



Mountain Line

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Transit Advisory Committee Minutes for Thursday, April 7, 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, April 7, 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);
Judy Manor, Assistant Director of Campus Shuttle Services, NAU, alternate, (Zoom);
Gillian Thomas, Citizen Representative, Coconino County, (Zoom);
Gail Jackson, Economic Development Representative, (ECoNA), (Zoom), joined at approximately 10:22am;
Tiffany Kerr, Health Disparities Program Manager, Coconino County, designee, (Zoom);
Greg Clifton, City Manager, City of Flagstaff, (Zoom), joined at approximately 10:12am;
Jeff Bauman, Traffic Engineer, City of Flagstaff, alternate, (Zoom), joined at approximately 10:08am and left at approximately 11:10am

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

TAC MEMBERS EXCUSED:

Erin Stam, (Vice Chair), Director of Parking and Shuttle Services, NAU, designee;
Kurt Stull, Executive Director of Facilities and Security, CCC, designee;
Maylee Acosta, President, ASNAU;
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 Lenners, Marketing and Communications Director, (Zoom);
Josh Stone, Management Services Director, (Zoom);
Sam Short, Safety Manager, (Zoom);
Jeremiah McVicker, Maintenance Manager, (Zoom);
Anne Dunno, Capital Project Manager, (Zoom);
Bizzy Collins, Transit Planner, (Zoom);
Estella Hollander, Mobility Planner, (Zoom);
Heather Higgins, Purchasing and Contract Officer, (Zoom);
Brody Smith, Associate Transit Planner, (Zoom);
James Olson, IT Technician;

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

GUESTS PRESENT:

Colleen Smith, President, CCC, (Zoom), left at approximately 10:45am;

Cheyenne Grabiec, Community Outreach Coordinator, CCC, (Zoom), left at approximately 10:45am;

Nat White, District Governing Board Member, CCC; (Zoom), left at approximately 10:45am;

Susie Garretson, Co-Chair, Political Action Committee - Thriving CCC, (Zoom), left at approximately 10:45am;

Jana Weldon, Beautification, Arts and Sciences Project Administrator, City of Flagstaff, (Zoom), joined at approximately 10:20am;

Rick Tadder, Management Services Director, City of Flagstaff, (Zoom), joined at approximately 10:38am

1. CALL TO ORDER -Chair Wessel called the meeting to order at approximately 10:08am.

2. ROLL CALL

3. SAFETY MINUTE
-Sam Short, Safety Manager

Mr. Short reported on mechanical failures and risk of accidents. He recommended inspecting your tires and testing your brakes.

4. APPROVE TAC MINUTES 3/3/2022

Chair Wessel moved to approve the minutes from March 3, 2022. Advisor Thomas seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Dave Wessel	X	
Judy Manor	X	
Gillian Thomas	X	
Gail Jackson	X	
Tiffany Kerr	X	
Greg Clifton	X	

5. PROPOSITION 438 PRESENTATION

-Cheyenne Grabiec, Community Outreach Coordinator, Coconino Community College

President Smith reviewed a PowerPoint Presentation with TAC members. She stated the need for more funding to offer requested programs that benefit our community. Mr. White noted Proposition 438 will be the only item on the ballot and the property tax is the only funding that remains constant for the college. Ms. Garretson explained this election turn out is expected to be low. She urged everyone to vote "Yes" on May 17th.

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6. REGIONAL TRANSPORTATION PLAN PRESENTATION

-Dave Wessel, Planning Manager, MetroPlan

Mr. Wessel shared a PowerPoint presentation with TAC members. He explained this Plan will be a 20-25 year transportation plan. He identified the big issues as climate change, housing affordability, and equity. He noted the Onward and Upward focus on transportation projects for the next 20 years and ambitious goals for transportation and land use in the future. Mr. Wessel reviewed results of the public outreach surveys that have been done to date. Ms. Cashman was asked to send TAC members a PDF of the presentation.

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.

i. THE METROPLAN AND MOUNTAIN LINE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN

-Estella Hollander, Mobility Planner

Staff recommends the Board of Directors adopt the MetroPlan and Mountain Line Coordinated Public Transit-Human Services Transportation Plan.

This item was not pulled for discussion.

b. **DISCUSSION / ACTION ITEMS:**

i. FY2023 CAPITAL BUDGET

-Josh Stone, Management Services Director

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

Mr. Stone stated there are several projects in design and construction phases. He noted about 50 percent of the FY2022 capital budget will carry over to FY2023. He explained City Council recently approved \$7 million for bike and pedestrian projects – Mountain Line received a grant, and the end result will be an asset for the City. There were no questions.

ii. KASPAR MASTER PLAN UPDATE

-Anne Dunno, Capital Project Manager

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

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Ms. Dunno stated staff are seeking feedback from TAC and Board members on concepts to maximize Kaspar Headquarters property use for fleet storage and maintenance in this 20-year programming effort. She reviewed the project assumptions. She noted HDR has developed several concepts. She briefly reviewed Concepts A and C with TAC members. She noted there is consideration of a parcel revision related to the vacant parcel adjacent to our developed property to the east. There was a question regarding the preferred direction. Ms. Dunno summarized Concept A offers tighter land use and efficiency versus Concept C which may require a tunnel and utilities under the public road that may bisect the property in the future, adding additional cost, but a public private partnership could be explored. Ms. Dalmolin noted the analysis is being done to determine if Concept C on the vacant parcel is feasible; then, if it is not feasible, the Board will have to decide what to do with the land. Ms. Dunno reviewed the next steps are to refine Concept A, consider public private partnership exploration or disposition of property, and pursue parcel lot line modification. There was no further discussion.

iii. MOUNTAIN LINE GO! AIRPORT UPDATE

-Jacki Lenners, Marketing & Communications Director

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

Ms. Lenners reminded TAC members this service started on March 1st and it is \$2 per trip. She noted the airport service differs from the Huntington-Industrial pilot program and needed a more traditional marketing campaign. She stated she worked with the Discover Flagstaff team at the City. She quickly reviewed various advertisements: mobile ads based on your behavior, a flyer developed for the lodging industry, a banner at the airport, and outreach to car rental agencies. She stated there has been a bump in use of the app and the service is receiving good reviews. There were no questions.

iv. ART AT THE DOWNTOWN CONNECTION CENTER (DCC)

-Kate Morley, Deputy General Manager

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

Ms. Morley introduced Ms. Weldon from the City of Flagstaff to present on the art projects planned for the DCC. Ms. Weldon communicated that the art is funded by the Bed, Board, and Booze (BBB) tax and she offered her contact information. She stated Ms. Cashman would send comment cards for the two art projects the presentation would focus on at the meeting to encourage feedback from members. She explained there are five art projects being considered in total for the DCC. She noted the inspiration behind the art projects and offered detailed information on the Building Facade Glass Art and the Southside Sculpture. Ms. Weldon concluded by saying the art concepts have not been approved yet. There were no questions.

c. **PROGRESS REPORTS:**

There were no questions regarding the progress reports.

i. MOUNTAIN EXPRESS SERVICE FOR 2021-2022

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-Brody Smith, Associate Transit Planner

ii. DELEGATION OF AUTHORITY

-Heather Dalmolin, CEO and General Manager

iii. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Due to being short on time, Ms. Dalmolin only shared one announcement about Mountain Line's federal funds appropriation in the amount of \$1.9 million; an increase over 5 years for transit and Small Transit Intensive Cities (STIC) funding, which is about \$1 million more than anticipated.

ITEMS FROM COMMITTEE AND STAFF:

8. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

May/June Working Agenda

The Board and TAC Joint meeting will be May 18, 2022, and it will be a Hybrid or Zoom only meeting based Flagstaff in the Mountain Line Training Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 9am. The public is invited to attend. May agenda items may include but not be limited to the Downtown Connection Center (DCC) Intergovernmental Agreement (IGA) with the City of Flagstaff, FY2023 Budget Presentation, Flagstaff in Motion, Future of Microtransit, Zero Emission Bus Transition, Future Ridership Discussion, Transit Policies, Strategic Plan Update, Workforce Utilization Report, and Delegation of Authority Updates. The May 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 TAC meeting will be June 2, 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. June agenda items may include but not be limited to Budget Adoption, Affirm Chair and Vice Chair Election, Procurement Resolution, Meeting Calendar Review, Grant Resolution/Transportation Improvement Program (TIP) Table, Line of Credit, Personnel Policy Manual Update, Annual Cybersecurity Update, Mountain Line GO! Update, Reallocation of Grant Funds from Kaspar/Route 66 Intersection, Initiate CEO and General Manager Evaluation Process, and Delegation of Authority Updates. The June 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 12:00pm.

Dave Wessel, Chair of the Mountain Line Transit Advisory Committee

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ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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