



Mountain Line

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Transit Advisory Committee Minutes for Thursday, March 3, 2022

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, March 3, 2022, 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:

Dave Wessel, (Chair), Planning Manager, MetroPlan, (Zoom);
Erin Stam, Director of Parking and Shuttle Services, NAU, designee, (Zoom);
Kurt Stull, Executive Director of Facilities and Security, CCC, designee, (Zoom);
Gail Jackson, Economic Development Representative, (ECoNA), (Zoom) joined at approximately 10:06am;
Tiffany Kerr, Health Disparities Program Manager, Coconino County, designee, (Zoom);
Jeff Bauman, Traffic Engineer, City of Flagstaff, alternate, (Zoom);
Maylee Acosta, President, ASNAU, (Zoom), left at approximately 10:56am
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Gillian Thomas, Citizen Representative, Coconino County;
Greg Clifton, City Manager, City of Flagstaff;
City of Flagstaff Citizen Representative and Alternate positions are vacant.

STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager, (Zoom);
Kate Morley, Deputy General Manager, (Zoom), left at approximately 11:00am;
Jim Wagner, Operations Director, (Zoom);
Jacki Lenner, Marketing and Communications Director, (Zoom);
Sam Short, Safety Manager, (Zoom);
Josh Stone, Management Services Director, (Zoom);
Jeremiah McVicker, Maintenance Manager, (Zoom);
Danelle Knight, Human Resources Manager, (Zoom);
James Olson, IT Technician;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Kris Beecher, Mountain Line Legal Counsel, (Zoom)

GUESTS PRESENT:

Jordan Hollinger, Associate Planner, Comprehensive Planning, City of Flagstaff, (Zoom), left at approximately 11:12am;

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Sara Dechter, Comprehensive Planning Manager, City of Flagstaff, (Zoom), joined at approximately 10:59am and left at approximately 11:12am.

Melissa Shaw, Long Range Planner, Coconino County, (Zoom), left at approximately 10:40am, rejoined at approximately 10:45am, and left again at approximately 11:02am

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

Mr. Short reported on the new Centers for Disease Control (CDC) COVID Metrics based on hospitalizations, hospital capacity, and number of new cases; Counties will be classified as low, medium, or high transmission levels; Masks are optional in counties with low and medium levels of transmission. He stated Coconino County is currently classified as medium transmission. He noted, if a person is considered high risk due to other health conditions, they should consult their doctor, stay up-to-date with vaccinations, and continue maximum precautions. Mr. Short encouraged everyone to be supportive and respectful.

4. APPROVE TAC MINUTES 2/3/2022

Advisor Stam moved to approve the minutes from February 3, 2022. Advisor Stull seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Dave Wessel	X	
Erin Stam	X	
Kurt Stull	X	
Gail Jackson	X	
Tiffany Kerr	X	
Jeff Bauman	X	

5. FLAGSTAFF REGIONAL PLAN PRESENTATION
-Jordan Holliger, Associate Planner, Comprehensive Planning, City of Flagstaff

This item was moved later on the agenda to follow the planned discussion/action items.

6. TAC AGENDA

a. DISCUSSION / ACTION ITEMS:

- i. ELECTION OF VICE CHAIR FOR THE TRANSIT ADVISORY COMMITTEE (TAC)
-Rhonda Cashman, Executive Assistant and Clerk of the Board
Staff recommends the TAC affirm the ascension of Vice Chair Wessel to the Chair position and perform the election of the Vice Chair position, effective immediately and ending June 30, 2023.

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Ms. Cashman reported that with the departure of Chair Dille from the City of Flagstaff, Vice Chair Wessel has agreed to ascend to the Chair position for the remaining FY2022 term plus the next fiscal year, FY2023. She noted all other voting members are eligible to be elected to the Vice Chair position, with the exception of alternates.

Advisor Bauman made a motion to affirm Advisor Wessel's ascension to the Chair position. Advisor Stam seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Dave Wessel	X	
Erin Stam	X	
Kurt Stull	X	
Gail Jackson	X	
Tiffany Kerr	X	
Jeff Bauman	X	

Chair Wessel asked for nominations for the Vice Chair position. After some silence, Advisor Stam noted she has been Chair and Vice Chair multiple times over the years and she is trying to take a step back; she stated it is very easy since Mountain Line staff do all the work, you just run the meeting, if/when needed. Chair Wessel nominated Advisor Jackson. She respectfully declined. Advisor Stam volunteered. Chair Wessel made a motion to elect Advisor Stam to the Vice Chair position. Advisor Kerr seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Dave Wessel	X	
Erin Stam	X	
Kurt Stull	X	
Gail Jackson	X	
Tiffany Kerr	X	
Jeff Bauman	X	

7. 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. **CONSENT AGENDA:**

All matters under Consent Agenda are considered by the Board of Directors to be routine and will be enacted by a single motion APPROVING THE CONSENT AGENDA. If discussion is desired on any particular consent item, that item will be removed from the consent agenda and will be considered separately. All items on the Consent Agenda with financial impact have been budgeted.

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i. UPDATE USER FEE SCHEDULE

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors update the adopted User Fee Schedule to reflect the most current advertising fees for selling advertisement space on the bus and delegate authority to the CEO and General Manager to update the User Fee Schedule with future advertising rate updates as appropriate for the current market conditions.

This item was not pulled for discussion.

b. **DISCUSSION / ACTION ITEMS:**

i. REOPENING PLAN: REMOVING THE MASK MANDATE

-Sam Short, Safety Manager

Staff recommends the Board of Directors remove the mask mandate for all staff and transit users effective immediately, as a complement to the expiration of the required public transportation mask mandate by the Transportation Security Administration's security directive.

Mr. Short explained the Transportation Safety Administration (TSA) mask mandate is scheduled to expire on March 18, 2022. He noted, in the past, TSA has announced an extension a few weeks prior to the expiration of the mandate, if they were going to extend it; that is not the case this time around. He reported, due to the current conditions noted in the Safety Minute, the City and the County have stopped requiring masks, but they are trying to follow the CDC guidelines. He stated Operators are experiencing an increase in challenging encounters with passengers, some of which cause service delays. Mr. Short noted Mountain Line has gone through approximately 3,000 masks per month at a cost of approximately \$1,500. He stated Mountain Line will have to purchase more masks if the mandate continues. There were no questions.

ii. FY2021 FINANCIAL AUDIT REPORT

-Josh Stone, Management Services Director

Staff recommends the Board of Directors approve the FY2021 Financial Audit Report as completed by Fester and Chapman P.C. and authorize staff to file report as required by March 31, 2022.

Mr. Stone reported Mountain Line is required to complete a financial audit annually and the audit contract is with Fester and Chapman. He stated the final report was just received; the audit went smoothly and there were no findings, no deficiencies, and no material weaknesses found. He noted staff will ask the Board to approve the audit report. There were no questions. Chair Wessel thanked staff and noted Mountain Line has an excellent track record. Ms. Dalmolin introduced Mr. Stone to the TAC as the new Management Services Director, noting he has been with Mountain Line for three years and previously had a background in Human Resources, Procurement, and Finance. Chair Wessel congratulated him.

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iii. AWARD REQUEST FOR PROPOSAL (RFP) 2022-140 CONSTRUCTION MANAGER AT RISK (CMAR)

-Kate Morley, Deputy General Manager

Staff recommends the Board of Directors award the procurement, RFP 2022-140 Construction Manager at Risk (CMAR) for the Downtown Connection Center and authorize the CEO and General Manager to approve contract(s) with Loven Contracting.

Ms. Morley explained the procurement process and reported Loven Contracting was determined to be the best value for Mountain Line based on several conclusions. She noted multiple tasks: Pre-Construction, Demolition/Temporary Facility, Phase 1 Building, and Phase 2 Bus Bays will be awarded separately by the CEO and General Manager. Chair Wessel asked Ms. Morley to explain how CMAR works. Ms. Morley stated the CMAR will work with the Project Manager, Nation's Group, to manage all aspects of the Downtown Connection Center (DCC) construction. She explained CMAR was chosen over other construction options to provide some overlap. Chair Wessel also asked if there was a Guaranteed Maximum Price (GMP) since this is a significant project. Ms. Morley responded there is not since the project is broken down into pieces. There were no further questions.

iv. FY2023 OPERATING BUDGET

-Josh Stone, Management Services Director

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

Mr. Stone noted the Operations segment of the budget is being presented for consideration prior to the scheduled approval of the entire budget in June. He stated that an increase of 17.4 percent is most attributable to the following five cost areas: Fuel – increasing for all, Parts – increasing due to supply chain issues, Insurance – increasing over the last several years, Legislative Liaison – increasing due to adding a State Legislative Liaison, and Vehicle Cleaning – increasing due to adding to our janitorial contract, a shift from salaries and benefits, since not hiring employees. Mr. Stone said staff have tried to keep everything else flat. There was no discussion.

v. FLAGSTAFF REGIONAL PLAN PRESENTATION

-Jordan Holliger, Associate Planner, Comprehensive Planning, City of Flagstaff

This item was reordered from #5 on the agenda.

Mr. Holliger shared the Flagstaff Regional Plan Presentation with the Transit Advisory Committee (TAC). Mr. Holliger then started an interactive Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis with TAC members; followed by a few minutes for ratings. TAC members provided feedback on the presentation and interactive piece.

c. PROGRESS REPORTS:

i. OPERATIONS STATUS REPORT

-James Wagner, Operations Director

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There were no questions regarding this staff report.

ii. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin spoke to some current event items:

- The Arizona House Bill for funding needed for the DCC was pulled from the House and Senate, and it will be a discussion item during budget reconciliation. There will not be a hearing in either chamber.
- The Operations Manager has declined his offer due to the cost of housing and the hiring process will start over.
- Ms. Collins led the effort to certify our Automatic People Counters (APCs) and those counts are used to calculate passenger miles. Certification was successful the first time.
- Staff anniversaries were reviewed.
- Congratulations to Mr. Stone on his new position as Management Services Director.

ITEMS FROM COMMITTEE AND STAFF:

Advisor Kerr mentioned that Tallerita Rogers is leaving Native Americans for Community Action (NACA) and the resource center is not happening. This comment was in reference to our upcoming agenda items.

8. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

April/May Working Agenda

The next TAC meeting will be April 7, 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. April agenda items may include but not be limited to the Regional Transportation Plan Presentation, The Coordinated Plan, FY2023 Budget – Capital, Kaspar Headquarters Master Plan, Service Changes/Planning, Flagstaff in Motion, Mountain Express Update, and Delegation of Authority Updates. The April 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.

9. ADJOURNMENT

-Chair Wessel adjourned the meeting at approximately 11:18am.

Dave Wessel, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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