



Mountain Line

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Transit Advisory Committee Minutes for Thursday, November 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, November 3, 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, (Zoom);
Erin Stam, (Vice Chair), Director of Parking and Shuttle Services, NAU, designee, (Zoom);
Greg Clifton, City Manager, City of Flagstaff, (Zoom), joined at approximately 10:03am;
Gillian Thomas, Citizen Representative, Coconino County, (Zoom);
Kurt Stull, Executive Director of Facilities and Security, CCC, designee, (Zoom);
Tiffany Kerr, Health Disparities Program Manager, Coconino County, designee, (Zoom);
Michele James, Citizen Representative, City of Flagstaff, (Zoom);
Brendan Trachsel, President, ASNAU, (Zoom)

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

TAC MEMBERS EXCUSED:

Gail Jackson, Economic Development Representative, (ECoNA), (Zoom)

STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager, (In Person/Zoom);
Kate Morley, Deputy General Manager;
Jim Wagner, Operations Director, (Zoom);
Sam Short, Safety Manager, (Zoom);
Jacki Lenner, Marketing and Communications Director, (Zoom);
Jeremiah McVicker, Maintenance Manager, (Zoom);
Anne Dunno, Capital Project Manager, (Zoom);
Bizzy Collins, Transit Planner, (Zoom);
Lyra Littner, Associate Transit 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)

GUESTS PRESENT:

Robert Weber, Transit Administrator, City of Sedona, (Zoom), left at approximately 10:25am;
Carol Covington, Citizen Representative, Coconino County, alternate, (Zoom)

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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 winter weather driving safety.

4. CALL TO THE PUBLIC

There were no members of the public in attendance.

5. APPROVE TAC MINUTES 9/1/2022

Vice Chair Stam moved to approve the minutes from September 1, 2022. Advisor Kerr 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	
Tiffany Kerr	X	
Michele James	X	
Greg Clifton	X	

6. SEDONA TRANSIT PRESENTATION
-Robert Weber, Transit Administrator, City of Sedona

Mr. Weber reviewed a presentation with the TAC regarding the success of the Sedona Shuttle serving trailheads in the area. He noted paratransit is in the works, but they are having vehicle supply chain issues. There was a request for metrics to be shared. He agreed to send the information to Mountain Line staff to share.

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. APPROVE THE UPDATED STRATEGIC PLAN AND ADOPT THE 12-18 MONTH WORKPLAN

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-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors approve the revised 2020-2025 Strategic Plan and adopt the 12-18 month workplan.

Ms. Dalmolin reviewed the proposed changes to the objectives and tasks for each goal of the Strategic Plan and asked for feedback. She addressed all comments and questions and offered to send TAC members the revised version going in the Board agenda packets. Overall, the TAC was supportive of the changes.

ii. PROPOSED SERVICE CHANGES FOR JANUARY 2023

-Bizzy Collins, Transit Planner

Staff recommends the Board of Directors approve the recommended service changes for implementation in January 2023.

Ms. Collins reported Route 10 analysis has been done. She stated ridership on Fridays is 33 percent less and there are crush loads at class change times. Staff recommended service change to match ridership. She communicated that Title VI is not required for this change. She noted there will be some cost savings. She explained there may be impacts to potential ridership, so for now staff will monitor the situation and test platooning concept for targeting class breaks. She defined platooning as having more buses in an area when needed. Advisor Stam confirmed there is a huge drop in ridership on Fridays and she is interested in knowing how the platooning goes. There was a request to see metrics. Ms. Collins responded that she would bring back the information. There were no further questions.

iii. KASPAR HEADQUARTERS MASTER PLAN

-Anne Dunno, Capital Project Manager

Staff recommends the Board of Directors adopt the Kaspar Headquarters Master Plan.

Ms. Dunno communicated the goal of this project was to maximize the use of the Kaspar facility for the next 20 years, noting most administrative staff will be relocated to the new Downtown Connection Center building. She reviewed the previous Board support of Concept A development and disposition of the Linda Vista property. She shared the design concepts. She noted the next steps are to wait on the response to a grant application already submitted, pursue the lot line modification, and the potential sale of the Linda Vista property – a Board decision to be determined in early 2023. There was a word of caution shared regarding snow removal from a roof parking lot, which is much different than a surface parking lot; recommendation for a possible “snow shoot” and to account for this in the design. A question was raised about parcel development for affordable housing. Ms. Dunno shared the Board did consider the idea, but it was not considered feasible for Mountain Line to do so. She noted the sale would support leveraging capital grants and free up local funds for other use. There was a request to revisit why the Kaspar Intersection did not happen. Ms. Dunno shared that the construction bid came in too high and the City could not contribute more funding at the time. Ms. Dalmolin stated Mountain Line funded the plan for the Kaspar Intersection and turned it over to the City. She agreed to bring back the history of the Kaspar Intersection at a future meeting. Ms. Dalmolin stated the dollars used for the land purchase could be used to repay the Federal Transit Administration (FTA) for the land purchased in

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2005 as part of the existing site but that was set aside for the Linda Vista roadway. There was not any further discussion.

iv. REVIEW THE BUDGET PROCESS AND KICK-OFF FY2024 BUDGET

-Josh Stone, Management Services Director

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

Ms. Dalmolin reviewed the typical budget timeline and what information is shared with the Board and TAC in the process. She asked for feedback on the budget process and timeline. There were no suggestions offered by TAC members.

v. TAC BUSINESS OR ECONOMIC DEVELOPMENT MEMBER APPOINTMENT

-Rhonda Cashman, Executive Assistant and Clerk of the Board

Staff recommends the Board of Directors consider appointing a Business or Economic Development representative to the TAC, effective January 18, 2023.

Ms. Cashman explained the notice of vacancy and request for letters of interest were sent to several business and economic development agencies and only one response was received. She noted Ms. Jackson is currently serving in this capacity on the TAC and she was interested in continuing. TAC members were supportive of Ms. Jackson continuing in her role on the TAC. Ms. Cashman stated the Board would be asked to make the appointment for the next 3 year term at their next meeting on November 16th.

vi. CONSIDER APPROVAL OF NORTHERN ARIZONA HEALTHCARE HOSPITAL SERVICE AGREEMENT

-Kate Morley, Deputy General Manager

Staff recommends the Board of Directors approve the NAH Service Agreement.

Ms. Morley stated the Northern Arizona Healthcare (NAH) timeline has been accelerated. She reviewed the key points of the proposed agreement with TAC members. There was some discussion about whether the City has seen the agreement. Ms. Morley reported the City has not seen the agreement, but is aware of the key points. An overall concern voiced by TAC members was related to Mountain Line costs being covered. Ms. Morley noted the costs are being presented in a way as to allow for future cost escalation. TAC members were supportive of Mountain Line's efforts to secure an agreement with NAH.

b. PROGRESS REPORTS:

There were no questions regarding the progress reports.

i. FLAGSTAFF IN MOTION, A COMMUNITY TRANSIT PLAN

-Bizzy Collins, Transit Planner

ii. EQUAL EMPLOYMENT OPPORTUNITY (EEO) WORKFORCE UTILIZATION ANALYSIS, FEDERAL FISCAL YEAR 2022

-Josh Stone, Management Services Director and EEO Officer

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iii. DELEGATIONS OF AUTHORITY

-Heather Dalmolin, CEO and General Manager

iv. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- We have 10 trainees starting next week; very close to being fully staffed.
- Our Customer Service/Community Outreach Specialist, Ms. Moeller, visited two elementary schools to do a demonstration of the bus and take the students for a ride on the bus.
- Mountain Line will participate in the City's Regional Plan meeting on November 10th.
- We had a demonstration of the first electric van, a Ford Transit van, to look at for paratransit consideration.
- An electric charging station has been installed at Kaspar Headquarters in preparation of our first electric vehicles arriving soon.
- Milestone anniversaries were reviewed: Jed Davis, 10 years; Heather Higgins, 5 years; and Gavin Holzer, 5 years. Other anniversaries were also mentioned.
- Both Joseph Tyree and Rachel Scala were promoted to Operations Supervisors.

ITEMS FROM COMMITTEE AND STAFF:

7. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

January/February Working Agenda

The next TAC meeting will be January 5, 2023, 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. January agenda items may include but not be limited to the Stride Forward, Regional Transportation Plan Presentation, Adopt Updated Federal and State Priorities, Flagstaff in Motion Adoption, Rider Satisfaction Survey Results, Employee Satisfaction Survey, Reallocation of Grant Funds from Kaspar/Route 66 Intersection, FY2024 Meeting Calendar Review, and Delegation of Authority Updates. The January 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 Meilbeck adjourned the meeting at approximately 11:50am.

Jeff Meilbeck, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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