



Mountain Line

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Transit Advisory Committee Minutes for Thursday, January 5, 2023

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, January 5, 2023, 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:

Erin Stam, (Chair), Director, Campus Operations, Transit Services, NAU, designee;
Greg Clifton, (Vice Chair), City Manager, City of Flagstaff, (Zoom);
Gillian Thomas, Citizen Representative, Coconino County;
Dave Wessel, Planning Manager, MetroPlan;
Kurt Stull, Executive Director of Facilities and Security, CCC, designee, (Zoom);
Gail Jackson, Economic Development Representative, (ECoNA), (Zoom);
Andy Bertelsen, Deputy County Manager, Coconino County, (Zoom)
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED

Jeff Meilbeck, Executive Director, MetroPlan;
Tiffany Kerr, Health Disparities Program Manager, Coconino County, designee;
Michele James, Citizen Representative, City of Flagstaff;
Brendan Trachsel, President, ASNAU

STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager, (In Person/Zoom);
Kate Morley, Deputy General Manager;
Jim Wagner, Operations Director, (Zoom);
Josh Stone, Management Services Director;
Sam Short, Safety Manager, (Zoom);
Jacki Lenner, Marketing and Communications Director;
Jeremiah McVicker, Maintenance Manager, (Zoom);
Dave Doss, Assistant Operations Director, (Zoom), left at approximately 10:21am;
Anne Dunno, Capital Project Manager, arrival at approximately 10:20am;
Estella Hollander, Mobility Planner, (Zoom);
Lyra Littner, Associate Transit Planner;
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:

Carol Covington, Citizen Representative, Coconino County, alternate, (Zoom);
Heidi Hansen, Interim Deputy City Manager and Economic Development Director, (Zoom)

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

2. ROLL CALL

Ms. Dalmolin explained she wanted to take a moment and share her appreciation for Advisor Thomas' nine years of service on the Mountain Line TAC. Chair Stam thanked Advisor Thomas for always offering great input. Advisor Thomas stated she could keep going, but feels it is time to give it up. She communicated her appreciation for Carol Covington serving as her alternate, knowing Carol will bring her own expertise to the position.

3. SAFETY MINUTE
-Sam Short, Safety Manager

Mr. Short reported on railroad track safety.

4. CALL TO THE PUBLIC

There were no members of the public in attendance.

5. APPROVE TAC MINUTES 11/3/2022

Advisor Wessel made a motion to approve the minutes from November 3, 2022. Advisor Thomas seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Erin Stam	X	
Greg Clifton	X	
Gillian Thomas	X	
Kurt Stull	X	
Andy Bertelsen	X	
Gail Jackson	X	
Dave Wessel	X	

6. STRIDE FORWARD – REGIONAL TRANSPORTATION PLAN (BOARD ONLY)
-Dave Wessel, Planning Manager, MetroPlan

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. DISCUSSION / ACTION ITEMS:

i. CONSIDER UPDATED LETTER TO CITY REGARDING NORTHERN ARIZONA HEALTHCARE'S RELOCATION

-Kate Morley, Deputy General Manager

Staff recommends the Board of Directors consider sending an updated letter to Flagstaff City Council regarding Northern Arizona Healthcare's relocation.

Ms. Morley stated this is a verbal update. She provided some history of the communication process with Northern Arizona Healthcare (NAH). She noted the previous letter that went to City Council is now outdated and it was sent as a result of Board action. She stated the current drafted letter should be sent on behalf of the Board again. Ms. Dalmolin shared that Mountain Line staff were on hand at the December 6th City Council meeting and provided public comment. She stated staff got confirmation that NAH is not going to be able to partner with Mountain Line to expand transit to their new location. Staff plan to ask City Council for a related tax question, but expansion would then be contingent upon voter approval in 2024. There was a question about how to proceed due to other routes needing funding. Ms. Dalmolin outlined that a Citizen Advisory Committee (CAC) will be formed, and they will assist in determining the approach for the transit tax question(s). She reminded TAC members that the CAC can only make a recommendation to City Council, since the City Council has the final authority. She recognized that it has been expressed that there is a chance a tax question to fund transit to the hospital could compromise other funding needs. There was another question as to whether there is a policy about companies pitching in on the cost of transit. Ms. Dalmolin answered that there is no policy in place at this time, but at the Mountain Line Advance the need for transit policies and code amendments were discussed. She noted Mountain Line staff are working with City staff to identify potential codes that could be updated. She confirmed that every development project's contribution to transit is negotiated separately at this time. Ms. Morley noted Mountain Line staff have applied for a grant to work on code amendments. Chair Stam commented that it is a difficult road to navigate since there is a known need for medical services. Advisor Jackson stated there is a need for a known funding source because the unknown additional cost can be a deterrent to growth; there needs to be a better source going forward. Advisor Thomas shared that she has knowledge of patients that get released from the hospital and wander around in the surrounding neighborhoods, which can be a real problem. There was no further discussion.

ii. FLAGSTAFF IN MOTION, A COMMUNITY TRANSIT PLAN

-Bizzy Collins, Transit Planner

Staff recommends the Board of Directors adopt Flagstaff in Motion, A Community Transit Plan.

Ms. Morley presented on behalf of Ms. Collins. She began by noting Flagstaff in Motion, a Community Transit Plan is a 5-Year Plan; plans are living documents, not set in stone. She reviewed the project status and provided some definitions. She explained the Transit Vision and route changes recommended. The recommendations will be further refined. She shared

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a coverage map that did not represent frequency but did show better access. Ms. Morley reviewed next steps. Advisor Wessel stated he will take a deeper look at the plan, but congratulated staff on its completion. He stated he is aware of decent support for service to outlying areas and he hopes staff will have a conversation with City staff regarding funding, in part, transit outside the City limits. He reported MetroPlan has hired Sandra Tavel to look into funding options, through a partnership with Mountain Line. Lastly, Advisor Wessel asked how Mountain Line may be able to get local County funding for transit based on their plans and rural activity centers. There were no other comments.

iii. RIDER SATISFACTION SURVEY RESULTS

-Jacki Lenners, Marketing and Communications Director

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

Ms. Lenners explained the last rider satisfaction survey was done in 2018 and it is typically done in person every two years. She noted it was not done in 2020 due to the COVID pandemic, with people generally having difficulty holding conversations while wearing the required mask or face covering on public transit vehicles. She reported the most current survey was done in October 2022. Ms. Lenners communicated that Route 10 has a different demographic and it was decided to scale back on those passenger interviews to get a more even response across all routes. She noted the current survey was based on a 5 point scale and some new questions were asked. She reported there were no significant dips in satisfaction that would trigger further investigation about causes and service hours can be addressed through the Flagstaff in Motion plan, noting that more funding is needed. She reviewed her PowerPoint presentation sharing the survey results in some detail. Ms. Lenners asked what could be done to encourage people to ride the bus a few times a week by choice. Advisor Wessel cautioned the use of percentages and correlations, and he recommended showing a line for median income or poverty level line for reference. There was no TAC member discussion.

b. **PROGRESS REPORTS:**

There were no questions regarding the progress reports.

i. KASPAR INTERSECTION GRANT UPDATE

-Kate Morley, Deputy General Manager

ii. FY2024 MEETING DATES

-Rhonda Cashman, Executive Assistant and Clerk of the Board

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:

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- Mountain Line will return to full service on January 16th. There are still some staffing challenges; some trainees are close to finishing and there will be some retirements.
- David Doss has been promoted to Assistant Operations Manager.
- Joseph Tyree has been promoted from Relief Operations Supervisor to Operations Supervisor.
- Mountain Line, in conjunction with the City, will host an open house on January 12th at the Murdoch Center regarding the civic space at the new Downtown Connection Center.
- There is a new housing development on Zuni, near Lone Tree. Mountain Line staff are looking at ways to address the identified bus stop gap.
- The federal budget did pass which continues to include robust funding for transit.
- Mountain Express started just after Christmas and captured 3500 trips in the first week of service.
- Mountain Line held the Employee Holiday Party at the Downtown Connection Center (DCC). A food truck was brought in, and employees could order what they wanted from a limited selection. It was a 36 degree sunny day with tables, chairs, and heaters set up outside. This format has been well-received by all staff.
- The DCC comfort station building will soon be demolished to make way for the new construction. Everything will need to be moved out and we are close to identifying a temporary solution for necessary staff break area.
- The Planning Division has had some staffing changes. Ms. Collins has a new title: Strategic Performance Planner. She will help develop key performance indicators and monitor the measures, Ms. Hollander will continue as Mobility Planner including fixed route planning, and Ms. Littner will take over grant writing.
- In December, staff made a visit to the Gillig factory to inspect our new electric bus. The delivery date is not yet known due to issues getting parts. Staff are very excited about our first electric bus arriving soon!
- Jon Matthies, our IT Manager, has successfully secured a cybersecurity grant from the state of Arizona to address cybersecurity threats and training for staff.

ITEMS FROM COMMITTEE AND STAFF:

7. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS
February/March Working Agenda

The next TAC meeting will be February 2, 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. February agenda items may include but not be limited to the Coconino Community College Proposition 438 Utilization of Funds Presentation, Adopt Updated Federal and State Priorities, Workforce Budget Overview, Bus Stop Program Update, Employee Satisfaction Survey, Vanpool Update, and Delegation of Authority Updates. The February 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 Stam adjourned the meeting at approximately 11:03 am.

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Erin Stam, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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