



Transit Advisory Committee Minutes for Thursday, August 4, 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, August 4, 2022, at 10:00am in a WEB BASED meeting. Members of the TAC and Mountain Line staff attended in person, by telephone or internet conferencing. Some staff were present in the Mountain Line VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004. The public was invited to attend.

TAC MEMBERS PRESENT:

Dave Wessel, (Chair), Planning Manager, MetroPlan, (Zoom);
Erin Stam, (Vice Chair), Director of Parking and Shuttle Services, NAU, designee, (Phone);
Gillian Thomas, Citizen Representative, Coconino County, (Zoom);
Tony Williams, Dean of Student Affairs, CCC, alternate, (Zoom);
Kim Musselman, Director of Health and Human Services, Coconino County, alternate, (Zoom);
Michele James, Citizen Representative, City of Flagstaff, (Zoom)

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

TAC MEMBERS EXCUSED:

Greg Clifton, City Manager, City of Flagstaff;
Jeff Bauman, Traffic Engineer, City of Flagstaff, alternate;
Kurt Stull, Executive Director of Facilities and Security, CCC, designee;
Gail Jackson, Economic Development Representative, (ECoNA);
Tiffany Kerr, Health Disparities Program Manager, Coconino County, designee;
Kinsey Kavanagh, Vice President of Student Affairs, ASNAU, designee;
Brendan Trachsel, President, ASNAU, alternate;

STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager;
Jim Wagner, Operations Director, (Zoom);
Josh Stone, Management Services Director;
Sam Short, Safety Manager, (Zoom);
Jacki Lenner, Marketing and Communications Director, (Zoom);
Anne Dunno, Capital Project Manager, (Zoom);
Bizzy Collins, Transit Planner;
Estella Hollander, Mobility Planner, (Zoom);
Heather Higgins, Purchasing and Contract Officer, (Zoom);
James Olson, IT Technician;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Kris Beecher, Mountain Line Legal Counsel, (Zoom)





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GUESTS PRESENT:

Jeff Meilbeck, Executive Director, MetroPlan, alternate, (Zoom);

Carol Covington, Citizen Representative, Coconino County, alternate, (Zoom)

1. CALL TO ORDER -Chair Wessel called the meeting to order at approximately 10:00am.

2. ROLL CALL

3. SAFETY MINUTE
-Sam Short, Safety Manager

Mr. Short reported on flood event hazards. He recommended having an evacuation plan.

4. CALL TO THE PUBLIC

There were no members of the public in attendance.

5. APPROVE TAC MINUTES 4/7/2022

Vice Chair Stam moved to approve the minutes from April 7, 2022. Advisor Thomas seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Dave Wessel	X	
Erin Stam	X	
Gillian Thomas	X	
Tony Williams	X	
Kim Musselman	X	
Michele James	X	

6. 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. DISCUSSION / ACTION ITEMS:

i. AMENDED RULES OF PROCEDURE FOR THE TRANSIT ADVISORY COMMITTEE (TAC) AND BOARD OF DIRECTORS (BOD)

-Rhonda Cashman, Executive Assistant and Clerk of the Board

Staff recommends the Board of Directors approve the amended Rules of Procedure related to TAC and BOD officer rotation by agency and change in effective date.

Ms. Cashman reported that a TAC member suggested changing officers annually by agency versus by person. She explained the TAC has historically had difficulty receiving volunteers





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to hold its officer positions and they typically rotate between three people that have been long time TAC members. Staff has recommended a similar change for the Board for consistency. In addition to that change, staff recommended aligning the change in officer cycle match our Board elected officials transition cycle, i.e. January versus June annually, for both Board and TAC for consistency. Another proposed change is to update the member language from the Flagstaff Metropolitan Planning Organization Manager to the MetroPlan Executive Director. Vice Chair Stam stated she was all for the change in officer rotation by agency, as she has served many officer terms. Chair Wessel commented that this is an opportunity for TAC members to share the load, which is a pretty light load. There was no further discussion.

ii. ELECTION OF VICE CHAIR OF THE BOARD OF DIRECTORS

-Rhonda Cashman, Executive Assistant and Clerk of the Board

Staff recommends the Board of Directors affirm the ascension of Vice Chair to the Chair position and perform the election of the Vice Chair position, effective July 1, 2022.

Ms. Cashman explained this item is dependent upon the Rules of Procedure decision. Vice Chair Stam asked a question about the Board approving the Rules of Procedure change to rotate officers by agency for the TAC even if they are not in favor for the Board and staff responded that is a possibility. There were no other questions.

iii. FY2023 PROCUREMENT RESOLUTION

-Josh Stone, Management Services Director

Staff recommends the Board of Directors approve Resolution 2023-110: FY2023 Procurement Resolution to authorize the CEO and General Manager to 1) approve and award procurements and 2) execute contracts that support projects that are within the approved fiscal year budget, the 5-year capital improvement plan, the 10-year financial plan, and which may be related to the approved annual Collective Grant Resolution.

Mr. Stone spoke to this item briefly. He stated it was a carryover item from June due to some time constraints and Board member questions. He explained staff is asking for the Board to authorize the CEO and General Manager to approve and execute contracts for projects included in the budget, the Capital Improvement Plan (CIP), and the Financial Plan. Chair Wessel asked if this is standard procedure, asking for a renewal of authorization. Mr. Stone stated it is standard procedure. There were no other questions.

iv. 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. Dunno presented on behalf of Ms. Morley. She stated this is a status update. She noted the City of Flagstaff is acquiring the Burlington Northern Santa Fe (BNSF) Railroad owned sliver of land. She reported Mountain Line will be receiving \$6 million in State funding for construction cost escalation for this project. She recognized Ms. Dalmolin and Ms. Morley for effectively working through the legislative budgeting process. Ms. Dunno stated the appraisal process is going on now. She noted the National Environmental Policy Act (NEPA) review is close to being done and the Federal Transit Administration (FTA) concurrence is expected in

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September. She explained that the Flagstaff City Council approved the Intergovernmental Agreement (IGA) in May, and it can be executed once NEPA is approved. She shared renderings with the TAC. She noted 50 percent design should be completed by the end of August. Ms. Dunno reported next steps include sharing a refined site plan with stakeholders and southside, public outreach in September/October for Phase 2 design of the bus bays and civic space, finalize NEPA, break ground in November 2022, and begin vertical construction in February 2023. Chair Wessel asked about the Americans with Disabilities Act (ADA) access from the east side of the building. Ms. Dunno responded there have been challenges with the grade due to flood plain concerns. There were no other questions.

v. DELEGATE AUTHORITY TO THE CEO AND GENERAL MANAGER TO EXECUTE THE MOUNTAIN EXPRESS SERVICE AGREEMENT WITH ARIZONA SNOWBOWL RESORT LIMITED PARTNERSHIP

-Bizzy Collins, Transit Planner

Staff recommend the Board delegate authority to the CEO and General Manager to execute the Mountain Express service agreement with Arizona Snowbowl Resort Limited Partnership.

Ms. Collins noted this item is a placeholder for potential Board discussion. Ms. Dalmolin explained this item would typically fall under the partner agreements delegation. She felt it was important to reconfirm handling of this particular agreement with the Board since it is a high profile partnership. Chair Wessel commented that this is an excellent partnership, and he hopes it will continue. There was no further discussion.

vi. 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 where staff are at in the process. She stated staff want to keep the Citizen Advisory Committee (CAC) involved. She explained the 5-Year Plan is now in Stage 3 of five stages; the plan is on track with a condensed timeline. She shared a snapshot of the Needs Assessment priorities. She noted staff grouped the priorities into three scenarios: recommendations to fix route timing issues, recommendations for route improvements, and recommendations for coverage improvements. She reported on each briefly. She communicated the next steps are to determine cost estimates, outreach to riders regarding priorities, engaging the CAC, further analysis to determine staff recommendations, and consider funding sources. Chair Wessel mentioned the grant between Mountain Line and MetroPlan on maps. He stated he looks forward to getting started. There were no questions.

vii. NORTHERN ARIZONA HEALTHCARE HOSPITAL RELOCATION UPDATE

-Kate Morley, Deputy General Manager

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

Ms. Dalmolin presented on behalf of Ms. Morley. She communicated that a flurry of conversations have been held in the last 30 days with Genterra staff. She confirmed Mountain Line staff submitted a request for rezoning to not be approved until Northern





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Arizona Healthcare (NAH) offers a plan for transportation to the facility as per direction from the Board of Directors earlier this year. She stated Mountain Line has offered many options and now it is up to NAH/Genterra and the City to fund a strategy. She noted Mountain Line comments were shared in transparency. Chair Wessel stated his appreciation for the progress, and he said he is hopeful an agreement can be reached. Ms. Dalmolin also shared representatives from Genterra may choose to attend our Board meeting. There were no questions.

viii. 2020-2025 STRATEGIC PLAN UPDATE

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin stated this plan was adopted by the Board in late 2019. She reviewed the progress made on the Strategic Plan tasks in the last few years, bullet by bullet, and what is yet to be completed. She noted time will be spent on updating tasks and adding performance measures at the Strategic Advance in October. Mr. Meilbeck asked if the Kaspar Intersection noted on page 85 of the agenda packet (page 2 of the Strategic Plan) included Linda Vista. Ms. Dalmolin replied that it did not include the Linda Vista extension but did include the Northwest corner of the intersection to Route 66 as an anticipated need in the future. There were no other questions.

b. **PROGRESS REPORTS:**

There were no questions regarding the progress reports.

i. UPDATE ON ZERO EMISSIONS BUS (ZEB) TRANSITION PLAN AND ELECTRIC VEHICLE IMPLEMENTATION

-Jim Wagner, Operations Director

ii. ANNUAL INFORMATION TECHNOLOGY UPDATE

-Jon Matthies, IT Manager

iii. ANNUAL SAFETY REPORT

-Samuel Short, Safety Manager

iv. ANNUAL FLEET REPORT

-Jeremiah McVicker, Maintenance Manager

v. UPDATE ON RECRUITMENT AND RETENTION STRATEGIES

-Heather Dalmolin, CEO and General Manager

vi. DELEGATION OF AUTHORITY

-Heather Dalmolin, CEO and General Manager

vii. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

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Ms. Dalmolin reviewed the anniversaries for May, June, July, and August. She noted we have welcomed two new employees. She shared that the deviations for Routes 2, 3, and 5 will begin soon as schools start next week, and staff have been at back to school events selling passes. She informed TAC members that Chair Wessel and Mr. Meilbeck will swap roles in September. She communicated her appreciation for Chair Wessel being an engaged member and serving on the TAC for many years.

The executive session and action item to follow were skipped by the TAC.

The Board will consider a motion to convene an executive session.

Executive sessions are closed to the public.

EXECUTIVE SESSION:

The executive session is pursuant to A.R.S. § 38-431.03(A)(1) for the following purpose:

1. Discussion among the Board with Mountain Line CEO and General Manager regarding the Mountain Line CEO and General Manager evaluation. A.R.S. § 38-431.03(A)(1).

Following the conclusion of the Executive Session, the Board will reconvene the public meeting.

c. DISCUSSION / ACTION ITEM:

- i. CHIEF EXECUTIVE OFFICER (CEO) AND GENERAL MANAGER CONTRACT AMENDMENT (BOARD ONLY – No Staff Report)

The Board of Directors may choose to amend the CEO and General Manager Contract

ITEMS FROM COMMITTEE AND STAFF:

Chair Wessel asked to present on Stride Forward, the Regional Transportation Plan at the September Mountain Line Board and TAC meetings.

Chair Wessel thanked all in attendance for their time.

7. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

September/October Working Agenda

The next TAC meeting will be September 1, 2022, and it will be a Hybrid In-Person and Zoom meeting based in Flagstaff in the Mountain Line VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. September agenda items may include but not be limited to the Stride Forward – Regional Transportation Plan Presentation, Charter Service Policy, Procurement Policy, Kaspar Headquarters Master Plan Adoption, Mountain Line Annual Report, Flagstaff in Motion, Transit Asset Management (TAM) Update, Capital Planning Process, and

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Delegation of Authority Updates. The September 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.

8. ADJOURNMENT -Chair Wessel adjourned the meeting at approximately 11:31am.

Dave Wessel, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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