introduced the AECOM staff that were present and noted others that would be joining a little later in the meeting. She provided an overview of the discussion planned for the rest of the morning. She reviewed the Board priorities determined in May at the joint meeting with the TAC: 1) Target areas with highest ridership potential and 2) Support transit dependent populations. After reviewing maps and lengthy discussion, the Board still supports these priorities. Ms. Hernandez with AECOM presented on the needs assessment and how public involvement will inform the plan. The next steps are to validate public comment, analyze options, and finalize the plan. There was some discussion regarding the public participation process and identified priorities. Ms. Masurkar with AECOM explained the evaluation criteria to inform solutions and consider expansion. She reviewed the evaluation criteria and metrics for each of the six goals in detail. She noted there will still be stakeholder input and further public input. Mr. Peskin with AECOM shared information regarding potential funding sources. There was some discussion regarding the various funding scenarios proposed, and a significant discussion ensued to determine whether Council might consider a ballot initiative in 2022 or 2024 to support the five year plan and additional consideration for renewing the base Transit Tax in 2026 or 2028 at the latest. Chair Shimoni directed staff to schedule exploration of a ballot initiative at the next Board meeting. Ms. Dalmolin confirmed this topic would be added to the November agenda.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

PROGRESS REPORTS:

8. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin reported Mountain Line is celebrating its 20th Anniversary – Memories are being shared on social media. If Board and TAC members have any memories to share, please send them to Jacki and she will post them. Deadline for Board and TAC members to order their 20th Anniversary apparel is at 3:30pm that day.

Board and TAC members were appreciative of the 20th Anniversary milestone for transit service in our community.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

November/January Working Agenda

The next TAC meeting will be Thursday, November 4, 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 Northern Arizona Healthcare Presentation/Flagstaff in Motion, Transit Tax Discussion, Downtown Connection Center Update, Update on Recruitment and Retention Strategies, Safety Plan Implementation, Budget Process Overview, Mobile Ticketing/Real-Time Arrival App, 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 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 Northern Arizona Healthcare Presentation/Flagstaff in Motion, Transit Tax Discussion, Downtown Connection Center Update, Update on Recruitment and Retention Strategies, Safety Plan Implementation, Budget Process Overview, Mobile Ticketing/Real-Time Arrival App, 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.

9. ADJOURNMENT

-Chair Shimoni adjourned the meeting at approximately 12:10am.

Adam Shimoni, Chair, Mountain Line Board of Directors

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

Getting you where you want to go

