



Transit Advisory Committee Minutes for Thursday, November 4, 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, November 4, 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);
Lucinda Andreani, Deputy County Manager, Coconino County, designee, (Zoom), left at approximately 11:43am;
Kevin Parkes, Citizen Representative, City of Flagstaff, alternate, (Zoom);
Kurt Stull, Executive Director of Facilities and Security, CCC, designee, (Zoom);
Gail Jackson, Economic Development Representative, (ECoNA), (Zoom), joined at approximately 10:07am and left at approximately 11:30am;
Erin Stam, Director of Parking and Shuttle Services, NAU, designee, (Zoom), joined at approximately 11:16am;
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;
Judy Manor, Assistant Director of Campus Shuttle Services, NAU, alternate

STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager, (Zoom);
Kate Morley, Deputy General Manager, (Zoom);
James Wagner, Operations Director, (Zoom);
Jacki Lenner, Marketing and Communications Manager, (Zoom);
Samuel Short, Safety Manager, (Zoom);
Jeremiah McVicker, Maintenance Manager, (Zoom);
Danelle Knight, Human Resources Manager, (Zoom), joined at approximately 10:09am;
Joshua Stone, Financial Analyst, (Zoom);
Bizzy Collins, Transit Planner, (Zoom);
Estella Hollander, Mobility Planner, (Zoom);
Jon Matthies, IT Manager;
Juan Diego, IT Specialist;





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Rhonda Cashman, Executive Assistant and Clerk of the Board;
Kris Beecher, Mountain Line Legal Counsel, (Zoom)

GUESTS PRESENT:

Chris Linger, Facility Program Development Director, Northern Arizona Healthcare, (Zoom), left at approximately 11:02am;

Barney Helmick, Airport Director, City of Flagstaff, (Zoom), left at approximately 11:02am;

Heidi Hansen, Economic Vitality Director, City of Flagstaff, (Zoom);

Cynthia Nemeth, Parks and Recreation Director, Coconino County, (Zoom), left at approximately 11:02am;

Tiffany Antol, Senior Planner, City of Flagstaff, (Zoom), left at approximately 11:06am;

Jeff Bauman, Traffic Engineer, City of Flagstaff, alternate, (Zoom), left at approximately 11:02am;

Andrew Iacona, Interim Manager, Office of Sustainability, NAU, (Zoom); joined at approximately 11:29am

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

2. ROLL CALL

Chair Dille thanked Advisor Parkes for his service on behalf of the City of Flagstaff over the last three years and noted his perspective from a transit rider point of view has been extremely helpful. He also thanked Advisors Andreani and Tressler for their respective service on behalf of the Coconino County. New members taking over for Coconino County are Tiffany Kerr and Kim Musselman from Health and Human Services.

3. SAFETY MINUTE
-Sam Short, Safety Manager

Mr. Short reported on the opioid abuse epidemic in the United States and how it can affect the workplace.

4. APPROVE TAC MINUTES 9/2/2021

Advisor Parkes moved to approve the minutes from September 2, 2021. Advisor Jackson seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Shane Dille	X	
Dave Wessel	X	
Lucinda Andreani	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

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provide recommendations to the Board. Specific comments and recommendations are noted in these minutes.

a. DISCUSSION / ACTION ITEMS:

i. 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 expressed her appreciation for our guests joining the meeting. She explained the request for this item came from our Board of Directors. Mr. Lininger reported the vision is to develop a Health Village Campus which will be a comprehensive destination for health and wellness. He described the various land use and timing of the phases of the development. He reviewed the estimated timeline to go to Planning and Zoning in early 2022 and City Council in late 2022; the plan is to build the Ambulatory Care Center first and then move the hospital in 2026-2027. He reported Flagstaff Medical Center (FMC) is over 40 years old and needs work. Chair Dille asked about public engagement. Mr. Lininger stated the public process started in May 2021 with community group presentations, as well as City and County groups to seek input; about 30 groups have hosted presentations over the last six months. Chair Dille recommended Mr. Lininger look into the comments and concerns expressed via the Next Door app. Ms. Hansen suggested Mr. Lininger contact Mr. Helmick regarding noise complaints that the airport receives, as the hospital helicopter transport may also have issues down the road if they don't mitigate those concerns now. Ms. Jackson commented that Northern Arizona Healthcare (NAH) staff have done a great job communicating to groups. Mr. Lininger stated information will be kept up to date on their website and he will check into the Next Door app regarding concerns. Ms. Andreani commented that the County has interest and feels it would be beneficial to work together as it is critical to have transit to this location; it is extremely important to the Board of Supervisors and to mitigate impacts to Fort Tuthill Park. Mr. Helmick reported that bus service to the airport has been considered for a long time but there are no funds available to contribute to this route, as well as being unsure of the ridership and timing to get to the airport for the earliest flight. He also stated costs are likely to go up in future years, but if J. W. Powell is developed, it may change routing and create more interest in bus service. Ms. Nemeth stated she has weighed the pros and cons. She noted equity/access would be a pro, but she is unsure about park users riding the bus and there is no funding available today. Ms. Antol thoroughly explained the entitlement process for the City, and she stated she is working on several NAH applications right now. Ms. Morley reminded the TAC of the costs for NAH to cover on their own or if NAH shared the costs with the airport. She reviewed the funding options. Chair Dille asked staff to consider reprioritizing the funding options list in case NAH service is of high interest. Ms. Morley responded that under Option #4, reallocation of service, Route 2 (currently serving FMC) serves Title VI populations, and this cannot be pulled without considerable reasoning. Route 5 would remove all service from its current area, and it would have some Title VI impacts as well. Route 10 has the most service and it could be pulled from there, but reduced ridership due to less frequency may cause Mountain Line to lose Small Transit Intensive City (STIC) funding measures we are currently receiving. The Route 8 Extension was promised to voters in 2008 and staff are trying to increase service out to Woody

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Mountain Road. There was a brief discussion about 20-minute versus 30-minute service to the proposed new NAH site. Ms. Morley explained the 20-minute methodology. Chair Dille suggested 30-minute service talking points would be worthwhile to include in this discussion.

ii. TRANSIT TAX DISCUSSION

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin stated she is hopeful the Board will provide clear direction for a 2022 or 2024 ballot initiative. She noted the current transit tax level was established in 2000 and renewed in 2008 and 2016. She explained the tax supported a \$12/hour minimum wage with operators starting at \$15.08/hour and operations cost was approximately \$6.7 million/year compared to the current \$15/hour minimum wage with operators starting at \$21.06/hour and operations cost approximately \$10.5 million/year. She reviewed the expansion list including operations cost for the new Downtown Connection Center (DCC), Route 8 to Woody Mountain Road, Transition to an all battery-electric fleet, and a new route to the proposed NAH site at an estimated total of just under \$2 million. The funding options presented at the Advance in October were reviewed again. Ms. Dalmolin stated Mountain Line has no taxing authority and relies on the City to collect the Transit Tax. She communicated how critical the timing is, especially if pursuing a 2022 ballot initiative; unfortunately, Flagstaff in Motion (FIM) is not complete yet. She conveyed TAC Chair and Deputy City Manager, Shane Dille, suggested notifying the City quickly, if intending to pursue a 2022 ballot initiative. She noted 2022 is coming soon and 2024 would give more time to prepare, but then we would be back to back with a potential renewal in 2026. She reminded TAC members that the Transit Tax is set to sunset in 2030. Advisor Andreani suggested figuring out a timeline in graphic form for different measures, separate versus consolidated. She cautioned against going back to voters repeatedly and noted FIM results will be critical for public support; big numbers will require staff to make the case. Vice Chair Wessel suggested assigning a tax rate for each item on the expansion list as a starting point. He also noted the Flagstaff Regional Plan, and the Regional Transportation Plan (RTP) may help drive what is needed for the future; the RTP is scheduled to be complete in October 2022 with approval in December 2022. Chair Dille stated the City Council has been having discussions regarding 2022 ballot initiatives and they don't want to deplete the debt ceiling; other items are being vetted through the Bond Committee. He suggested waiting until 2024 to have the results of FIM and the RTP to support the ballot initiative as communication will be key after the 2018 failure. There was no further discussion.

iii. 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 reported the Downtown Connection Center (DCC) Conditional Use Permit (CUP) is under consideration and should go to Planning and Zoning on December 8th. She explained the site plan has some room to grow and allows for other potential partnerships. She noted the building now has some stone added on the exterior and the roof has been extended for shade per suggestions received. There was a brief discussion about how

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parking will be paid for at the site. Ms. Morley reviewed an updated timeline; hoping to have an intergovernmental agreement (IGA) signed with the City in March 2022 and start construction by June 2022, if all goes well. Chair Dille commented that there have been a lot of hurdles with this property, but it is turning out to be a great project.

iv. RECRUITMENT AND RETENTION STRATEGIES

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin explained the pay raise for hourly employees went into effect in October. She briefly spoke to other staffing strategies for recruitment and retention. A recruitment flyer was shared with TAC members, as well as a video, and an audio clip. Service has been reduced on Route 10 at specific times as presented to conserve staff. There were no questions.

v. SAFETY PLAN IMPLEMENTATION

-Samuel Short, Safety Manager

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

Mr. Short stated the Safety Plan was approved by the Board in November 2020. He explained the emphasis is on employee safety reporting. He noted the Safety Committee was formed a year ago as a requirement and it has staff from all departments represented. The reporting program offers the option to use the See Say Now app or use of QR codes, or completion of Safety and Security Report forms. Mr. Short reviewed the implementation thus far with an annual report to TAC and Board the last two years, staff and leadership training took place in the last two weeks, open safety discussion at operations meetings, and the Triennial Review was completed within the last year with zero findings. Chair Dille asked if from a statistical standpoint, the Safety Plan is making a difference to reduce accidents. He also commented on the benefit of the Safety Minute at each meeting. Mr. Short replied that there has been a decrease in serious accidents; most are minor and in construction zones. There were no further questions.

b. **PROGRESS REPORTS:**

There were no questions regarding the progress reports.

i. MOBILE TECHNOLOGY UPGRADES

-Jacki Lenners, Marketing Manager and Jon Matthies, IT Manager

ii. REVIEW OF THE BUDGET SETTING PROCESS

-Heather Dalmolin, CEO and General Manager

iii. CAMPUS BUS STORAGE FACILITY UPDATE

-Anne Dunno, Capital Project Manager

iv. PARKFLAG/ECOPASS PROMOTION

-Jacki Lenners, Marketing and Communications Manager

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- v. EQUAL EMPLOYMENT OPPORTUNITY (EEO) WORKFORCE UTILIZATION ANALYSIS, FEDERAL FISCAL YEAR 2021
-Danelle Knight, HR Manager and EEO Officer
- vi. DELEGATIONS OF AUTHORITY
-Heather Dalmolin, CEO and General Manager
- vii. SUMMARY OF CURRENT EVENTS
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin spoke to some current event items:

- Mountain Line Go! – this microtransit pilot program is underway. Rides can be scheduled via the mobile app or by phone, \$1 per trip, and hours were reviewed. Reminder that this program is being offered under one-time funding until it runs out.
- Mountain Line is partnering with Flagstaff Family Food Center, the City of Flagstaff, and Coconino County on the annual Stuff the Bus event at the University Safeway on November 13th.
- The National Transit Database Report was completed recently. Thank you to Ms. Collins and other staff on this heavy lift.
- The Aerobic Winter Challenge has started. Mountain Line has 38 staff and family members participating. Thank you to Ms. Cashman and Ms. Hill for their efforts in getting teams signed up.

ITEMS FROM COMMITTEE AND STAFF:

Chair Dille stated there is no December meeting and he hoped everyone would enjoy the holidays. The next meeting is January 6th, 2022. Vice Chair Wessel wished everyone happy holidays.

6. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS
January/February Working Agenda

The next TAC meeting will be January 6, 2022, 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. January agenda items may include but not be limited to Fares and Fee Schedule Review/Discussion, FY2023 Budget – Staff Strategy, Possible Tax Update, Flagstaff in Motion, Strategic Plan Review, Mountain Line Go! Quarterly Update, Kaspar Headquarters Master Plan, Proposed FY2023 Board and TAC Meeting Dates, Reallocation of Grant Funds, AECOM Quarterly Update, Milton Corridor Master Plan, and Delegation of Authority Updates. The January 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 11:59am.

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Shane Dille, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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