



Transit Advisory Committee Minutes for Thursday, September 1, 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, September 1, 2022, at 10:00am in a WEB BASED meeting. Members of the TAC and Mountain Line staff attended in person, by internet conferencing or by telephone. 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:

Jeff Meilbeck, (Chair), Executive Director, MetroPlan;
Erin Stam, (Vice Chair), Director of Parking and Shuttle Services, NAU, designee, (Zoom);
Gillian Thomas, Citizen Representative, Coconino County, (Zoom);
Kurt Stull, Executive Director of Facilities and Security, CCC, designee;
Gail Jackson, Economic Development Representative, (ECoNA), (Zoom), joined at approximately 10:01am;
Tiffany Kerr, Health Disparities Program Manager, Coconino County, designee, (Zoom), joined at approximately 10:06am;
Michele James, Citizen Representative, City of Flagstaff, (Zoom);
Jeff Bauman, Traffic Engineer, City of Flagstaff, alternate, (Zoom), joined at approximately 10:03am;
Brendan Trachsel, President, ASNAU
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Greg Clifton, City Manager, City of Flagstaff;

STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager;
Kate Morley, Deputy General Manager;
Jim Wagner, Operations Director, (Zoom);
Josh Stone, Management Services Director, (Zoom);
Sam Short, Safety Manager, (In Person/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), joined at approximately 10:04am;
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:

Dave Wessel, (Chair), Planning Manager, MetroPlan, alternate;
Carol Covington, Citizen Representative, Coconino County, alternate, (Zoom)

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

2. ROLL CALL

3. SAFETY MINUTE
-Sam Short, Safety Manager

Mr. Short reported on train crossing safety.

4. CALL TO THE PUBLIC

There were no members of the public in attendance.

5. APPROVE TAC MINUTES 8/4//2022

Vice Chair Stam moved to approve the minutes from August 4, 2022. Advisor Thomas seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jeff Meilbeck	X	
Erin Stam	X	
Gillian Thomas	X	
Kurt Stull	X	
Gail Jackson	X	
Tiffany Kerr	X	
Michele James	X	
Jeff Bauman	X	

6. STRIDE FORWARD – REGIONAL TRANSPORTATION PLAN

Dave Wessel, Planning Manager, MetroPlan

Mr. Wessel shared a PowerPoint presentation with the TAC. The Regional Transportation Plan presentation included information related to mode share, density, connectivity, and local carbon neutrality goals which are all impactful on transit. Mr. Wessel answered all questions posed by TAC members.

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.





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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. UPDATED PURCHASING AND TRAVEL POLICIES

-Heather Higgins, Purchasing and Contracts Officer

Staff recommends the Board of Directors approve and adopt updated Procurement and Travel Policies to provide direction to staff on these activities in a manner that meets the regulations of local, state, and federal agencies while ensuring the delegation of authority approved by the Board of Directors in the Procurement Resolution.

ii. MOUNTAIN LINE CHARTER SERVICE POLICY

-Jacki Lenner, Marketing & Communications Director

Staff recommends the Board of Directors adopt the updated Charter Service Policy.

There were no questions regarding the Consent Agenda items.

b. DISCUSSION / ACTION ITEMS:

i. APPROVE THE FY2022 ANNUAL REPORT

-Josh Stone, Management Services Director

Staff recommends the Board of Directors approve the FY2022 Annual Report and authorize staff to submit the report to the State of Arizona and partner agencies as required in the Master IGA.

Ms. Dalmolin presented on behalf of Mr. Stone. She reported highlights of the year in review related to staffing, Small Transit Intensive Cities (STIC) funding, and major projects such as the Downtown Connection Center (DCC), the partnership with Northern Arizona University (NAU) on the Commercial Driver's License (CDL) Course, and the Kaspar Headquarters Master Plan. FY2022 monthly ridership graphs were shared for each program: fixed route, paratransit, City and County taxi service, and vanpool. She noted fuel cost was 70 percent overbudget, but due to savings in other areas, Mountain Line still came in on budget for the year overall. She also noted fixed route ridership is at about 60 percent of what was normal on all routes, other than Route 10. Revenues and Expenses graphs were reviewed with TAC members by Ms. Dalmolin. She answered questions related to fares and the general fund.

ii. 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 stated she does not have cost estimates yet. She noted she will be prepared to hear TAC member input at the October Advance.

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c. PROGRESS REPORTS:

There were no questions regarding the progress reports.

i. CAPITAL PLANNING PROCESS

-Anne Dunno, Capital Project Manager

ii. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin share the following highlights:

- The recent job fair brought Mountain Line four applicants.
- We are short 10 operators and five others are out on leave for long term issues. Two trainees started that day. Staff are hoping to be close to fully staffed by the end of October. One mechanic position and the HR Manager position have been vacant for nearly a year.
- Reduced service continues on Routes 2, 4 and 10.
- Currently, each operator is averaging 8-10 hours of overtime.
- Staff met with Arizona Department of Transportation (ADOT) staff yesterday to discuss Mountain Line's two prior denials for a traffic light at Milton and Phoenix near the DCC to seek approval at an escalated level. It was a positive conversation. News should be received in a couple weeks regarding the decision.
- Staff recently met with Senator Kelly's staff member at the DCC.
- September anniversaries were shared, and she noted employees with milestone anniversaries will be invited to the Board meeting that month for recognition.
- One of our Fleet staff, Gavin Holzer, started at Mountain Line as a Detailer/Fueler and he has recently been promoted to an Assistant Mechanic.
- Coconino County Fair transit service will be provided by alternating one bus and one van this weekend. This allows Mountain Line to provide the service without causing further staffing issues.
- The October Advance will be a joint meeting in person at the Aquaplex.

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).

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

d. DISCUSSION / ACTION ITEM:

i. CHIEF EXECUTIVE OFFICER (CEO) AND GENERAL MANAGER CONTRACT AMENDMENT (BOARD ONLY)

-Josh Stone, Management Services Director

Staff recommends the Board of Directors adopt the amendment to the CEO and General Manager Contract.

ITEMS FROM COMMITTEE AND STAFF:

Mr. Wessel asked to present again on Stride Forward, the Regional Transportation Plan, at the January Mountain Line Board and TAC meetings. This presentation will be done after the plan adoption.

8. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

October/November Working Agenda

The Board and TAC Strategic Policy Advance will be held on Wednesday, October 19, 2022. It will be held in person at the Flagstaff Aquaplex, in the Community Room, 1702 N. Fourth Street, Flagstaff, AZ 86004 at 9am. The public is invited to attend. October agenda items may include but not be limited to Flagstaff in Motion, Financial Plan Review, and Strategic Plan Update. The October 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 November 3, 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. November agenda items may include but not be limited to the Sedona Transit Presentation, Kaspar Headquarters Master Plan Adoption, Bus Stop Acquisition Policy, Reallocation of Grant Funds from the Kaspar/Route 66 Intersection, Budget Process Kickoff, Workforce Utilization Report, and Delegation of Authority Updates. The November 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 Meilbeck adjourned the meeting at approximately 11:19am.

Jeff Meilbeck, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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