



Mountain Line

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Board of Directors Minutes for Wednesday, February 16, 2022

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, February 16, 2022, 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 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.

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);
Josh Maher, Associate VP for Community Relations, NAU, alternate, (Zoom);
Kurt Stull, Executive Director of Facilities and Security, CCC, 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:

Tony Williams, (Vice Chair), Dean of Student Affairs, CCC, designee

MOUNTAIN LINE STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager, (Zoom);
Kate Morley, Deputy General Manager, (Zoom);
Jim Wagner, Operations Director, (Zoom);
Josh Stone, Interim Management Services Director and Financial Analyst, (Zoom);
Jacki Lenner, Marketing and Communications Manager, (Zoom);
Jon Matthies, Information Technology Manager;
Jeremiah McVicker, Maintenance Manager, (Zoom);
Danelle Knight, Human Resources Manager, (Zoom), joined at approximately 10:23am;
Anne Dunno, Capital Project Manager, (Zoom);
Bizzy Collins, Transit Planner, (Zoom);
Brody Smith, Associate Transit Planner, (Zoom);
Heather Higgins, Purchasing and Contracts Officer, (Zoom), left at approximately 10:14am;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Scott Holcomb, Mountain Line Attorney, (Zoom)

GUESTS PRESENT:

Andrew Ittigson, AECOM, (Zoom);
Cheryl Barlow, Coconino County, (Zoom);

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Judy Begay, Board of Supervisors, Coconino County, alternate, (Zoom), joined at approximately 11:02am

1. CALL TO ORDER -Chair Shimoni called the meeting to order at approximately 10:01am.
2. ROLL CALL
3. SAFETY MINUTE
-Samuel Short, Safety Manager

Mr. Wagner provided the Safety Minute on behalf of Mr. Short. He reported Benzene is a chemical with a sweet odor and it is highly flammable. He noted it is found in crude oil and it is a major part of gasoline. He shared that Benzene is an irritant, as well as a cancer-causing agent.

4. APPROVAL OF MINUTES 1/19/2022:

Director Maher moved to approve the minutes for January 19, 2022. Director Sweet seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Miranda Sweet	X	
Jeronimo Vasquez	X	
Josh Maher	X	
Kurt Stull	X	

DISCUSSION / ACTION ITEMS:

5. APPOINTMENT TO THE METROPLAN EXECUTIVE BOARD

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors appoint a Mountain Line Board member to fill the MetroPlan Executive Board seat vacancy.

Ms. Dalmolin briefly explained the Mountain Line representative on the MetroPlan Executive Board needs to be from Coconino Community College (CCC) or Northern Arizona University (NAU) to avoid quorum issues for Coconino County and the City of Flagstaff. She reported the NAU President has not appointed a designee since the departure of Dan Okoli; Josh Maher, the NAU alternate, is not currently eligible to serve in this capacity. She told the Board she spoke to Vice Chair Williams already and confirmed he was willing to serve as the MetroPlan Executive Board member representing Mountain Line. Director Vasquez nominated Director Williams. 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	
Josh Maher	X	
Kurt Stull	X	

6. FY2023 WORKFORCE BUDGET AND STRATEGIES

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin reported this is the first of three segments presented for discussion of the FY2023 budget leading up to approval in June. She recognized Mr. Stone and Ms. Knight for their contributions to this report. She reviewed the workforce strategies including benefits and pay plan structure. She noted this budget information was already submitted to the City of Flagstaff, as required by the City, in early February. She noted there are indirect and direct staff positions; direct staff positions are impacted by service changes. The overall FY2023 budget for workforce and workforce strategies related cost is an increase of six percent over FY2022. The Board was supportive of the workforce budget and understood the increased recruitment costs.

7. REOPENING PLAN UPDATE

-Samuel Short, Safety Manager

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

Ms. Morley provided this report on behalf of Mr. Short. She stated this is pretty much a check-in as Mountain Line is still in Phase 3, as is the City. She noted the Transportation Security Administration (TSA) Federal Mask Mandate is set to expire on March 18th. She reminded Board members the Mountain Line Plan requires the Board to lift the masking requirement for riders and staff regardless of the mandate being allowed to expire or be lifted to afford us local control in evaluating the situation upon removal of the mandate and this item may be placed on the March agenda. She communicated that staff continue to follow Centers for Disease Control (CDC) recommendations and local guidance. She explained that with less staff available due to illness, route prioritization has gone to level four, but staff hope to return to prior level with four buses operating on Route 10 soon. She shared that a telework policy is in place and some staff continue to work from home. Ms. Morley reported staff had an Employee Choice Policy ready to comply with the Occupational Safety and Health Administration (OSHA) Emergency Temporary Standard (ETS) regarding mandatory vaccination or testing, but the Supreme Court issued a stay on the mandate and now OSHA has withdrawn the ETS. The Board was supportive of staff continuing to monitor and track COVID, as well as masking requirements. Overall, Board members said they understood the concern over the mismatch related to the federal mask requirements and potential for conflict. They recommended proceeding with caution as there may be more variants to come.

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8. ANNUAL UPDATE ON THE BUS STOP PROGRAM

-Anne Dunno, Capital Project Manager and Jeremiah McVicker, Maintenance Manager
The Board may provide direction, but there is no recommendation from staff at this time.

Ms. Dunno introduced Mr. McVicker as our new Maintenance Manager and turned it over to him to share information about the Bus Stop Rehabilitation program. He stated the purpose of the program is to keep Mountain Line facilities clean and in good condition. He reported the program budget is typically between \$103,000 and \$140,000 annually. He shared maps of the slated locations for upcoming bus shelter replacement and rehabilitation. There were no questions. Ms. Dunno then reviewed the draft Capital Improvement Program (CIP) in two phases over the next two years. She stated some Mountain Line plans are waiting on corridor plans to be completed by the City and others are pending grant funding applications. She added bus stops are planned for east of Little America due to the development of the Butler corridor, noting that this information was not included in the staff report. The bus stop amenity map was shared. Some challenges exist related to right-of-way (ROW) or corridor planning by the Arizona Department of Transportation (ADOT) and by the City. There was a question about the method of determining priority for improvements. Ms. Dunno responded specifically to the prioritization for each of the improvements for phased consideration in the next two years. She commented that other priorities are set due to development and working with the city and other partners. There was some discussion about geographical equity, use of adopted Transit Guidelines, and future potential challenges to secure bus stop easements versus acquisition. Ms. Dunno stated she is drafting an Easement Acquisition Policy for Board approval. She explained a goodwill approach is always attempted, but the policy would allow Mountain Line to take next steps, if needed; a tool in our toolbox to help staff with project requirements. Ms. Dalmolin communicated Mountain Line has completed all the easy bus stop development. The Board was supportive of being proactive with a policy and continuing to use a “lens of equity” in future discussions.

9. MOUNTAIN LINE GO! QUARTERLY UPDATE

-Estella Hollander, Mobility Planner

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

Ms. Morley provided this report on behalf of Ms. Hollander. She reminded the Board the microtransit pilot is serving the Huntington and Industrial corridor and it is grant-funded for a limited time. She stated microtransit is not meant to replace fixed route service, but it can provide coverage in areas without bus service and/or late night service. The microtransit pilot service area map was shared. She communicated that Mountain Line Go! provides access for human service agencies to the fixed route system; it is not conducive to offer fixed route service in this corridor. Ms. Morley provided a ridership update; trips are increasing month over month, due to more trips the wait time has increased, wait time is also impacted by paratransit trip priorities as this service is co-mingled with paratransit, and on-time performance is good. She stated staff are working to promote usage of the app, but there is a call-in option available to ensure equitable access to the service reservations. She shared that staff have received mostly positive comments; we are calling passengers after their first ride to promote customer service. She noted a satisfaction survey will be done in March and the pilot will run through June 30th. Due to having funding available, she shared an airport service pilot will begin on

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March 1st, allowing access from anywhere within the Flagstaff city limits for \$2 per trip. She reported an evaluation of the program will be done to understand the demand and how service can work for potential implementation as funding is identified. Ms. Morley told the Board they will receive a final report. There was some discussion about this exciting new temporary service and interest in finding funds to ensure it is continued, not leaving gaps in service. Staff was directed to research American Rescue Plan Act (ARPA) funds through Coconino County. It was also suggested to connect with Navajo and Hopi Senom transit agencies and hold a future discussion when agendized.

10. FY2022 2ND QUARTER PERFORMANCE REPORT

-Brody Smith, Associate Transit Planner

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

Mr. Smith shared several graphs reflecting ridership performance for Fixed Route, Paratransit, City and County Taxi Programs, Vanpools, and Microtransit. There was a question about cost per rider in FY2029 still being higher than in 2019. Ms. Morley responded that despite recovery of ridership, cost of fuel and wages are expected to be higher. There was another question about setting higher ridership targets, say 3 million riders. Ms. Morley replied that with no new service planned, it will be difficult to increase ridership to that extent, but there is the possibility of expansion if a tax is passed in 2024; otherwise, staff is not promoting service due to COVID. There was a request to hold a future ridership discussion.

11. FLAGSTAFF IN MOTION, A COMMUNITY TRANSIT PLAN

-Bizzy Collins, Transit Planner

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

Ms. Collins provided an overview of the work that has been done thus far. Mr. Ittigson proceeded to offer information on three proposed scenarios: 1) Fixed Route and Microtransit, 2) Microtransit, and 3) Fixed Route and Capital Improvements. He noted Microtransit scoring was done using the Spare Labs (scheduling and dispatching software) model. He shared a chart comparing the scenarios and Scenario #1 has the highest score. Ms. Collins communicated the next steps are another round of public involvement, determining cost estimates for each scenario to bring back in March, and to determine the recommended scenario(s). A Board member requested the PowerPoint slides for this presentation be sent to Board members for reference. Ms. Collins agreed to send them. Ms. Dalmolin stated the May Joint Meeting would provide an opportunity to discuss the Strategic Plan as it relates to Flagstaff in Motion.

PROGRESS REPORTS:

There were no questions regarding the progress reports.

12. UPDATE ON THE STRATEGIC PLAN

-Heather Dalmolin, CEO and General Manager

13. SUMMARY OF CURRENT EVENTS

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-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- Staff are close to filling the Operations Manager position.
- Most Operator positions are filled, but still need back up staff.
- Four interviews took place for the Management Services Director position and has now been narrowed down to two candidates.
- Our House bill is proceeding through the State legislative process. Ms. Dalmolin and Ms. Morley spoke to legislators last week and the bill is moving to the floor as the next step. They will state the case as a regional transit provider and explain connectivity.
- Welcome to two new employees: Sheldon Yazzie, Human Resources Technician and Sophia Quick, Human Resources Intern.
- January anniversaries were acknowledged, pointing out two on Zoom right now, Josh Stone and Jim Wagner.

ITEMS FROM COMMITTEE AND STAFF:

Chair Shimoni thanked Board members for the discussion and reminded them that the next meeting will be the 4th Wednesday in March due to Spring Break.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

March/April Working Agenda

The next Board meeting will be March 23, 2022 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. March agenda items will include but not be limited to Flagstaff Regional Plan Presentation, User Fees Update, COVID Reopening Plan Mask Mandate, FY2021 Financial Audit, Downtown Connection Center (DCC) Construction Manager At Risk (CMAR) Procurement, FY2023 Budget – Operating, Flagstaff in Motion, Operations Status Report, and Delegation of Authority Updates. The March 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.

16. ADJOURNMENT -Chair Shimoni adjourned the meeting at approximately 12:00pm.

Adam Shimoni, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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