



Mountain Line

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NOTICE AND AGENDA OF PUBLIC MEETING AND POSSIBLE EXECUTIVE SESSION OF THE BOARD OF DIRECTORS (BOD) OF THE NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Board of Directors (BOD) of the Northern Arizona Intergovernmental Public Transportation Authority ("Mountain Line") and to the general public that the Board will hold a meeting on:

Wednesday, January 18, 2023

10:00am

Mountain Line VERA Room

3773 N. Kaspar Dr.

Flagstaff, AZ 86004

Unless otherwise noted, meetings held in the conference room are open to the public. This is a WEB BASED meeting. Members of the Board of Directors may attend in person, by internet conferencing, or by telephone. Public may observe and participate in the meeting at the address above.

The Board of Directors may vote to hold an executive session for the purpose of obtaining legal advice from Mountain Line's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3). The executive session may be held at any time during the meeting. Executive sessions are not open to the public, pursuant to Arizona Open Meeting Law.

Pursuant to the Americans with Disabilities Act, persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Clerk of the Board of Directors at 928-679-8922 (TTY Service 800.367.8939). Requests should be made as early as possible to allow time to arrange the accommodation.

The agenda for the meeting is as follows:

-pages 1-3

1. CALL TO ORDER
2. ROLL CALL
3. SAFETY MINUTE
-Sam Short, Safety Manager
4. CALL TO THE PUBLIC
5. WELCOME NEW BOARD MEMBERS
-Heather Dalmolin, CEO and General Manager
6. APPROVAL OF MINUTES 11/16/2022

-pages 4-11

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7. STRIDE FORWARD – REGIONAL TRANSPORTATION PLAN

-Dave Wessel, Planning Manager, MetroPlan

DISCUSSION / ACTION ITEMS:

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

-pages 12-13

-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.

9. FLAGSTAFF IN MOTION, A COMMUNITY TRANSIT PLAN

-pages 14-23

-Bizzy Collins, Strategic Performance Planner

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

10. RIDER SATISFACTION SURVEY RESULTS

-pages 24-25

-Jacki Lenners, Marketing and Communications Director

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

PROGRESS REPORTS:

11. KASPAR INTERSECTION GRANT UPDATE

-page 26

-Kate Morley, Deputy General Manager

12. FY2024 MEETING DATES

-pages 27-28

-Rhonda Cashman, Executive Assistant and Clerk of the Board

13. DELEGATIONS OF AUTHORITY

-pages 29-31

-Heather Dalmolin, CEO and General Manager

14. SUMMARY OF CURRENT EVENTS

-pages 32-33

-Heather Dalmolin, CEO and General Manager

EXECUTIVE SESSION

Executive sessions are closed to the public.

The Board will consider a motion to convene an executive session pursuant to A.R.S. § 38-431.03(A)(3) and (4) for the following purpose:

1. Discussion and consultation with Mountain Line's attorney for legal advice and with Mountain Line's attorney and designated representatives, regarding the Riggs v. NAIPTA litigation. ARS § 38-431.03(A)(3) and (4).

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2. Discussion and consultation with Mountain Line's attorney for legal advice and with Mountain Line's attorney and designated representatives, regarding the Beckshom v. NAIPTA litigation. ARS § 38-431.03(A)(3) and (4).

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

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

February/March Working Agenda

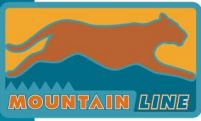
-page 34

The next Board meeting will be February 15, 2023 and 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 will include but not be limited to the Coconino Community College Proposition 438 Utilization of Funds Presentation, Advertising Policy Update, Adopt Updated Federal and State Priorities, Cybersecurity Policies, 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 Board.

15. ADJOURNMENT

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Board of Directors Minutes for Wednesday, November 16, 2022

NOTE: IN ACCORDANCE WITH PROVISIONS OF THE ARIZONA REVISED STATUTES THE SUMMARIZED MINUTES OF NAIPTA BOARD MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITHIN QUOTATION MARKS ARE VERBATIM.

The Board of Directors met in Regular Session on Wednesday, November 16, 2022, at 10:00am in the Mountain Line VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004. This was a WEB BASED meeting. Members of the Board and Mountain Line staff attended in person, by internet conferencing, or by telephone. The public was invited to attend.

BOARD MEMBERS PRESENT:

Adam Shimoni, (Chair), City Councilor, City of Flagstaff, (In Person and Zoom);
Tony Williams, (Vice Chair), Dean of Student Affairs, CCC, designee, (Zoom), joined at approximately 10:05am;
Miranda Sweet, Vice Mayor, City of Flagstaff, (In Person and Zoom);
Jeronimo Vasquez, Board of Supervisors, Coconino County, (Zoom);
Josh Maher, Associate VP for Community Relations, NAU, alternate, (Zoom)
**Three of our five Board member seats must be present to constitute a quorum.*
***The City of Flagstaff holds two seats.*

BOARD MEMBERS EXCUSED:

None.

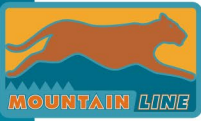
MOUNTAIN LINE STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager, (In Person and Zoom);
Kate Morley, Deputy General Manager;
Josh Stone, Management Services Director;
Sam Short, Safety Manager, (Zoom);
Jeremiah McVicker, Maintenance Manager, (Zoom);
Anne Dunno, Capital Project Manager;
Bizzy Collins, Transit Planner;
Lyra Littner, Associate Transit Planner, (Zoom);
Heather Higgins, Purchasing and Contracts Officer, (Zoom);
Jon Matthies, IT Manager;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Scott Holcomb, Mountain Line Attorney, (Zoom), joined at approximately 10:44am

GUESTS PRESENT:

Jed Davis, Trainer, Mountain Line, left at approximately 10:14am;
Judy Begay, Board of Supervisors, Coconino County, alternate, (Zoom), joined at approximately 10:32am;
Angela Cody, Director for Supervisor Begay, Coconino County, (Zoom);
David Spence, Member of the Public, left at approximately 11:38am;
Kim Curtis, Member of the Public, left at approximately 10:45am;





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Marty Johnson, Member of the Public, left at approximately 10:45am

1. CALL TO ORDER -Chair Shimoni called the meeting to order at approximately 10:02am.

2. ROLL CALL

3. SAFETY MINUTE
-Sam Short, Safety Manager

Mr. Short reported on preparing for winter driving conditions.

4. CALL TO THE PUBLIC

Mr. Spence noted he is a Northern Arizona climate change advocate, and he is working with an electric fleet coalition to try to get a grant for Northern Arizona to be a hydrogen hub, to support hydrogen fuel cell vehicles. He stated he would like Mountain Line to stay open to this fleet type in the coming years and may ask Mountain Line for a letter of support.

5. MILESTONE ANNIVERSARIES

Ms. Dalmolin shared a few words about those who are celebrating milestone anniversaries: Heather Higgins, 5 years; Gavin Holzer, 5 years; and Jed Davis, 10 years.

Ms. Dalmolin reported this would be Chair Shimoni's last meeting with Mountain Line and she expressed her gratitude. Chair Shimoni stated it has been an honor to serve.

6. APPROVAL OF MINUTES:
 - a. REGULAR MEETING 9/21/2022
 - b. BOARD AND TAC ADVANCE 10/19/2022

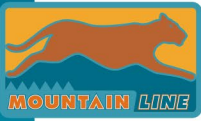
Director Maher moved to approve the minutes for both September 21, 2022 and October 19, 2022. Director Sweet seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Tony Williams	X	
Miranda Sweet	X	
Jeronimo Vasquez	X	
Josh Maher	X	

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

Presenter requested to reschedule to a later date. He was not able to attend.





DISCUSSION / ACTION ITEMS:

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

-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 stated the email sent to them on Tuesday does include feedback from the TAC. She reviewed the goals and noted some objectives have been updated with language that more clearly details the intent of the goal and objective. Staff are also asking for tasks to be removed from the Strategic Plan and for the Board to adopt a new 12-18 month workplan, to be attached to the Strategic Plan and updated annually. Chair Shimoni requested to add a multilingual video to be used for outreach under Goal 5. Ms. Dalmolin asked for clarification on whether a video should be part of the Strategic Plan or if it should be included in the annual marketing plan. She noted she would discuss this with Ms. Lenners and report back to the Board on how suggestion is incorporated. Vice Chair Williams moved to approve the updated Strategic Plan and adopt the 12-18 month workplan as presented. Director Sweet seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Tony Williams	X	
Miranda Sweet	X	
Jeronimo Vasquez	X	
Josh Maher	X	

9. AWARD OF REQUEST FOR PROPOSAL (RFP) 2023-160, BANKING SERVICES

-Josh Stone, Management Services Director

Staff recommends the Board of Directors award RFP 2023-160, Banking Services to Alliance Bank.

Mr. Stone reported on the RFP process and noted concerns expressed by members of the public on the banking relationship with Wells Fargo Bank. He confirmed there were two respondents: Wells Fargo Bank and Alliance Bank. He explained Mountain Line currently works with both banks. The award to Alliance Bank is based on best value per our procurement policy, due to our current relationship and improved local response. There were a couple questions related to the timing of this agenda item and the fossil fuel issue brought up at a previous meeting. Mr. Stone responded that the RFP was planned for this fiscal year, but it was moved forward from the spring of 2023.

Ms. Curtis noted she represents Fossil Free Arizona and stated Wells Fargo business practices do not align with our community or Mountain Line.

Ms. Johnson stated she is from the same organization, Fossil Free Arizona. She noted she has climate change concerns, and she voiced the need to stand up to fossil fuel supported banks.





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Director Maher stated it is a dangerous precedent to frame this as a discussion on fossil fuels when this item was going to come up anyway and Alliance Bank is local and has the ability to better serve our needs. Chair Shimoni explained he was aware of communication with Wells Fargo being challenging and this change should be helpful. Ms. Dalmolin noted Mountain Line has very specific procurement rules to follow and switching all banking services to Alliance should aligns our accounts to create a savings, due to certain accounts Wells Fargo does not offer and that we have been receiving from Alliance Bank, splitting the banking relationship. Director Vasquez stated he was in favor of proceeding with the recommendation to change banking services to Alliance Bank and so moved. Director Sweet seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Tony Williams	X	
Miranda Sweet	X	
Jeronimo Vasquez	X	
Josh Maher	X	

10. PROPOSED SERVICE CHANGES FOR JANUARY 2023

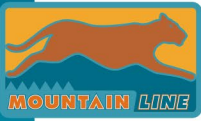
-Bizzy Collins, Transit Planner

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

Ms. Collins shared that the proposed changes for Route 10 are based on comments from operators and riders. Platooning was suggested, which is defined as having multiple buses at the same location when we know we need them there. She noted this route currently offers approximately eight minute service all day, Monday thru Friday, between downtown and the Woodlands Village area, through the Northern Arizona University (NAU) campus. She explained an analysis was done, which revealed Friday ridership is about 33 percent less than Monday-Thursday ridership and the crush-load ridership is Monday-Thursday, 9am-4pm and Friday, 10am-2pm, primarily during class change times. Ms. Collins noted Vice Chair Stam of the TAC, representing NAU, concurred with the results of the analysis. She further explained that this change is purely data driven and does not trigger the Title VI public comment threshold of a 10 percent reduction in annual revenue hours. She noted there would be some cost savings, and potential impacts to ridership would be monitored while testing the platooning concept targeting class breaks. If approved, she shared that our printed materials would need to be updated, there would be communications and messaging done, and implementation would occur on January 16th, with the return to spring semester schedule on Route 10. Ms. Collins mentioned that ridership has not reached pre-COVID levels yet making it challenging to predict ridership impacts. There was no discussion. Director Sweet moved to approve Route 10 service changes as presented. Vice Chair Williams seconded. Chair Shimoni asked to integrate QR codes where possible. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Tony Williams	X	





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Miranda Sweet	X	
Jeronimo Vasquez	X	
Josh Maher	X	

11. KASPAR HEADQUARTERS MASTER PLAN

-Anne Dunno, Capital Project Manager

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

Ms. Dunno stated we are looking for Board adoption of the Plan. She explained that most of the administrative staff will relocate to the Downtown Connection Center building once it is completed and set up for electrification. Staff are hoping to maximize bus storage and maintenance here at the Kaspar facility. In April, the Board supported Concept A and disposition of the Linda Vista property. She reviewed the visual concepts and phasing, which involves demolition of Shop 0 (attached to the main building on our existing campus). She shared the next steps: wait for the decision on a grant for final design and to conduct a National Environmental Policy Act (NEPA) study, get lot line modification completed (changing of parcel lines around our occupied property), and put the vacant land parcel up for sale next year. Vice Chair Williams thanked staff for their hard work and dedication on this project. Mr. Spence, a member of the public, commented that it would be much quicker to fuel a hydrogen fuel cell bus than wait for the vehicle battery to charge. Director Maher moved to approve the Kaspar Headquarters Master Plan. Director Sweet seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Tony Williams	X	
Miranda Sweet	X	
Jeronimo Vasquez	X	
Josh Maher	X	

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

-Josh Stone, Management Services Director

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

Mr. Stone reviewed the timeline of the budget process with Board members. He noted he is currently waiting on revenue projections from the City. He explained December and January are the months when most of the budgeting work happens internally in order to be timely to meet partner agency timelines. He outlined the future Board presentations to culminate in budget adoption in June as in prior years. Vice Chair Williams stated the timeline seemed appropriate and it would give Board members time to review and comment or ask questions as needed.

13. TAC BUSINESS OR ECONOMIC DEVELOPMENT MEMBER APPOINTMENT

-Rhonda Cashman, Executive Assistant and Clerk of the Board

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

Ms. Cashman reported a notice of vacancy letter was sent to six agencies and one letter of interest was received from Ms. Gail Jackson with the Economic Collaborative of Northern Arizona (ECoNA). She noted Ms. Jackson currently holds the seat and is interested in continuing her service on the TAC. Chair Shimoni stated his support for Ms. Jackson, as did Director Sweet. Director Sweet made a motion to appoint Ms. Jackson the Economic Development representative to the TAC, effective January 18, 2023. Vice Chair Williams seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Tony Williams	X	
Miranda Sweet	X	
Jeronimo Vasquez	X	
Josh Maher	X	

14. 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 recommended tabling the action for today since Northern Arizona Healthcare (NAH) staff have not signed the agreement. She noted Ms. Dalmolin, CEO and General Manager could sign the agreement under the delegation of authority, but the Board has requested to have controversial items brought forward for discussion at the Board meetings. She reviewed the history of NAH planning to move the hospital off of Beaver St, served by Route 2, in a few years to a site where there is currently no transit services. She explained the key points of the proposed agreement. Staff are trying to be responsive to NAH for their process. She reviewed a spreadsheet of costs with the Board and noted Mountain Line has stretched as much as we can to accommodate this service. City staff have said they like this approach. There was a lengthy discussion of differing opinions regarding what to do since NAH will go to City Council on December 6th to seek an amendment to the Regional Plan to move forward with a zoning change request for their development slated for a January Council meeting. Board members were disappointed that NAH has not responded regarding the agreement. Ultimately, the Board asked staff to reach out to NAH/Genterra staff to attempt to schedule a meeting prior to the December 6th Council meeting to discuss the agreement.

PROGRESS REPORTS:

There were no questions regarding the progress reports.

15. FLAGSTAFF IN MOTION PRIORITIZED TRANSIT IMPROVEMENTS

-Bizzy Collins, Transit Planner





16. EQUAL EMPLOYMENT OPPORTUNITY (EEO) WORKFORCE UTILIZATION ANALYSIS, FEDERAL FISCAL YEAR 2022
-Josh Stone, Management Services Director
17. DELEGATIONS OF AUTHORITY
-Heather Dalmolin, CEO and General Manager
18. SUMMARY OF CURRENT EVENTS
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- Operators, Joseph Tyree and Rachel Scala, have been promoted to Operations Supervisor positions.
- Other anniversaries were celebrated.
- Four trainees are graduating and six more are starting soon, with these 10 new operators we should be able to get back to full service in January.
- Status update on arrival of our electric buses in the new year and the plan to hold a celebration sometime after the holidays.
- Mountain Line Go! started one year ago and has served over 220 individuals and completed 1,351 trips.
- The National Transit Database (NTD) report has been submitted. Thank you to Ms. Collins and others involved with this data detailed report.

ITEMS FROM COMMITTEE AND STAFF:

Chair Shimoni thanked Vice Chair Williams for chairing the joint meeting in October.

Vice Chair Williams thanked Chair Shimoni for his leadership and mentorship. He noted the October Advance was his first Mountain Line in-person meeting and he was meeting many individuals for the first time.

Director Vasquez thanked Chair Shimoni for his service and leadership; hopes he will continue transportation discussions in the future as his perspective is appreciated.

Chair Shimoni stated he will not be shy, and it has been a pleasure to work with all Board members.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

January/February Working Agenda

The next Board meeting will be January 18, 2022 and 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 will include but not be limited to the Stride Forward, Regional Transportation Plan Presentation, Adopt Updated Federal and State Priorities, 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.





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Board Agenda Packet
1/18/2023 - Page 11 of 34

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 Board.

19. ADJOURNMENT -Chair Shimoni adjourned the meeting at approximately 12:05pm.

Tony Williams, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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DATE PREPARED: January 6, 2023

MEETING DATE: January 18, 2023

TO: Honorable Chair and Members of the Board

FROM: Kate Morley, Deputy General Manager

SUBJECT: Consider Updated Letter to City Regarding Northern Arizona Healthcare's Relocation

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Service Excellence
- ❖ Objective: Develop and improve community partnerships and interagency relationships to enhance transit and improve our ability to meet community needs and deliver public transit services.

BACKGROUND:

As previously discussed with the Board of Directors, Northern Arizona Healthcare (NAH) has plans to relocate the Flagstaff Medical Center to just north of Fort Tuthill outside of the existing route service area. Staff have been working with NAH on a plan for serving the new medical facility and other improvements. The latest status of discussions will be presented at the January meeting.

FISCAL IMPACT:

Providing a letter has no direct financial impact. A route to the new facility is estimated to cost approximately \$1.3 million per year in operating and require the purchase three additional fixed route buses at a cost of \$1 million each. The existing transit tax does not have capacity to support these costs. Mountain Line may be able to secure capital grants for buses at an 80/20 split.

ALTERNATIVES:

- 1) Approve sending an updated letter to Flagstaff City Council regarding Northern Arizona Healthcare's relocation (**recommended**): An updated letter to Council can reflect the latest conversations with Mountain Line regarding the provision of service to the new hospital location.

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- 2) Do not approve sending an updated letter to City Council regarding Northern Arizona Healthcare's relocation (**not recommended**): Mountain Line can present any comments verbally at hearings or provide no additional comments, depending upon the direction of the Board.

TAC DISCUSSION:

The TAC felt an updated letter to reflect the latest discussions was warranted. They provided input as to considerations for how a tax package for service could come together.

SUBMITTED BY:

Kate Morley
Deputy General Manager

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. Draft 2023 Letter to City Council -available at meeting

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DATE PREPARED: January 6, 2023

MEETING DATE: January 18, 2023

TO Honorable Chair and Members of the Board

FROM: Bizzy Collins, Strategic Performance Planner

SUBJECT: Flagstaff in Motion, A Community Transit Plan

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Service Excellence
- ❖ Objective: Deliver service enhancements that are in line with our Five-Year Transit Plan and make transit an attractive mode choice.

BACKGROUND:

Flagstaff in Motion is a Community Transit Plan (Plan) that identifies how best to provide and fund Mountain Line transit services. Staff will present the draft Plan that is the culmination of public, stakeholder, and Board engagement over the past two years. The Plan captures known community transit needs for the next five years and prioritizes them into a list with recommendations to fund and implement for the near future. As funding, conditions, and partner priorities are constantly evolving, Mountain Line will react and modify this Plan in order to best meet the diverse transit needs of the Flagstaff community we serve.

The executive summary of the Plan is attached, and the full report can be downloaded from this link:
https://naipta-my.sharepoint.com/:b:/g/personal/ecollins_mountainline_az_gov/EYgHigx-lbZMlwzReW0l0EQBgPgfYasHhbR1vBz2aYwoyg?e=nTRPOI

FISCAL IMPACT:

ADOT awarded Federal Transit Administration (FTA) Section 5305 planning funds for Five-Year Transit Plan Update in the amount of \$218,400 to Mountain Line via MetroPlan who administers the grant. Mountain Line provides a 20% local match in the amount of \$54,600 using transit tax revenue. The identification of the items in this report have no direct fiscal impact; however, the Plan will direct future funding conversations and budgets.

TAC DISCUSSION:

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The TAC was very supportive of the plan, complementing the data and input to arrive at recommendations. The TAC hoped the conversation about City sales tax funding the outlying areas could be carried forward into the 2024 tax question.

ALTERNATIVES:

- 1) Adopt Flagstaff in Motion, A Community Transit Plan (**recommended**): Adoption will allow Mountain Line to pursue the recommendations of the Plan and prepare for a potential tax question in 2024.
- 2) Do not adopt Flagstaff in Motion, A Community Transit Plan (**not recommended**): Without approval, Mountain Line staff will need to develop an alternative Plan to guide transit investments for the near future.

SUBMITTED BY:

Bizzy Collins
Strategic Performance Planner

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. Flagstaff in Motion Executive Summary -pages 16-23
2. Flagstaff in Motion Full Report -available online at https://naipta-my.sharepoint.com/:b/g/personal/ecollins_mountainline_az_gov/EYgHigx-lbZMlwzReW0l0EQBgGfYasHhbR1vBz2aYwoyg?e=nTRPOl

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Final Report

FLAGSTAFF IN MOTION

A Community Transit Plan

05 - Year Plan



January 2023



I. EXECUTIVE SUMMARY

TRANSIT VISION

Flagstaff in Motion is a Community Transit Plan (Plan) that identifies how best to provide and fund Mountain Line transit services. It captures known community transit needs for the next five years and prioritizes them into a list with recommendations to fund and implement for the near future. This Plan is a living document. As funding, conditions, and partner priorities are constantly evolving, Mountain Line will react and modify this Plan in order to best meet the diverse transit needs of the Flagstaff community it serves.

Two main goals guided the improvements selected for the Plan. The first goal was to target areas with the highest ridership potential. The second goal was to support transit dependent populations. Major considerations in the evaluation of prioritization were increased access and equity, and alignment with helping solve major community issues around affordability, climate action, housing, workforce shortage, and transportation infrastructure.

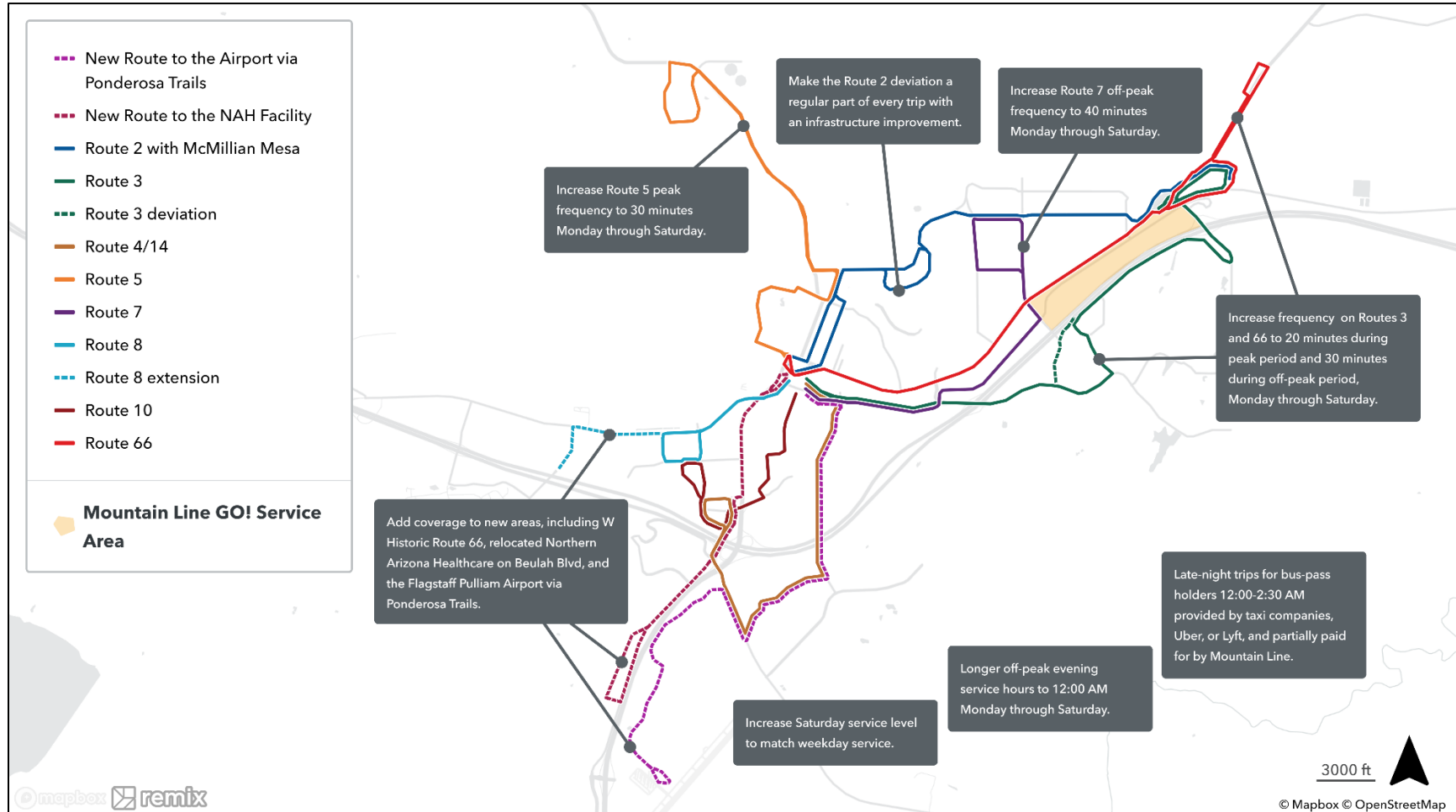
Flagstaff in Motion recommendations are supported by industry trends across the country, documented in the Guiding Principles of the *Move! That! Bus! 2022* publication from the National Association of City Transportation Officials (NACTO). While not a part of the prioritization process, the report outlines basic philosophies that must be in place to ensure transit service is successful:

- Transit is a public service, not a business.
- More frequent bus service means more freedom.
- People have jobs, lives, and transportation needs outside of 9-to-5 office hours.
- Streets that work for transit work better for everyone.

The Transit Vision increases annual operations cost by 77%, or \$5.8 million, and additional capital funding is needed to support operations. All improvements identified in Flagstaff in Motion need additional funding to implement. The rising cost of operations continues to impact operations and capital needs.

FLAGSTAFF IN MOTION

Figure 1. Transit Vision recommended improvements



FLAGSTAFF IN MOTION

Figure 1 shows the recommended improvements of the Transit Vision. Mountain Line recommends offering the following improvements:

BUSES ARRIVE MORE OFTEN FOR LONGER PERIODS OF TIME ON THE MAJORITY OF ROUTES MONDAY THROUGH SATURDAY:



High-frequency, peak-period service to about 9:00 PM, depending on the route.



Increase frequency to achieve 20- to 30-minute frequency on all routes during peak period.



Increase frequency to 30- to 40-minute frequency during evenings on some routes.

Figure 2. Transit Vision improvements



	Service Period			
	Peak 6:00 AM - 6:00 PM Monday - Friday	Off-Peak 6:00 PM - 10:00 PM Monday - Friday	Peak 6:00 AM - 9:00 PM Monday - Saturday	Off-Peak 9:00 PM - 12:00 AM Monday - Saturday
	Current Frequency (minutes)		Transit Vision Frequency (minutes)	
Route 2	20	30	20	30
Route 3	30	60	20	30
Route 4/14	20 to 30	30 to 40	20	40
Route 5	60	60	30	60
Route 7	20	60	20	40
Route 8	30	60	30	30
Route 10	8	20	8	20
Route 66	30	60	20	30
New Route to the Relocated NAH Facility	-	-	20	30
New Route to the Airport via Ponderosa Trails	-	-	60	60

Blue shading indicates changes over current.

»» FLAGSTAFF IN MOTION »»

PEOPLE HAVE JOBS, LIVES, AND TRANSPORTATION NEEDS OUTSIDE OF 9-TO-5 OFFICE HOURS:



Longer off-peak evening service hours to 12:00 AM.



Late-night trips within bus service area for pass-holders on Friday and Saturday nights from 12:00 to 2:30 AM provided by taxi companies, Uber, or Lyft, and partially paid for by Mountain Line.

ADD COVERAGE TO NEW AREAS, INCLUDING:



Improve access to the existing bus system with additional bus stops on some routes.



Make the Route 2 deviation a regular part of every trip with an infrastructure improvement to allow buses to make a left turn off McMillan Mesa.



Add a bus route along Beulah Blvd to the Fort Tuthill area, serving the proposed new location of the Northern Arizona Healthcare (NAH) campus, and truncate routes 4 and 14 to create a single bi-directional route (to reduce duplication of service on Milton Rd with the new bus route).



Extend Route 8 on W Historic Route 66 to Woody Mountain Rd seven days a week.



Add a bus route through the Ponderosa Trails neighborhood that connects to the Flagstaff Pulliam Airport.

RECOMMENDATION TO INCREASE ACCESS

Accessibility is defined as the ease of reaching desired destinations. The main benefit of the Transit Vision is increased access to desired destinations by increasing frequency across the system, resulting in reduced travel time as more routes connect more often.

Figures 3a and 3b show the Transit Vision color-coded by frequency. Figure 3a is the frequency at noon on weekdays and Saturday, while Figure 3b is the frequency at 10:00 PM on weekdays and Saturday. The Transit Vision frequency will mean fewer people having to decide whether to be 20 minutes early to their appointment or 10 minutes late, with more arrival times to match their schedules. This demonstrates Mountain Line's continued commitment to improving bus frequency in line with public interest, as more frequent bus service means more freedom.

Peak-period service increased by three hours on weekdays and five hours on Saturday

Off-peak service increased by two hours on weekdays and four hours on Saturday

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Figure 3a. Transit Vision frequency (12:00 PM weekdays/Saturday)

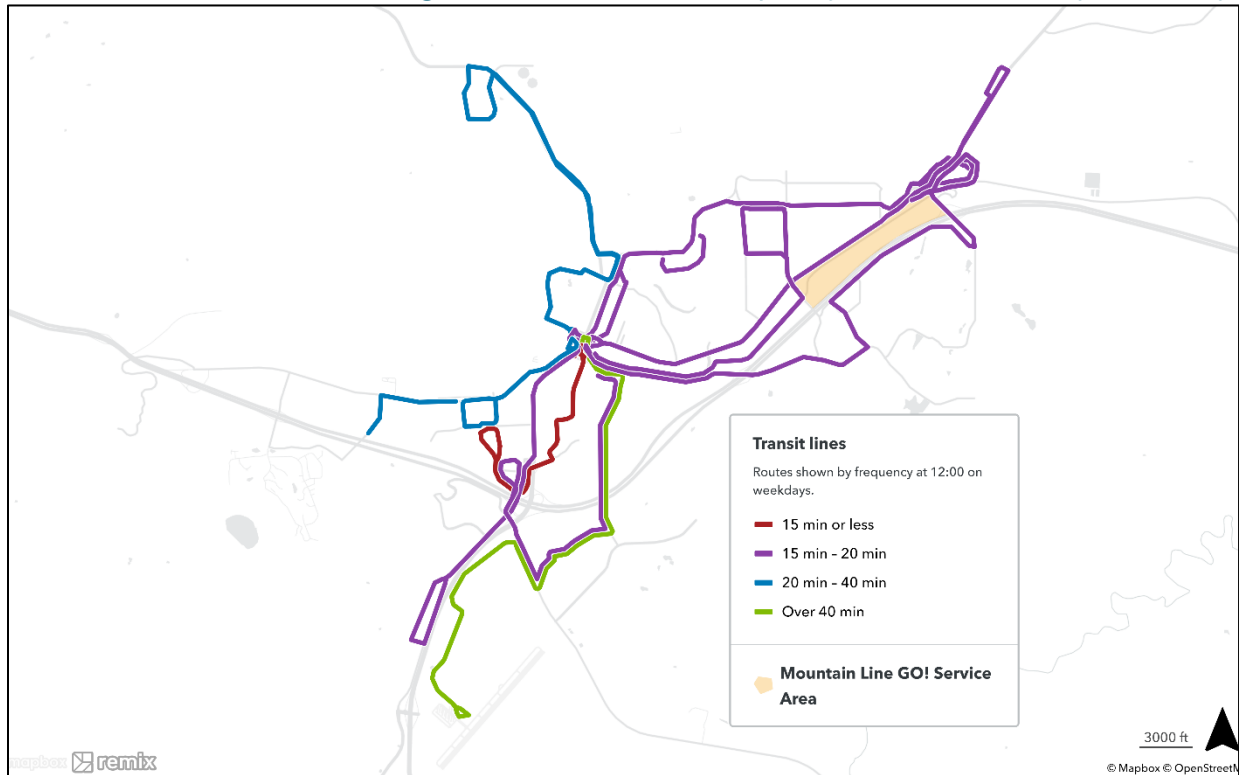
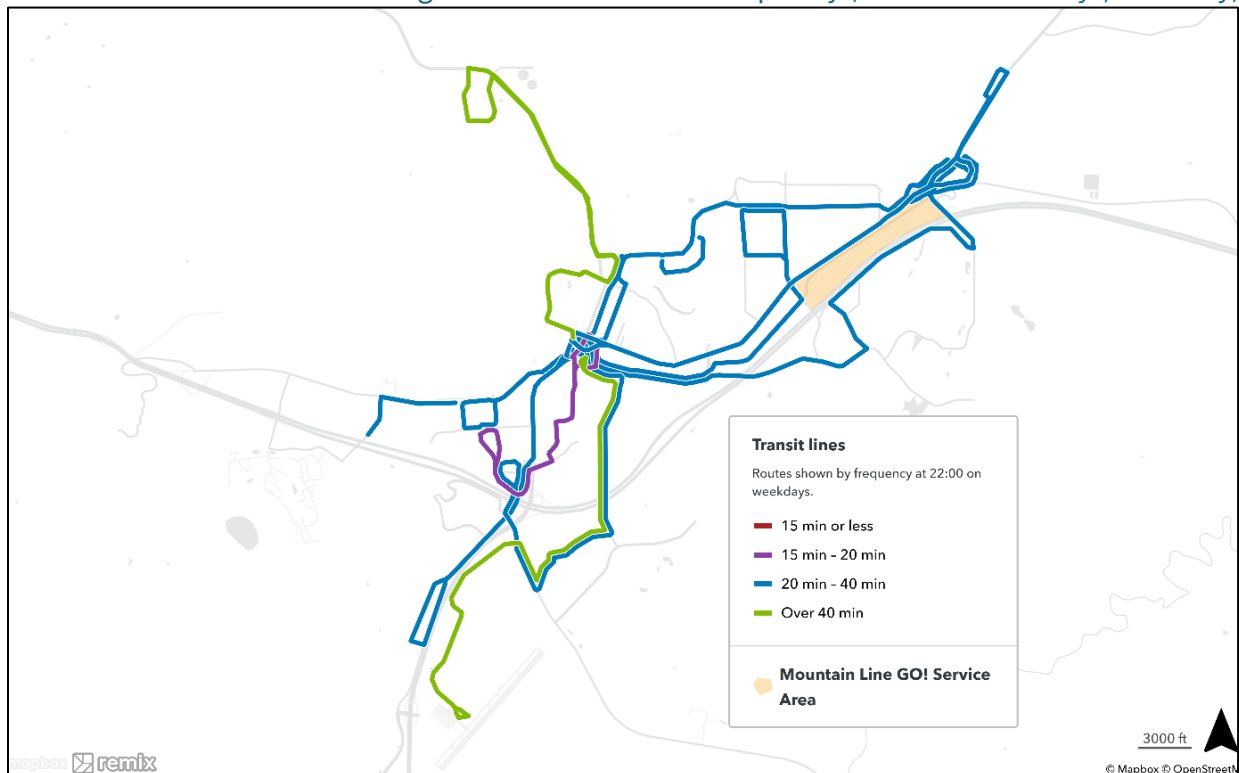


Figure 3b. Transit Vision frequency (10:00 PM weekdays/Saturday)



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Figures 4a and 4b show how far someone at the Downtown Connection Center (DCC) can travel in 15 and 30 minutes at 12:00 PM (Figure 4a) and at 10:00 PM (Figure 4b) in the current bus system. Currently, no bus service is available at 10:00 PM, so Figure 4b shows the walking access from the DCC only.

Figure 5 shows how someone at the DCC can travel under the new Transit Vision. Riders can get farther in shorter amounts of time, reducing travel time and making transit a more attractive option. The expanded access is evident in the Transit Vision, giving people more freedom. The most dramatic difference is between Figure 4b and Figure 5, as the Transit Vision includes bus service until 12:00 AM, drastically increasing access for riders across Flagstaff and decreasing travel time.

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Figure 4a. Current access at 12:00 PM weekdays

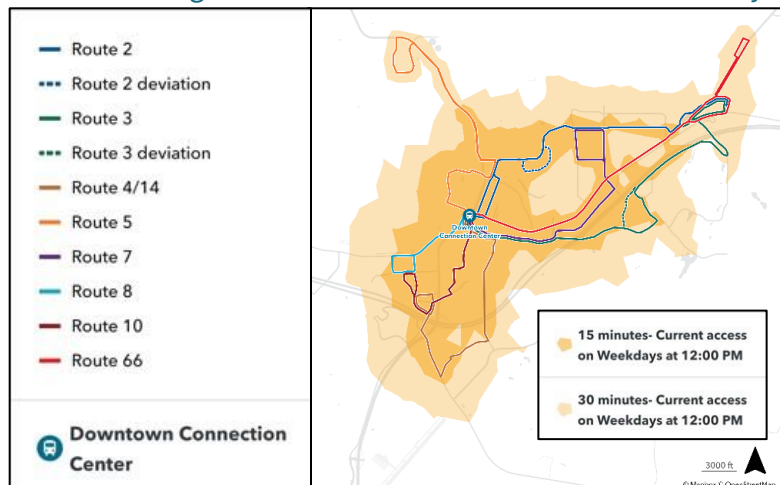


Figure 4b. Current access at 10:00 PM Saturday

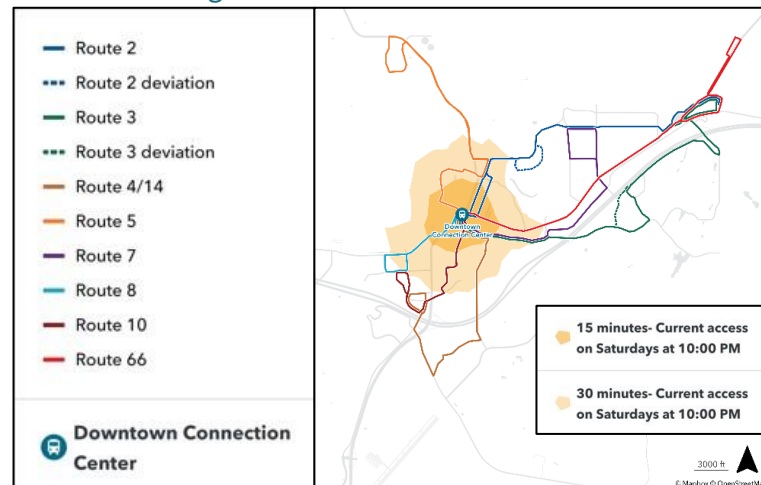
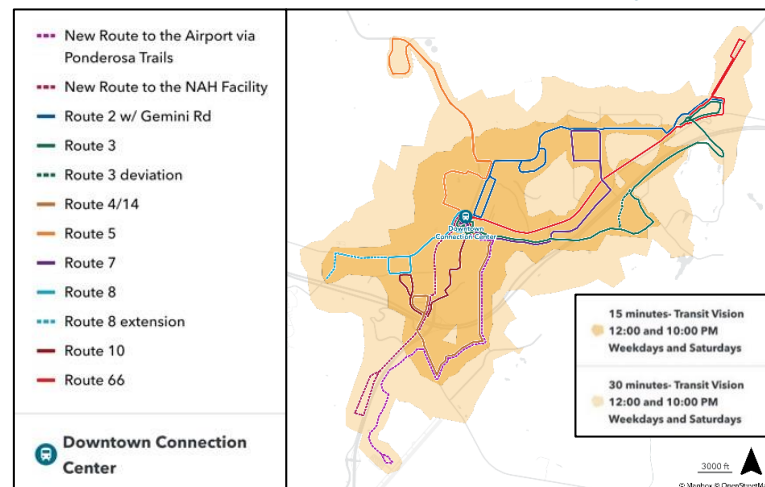


Figure 5. Transit Vision access at 12:00 PM and 10:00 PM weekdays/Saturday





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DATE PREPARED: January 9, 2023

MEETING DATE: January 18, 2023

TO: Honorable Chair and Members of the Board

FROM: Jacki Lenners, Marketing & Communications Director

SUBJECT: Rider Satisfaction Survey Results

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Community Engagement
- ❖ Objective: Increase the community's awareness of Mountain Line's value to the community.

BACKGROUND:

Every two years Mountain Line conducts a Rider Satisfaction Survey of fixed route riders. However, due to COVID, the last survey was conducted in 2018. In addition to gauging the level of rider satisfaction, the survey also collects important demographic data on Mountain Line's ridership which can help guide future planning efforts and grant submittals. Results are compared year-over-year to determine areas of strength and pinpoint areas where there are customer service opportunities.

The survey was conducted onboard Mountain Line vehicles and online over a weeklong period in October 2022.

FISCAL IMPACT:

Mountain Line contracts with Moore & Associates to conduct the Rider Satisfaction Survey and compile the results. The 2022 survey was \$23,264.

TAC DISCUSSION:

There was no TAC discussion.

SUBMITTED BY:

Jacki Lenners
Marketing & Communications Director

APPROVED BY:

Heather Dalmolin
CEO and General Manager

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ATTACHMENTS:

1. Rider Satisfaction Survey Report -separate attachment

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MOUNTAIN LINE MEMORANDUM

DATE: January 18, 2023
TO: Honorable Chair and Members of the Board
FROM: Kate Morley, Deputy General Manager
SUBJECT: Kaspar Intersection Grant Update

Kaspar Intersection History

In 2015, Mountain Line completed the Kaspar Drive/Historic Route 66 Intersection Analysis and 15% design for a new roadway connection from Kaspar Dr. to Highway 89 at the existing Highway 89/Historic Route 66 intersection. Mountain Line's goal was to improve safety and increase operational efficiency with a direct connection to Highway 89. In fall 2018, Mountain Line received an award of grant funding for Kaspar Drive/Historic Route 66 intersection in the amount of \$2.77M. Subsequently, Mountain Line awarded a final design contract to Woodson Engineering in February 2020. Final Design was completed in early 2021 and reflected the requirements to accommodate future traffic levels, bike and pedestrian connectivity, landscaping, and traffic signal technology.

When construction procurement closed in late spring 2021, construction costs had escalated beyond the grant capacity. The project was not a priority for the City of Flagstaff to be able to partner on and so construction was never awarded, with final plans delivered to the City of Flagstaff should they want to build the intersection in the future.

Budget Revision

The Federal Transit Administration allows for revising grant budgets so long as the overall purpose of funds does not change. Since these funds were awarded for the design and construction of a roadway, they allow Mountain Line to request to use the funds for design and construction of a different roadway. Staff have initiated the process of requesting a budget revision for the funds.

The budget revision would obligate the remaining \$2,203,546 (80%federal/ 20% local) project funds to be used towards completing design and engineering of improvements on Phoenix Ave and a signal at Phoenix Ave and Milton Rd. The intersection improvements and signal are desired to improved safety and operations for Mountain Line buses. It may also provide pedestrian access from La Plaza Vieja to the downtown core, if at grade crossing is permitted by ADOT. The intent to use these funds this way was shared with the Board in January 2022, however, could not be completed until the DCC NEPA process was complete, which included the signal. ADOT's transit division, who awarded the competitive application for federal funds, has provided their support for the revision.





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MOUNTAIN LINE MEMORANDUM

DATE: January 18, 2023

TO: Honorable Chair and Members of the Board

FROM: Rhonda Cashman, Executive Assistant and Clerk of the Board

SUBJECT: FY2024 Meeting Dates

Pursuant to the current practice of Mountain Line, the meeting date calendar for the Board of Directors (Board) and the Transit Advisory Committee (TAC) is reviewed annually in January and June. This allows all Board, TAC, and staff members to plan and have meetings marked on their calendars

Typically, the Coconino County Board of Supervisors is on summer recess late June to early August and the Flagstaff City Council is on summer recess early July to mid-August. Fall Semester classes at NAU and CCC typically begin the last week of August. Since the County Board of Supervisors and City Council members are on recess in July, it has been previously determined to be appropriate to have the Mountain Line meeting recess in July as well.

Staff also propose to continue the December recess as it is often difficult to achieve a quorum.

For FY2024, staff recommend the current practice of not holding TAC meetings in the months in which we have joint meetings, October 2023 and May 2024. Joint meetings will be held on the third Wednesdays for an extended amount of time.

If any member wishes to discuss these dates further, please request to have this topic added to a future agenda.

Attachment: FY2024 Meeting Dates

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MOUNTAIN LINE FY2024 REGULAR MEETINGS

Transit Advisory Committee (TAC) - First Thursday of each Month
Board of Directors (BOD) – Third Wednesday of each Month

Date	Meeting	Location	Time
7/2023	Recess	-----	-----
8/3/2023	TAC	Zoom Mountain Line Based	10am
8/16/2023	BOD	Zoom Mountain Line Based	10am
9/7/2023	TAC	Zoom Mountain Line Based	10am
9/20/2023	BOD	Zoom Mountain Line Based	10am
10/18/2023	BOD/TAC Advance	TBD	9am-2pm
11/2/2023	TAC	Zoom Mountain Line Based	10am
11/15/2023	BOD	Zoom Mountain Line Based	10am
12/2023	Recess	-----	-----
1/4/2024	TAC	Zoom Mountain Line Based	10am
1/17/2024	BOD	Zoom Mountain Line Based	10am
2/1/2024	TAC	Zoom Mountain Line Based	10am
2/21/2024	BOD	Zoom Mountain Line Based	10am
3/7/2024	TAC	Zoom Mountain Line Based	10am
3/27/2024 (4 th Wed)	BOD	Zoom Mountain Line Based	10am
4/4/2024	TAC	Zoom Mountain Line Based	10am
4/17/2024	BOD	Zoom Mountain Line Based	10am
5/15/2024	TAC/BOD Joint Meeting	TBD	10am-2pm
6/6/2024	TAC	Zoom Mountain Line Based	10am
6/19/2024	BOD	Zoom Mountain Line Based	10am

Subject to change up until 24 hours before meeting

Proposed 1/18/2023



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MOUNTAIN LINE MEMORANDUM

DATE: January 18, 2023

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Delegations of Authority

In keeping with the requirements of the various authorities granted by the Board of Directors to the CEO and General Manager and as per the most recently adopted Resolutions, this update reports on all actions, including funding applications and executions of awards, enacted by the CEO and General Manager.

Collective Grant Authority – Resolution 2023-100

Coconino County ARPA Community Based Investments and Partnerships

Mountain Line staff applied for Coconino County's ARPA Community Funding (RFP 2022-108) to help supplement Mountain Line GO! operations and software costs. Board member Supervisor Vasquez recommended staff apply for this funding. Mountain Line was not successful in receiving this funding; however, Mountain Line will continue to operate Mountain Line GO! regardless of additional funding.

Procurement Authority – Resolution 2023-110

RSOQ 2023-300, Pedestrian and Bicycle Infrastructure Upgrade Design

Mountain Line has partnered with the City of Flagstaff to procure design professional services for pedestrian and bicycle infrastructure upgrades. RSOQ 2023-300, Pedestrian and Bicycle Infrastructure Upgrade Design was released September 16, 2022, and closed October 26, 2022. Two firms provided statements of qualifications, Ardurra Group and WLB Group. An evaluation committee was composed of two Mountain Line staff members, a licensed General Contractor, and two City of Flagstaff staff members. The evaluation committee recommended awarding RSOQ 2023-300, Pedestrian and Bicycle Infrastructure Upgrade Design to Ardurra Group for design of pedestrian and bicycle infrastructure upgrades within the City of Flagstaff. Ardurra has been awarded the contract, but scope and fee are still being negotiated.

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RFB 2022-160, Vehicle Air Sanitization System

RFB 2022-160 was released on May 3rd, 2022, and closed June 3, 2022. Six bids were received, and after review, the evaluation committee recommended award to LuminAir. Contract execution was delayed due to the project being off budget, but was executed November 11, 2022, at NTE value of \$172,000.

RFP 2023-120, Professional Coaching Services

RFP 2023-120 was released on September 9, 2022, and closed October 7, 2022. Six submissions were received, and after review, the evaluation committee recommended award to Lancaster Leadership for executive coaching services and reengagement on services already developed for the Mountain Line team, and to TransPro Consulting for new training and line level staff coaching opportunities. Contract executed December 1, 2022. These services will be performed on an as-needed basis, with values to be billed as per the proposed pricing.

RFP 2023-160, Banking Services

RFP 2023-160 was released on September 28th, 2022, and closed October 27th, 2022. Two submissions were received, and after review, the evaluation committee recommended award to Alliance Bank. Due to the nature of this award, there is not a contract, and the award is assessed on an ongoing basis.

RFP 2022-260, Construction Manager at Risk, Kaspar Electrification

Amendment #1 to Contract No. 2022-260, Kaspar Electrification Charging Infrastructure to include Guaranteed Maximum Price (GMP) No. 1 in the amount of \$896,273 was executed December 12, 2022. The GMP included competitive bidding, federal requirements and was compared to an independent cost estimate to ensure a reasonable price. This package will allow for the installation of electric equipment at Kaspar Headquarters to power all electric buses.

RFP 2023-140, Construction Manager at Risk, DCC Phase II

Amendment #1 to Contract No. 2023-140 was executed effective October 1, 2022, to include Phase II of pre-construction services at a NTE value of \$97,120.03.

Agreements and Contracts Authority – Resolution 2020-100

Amendment #1 to the City of Flagstaff Utility Data Nondisclosure Agreement

Due to the ongoing nature of the Downtown Connection Center project, the Amendment to the City of Flagstaff Utility Data Nondisclosure Agreement was executed November 30, 2022, to extend the Agreement for an additional three years. The term of the Agreement may be extended further upon mutual written agreement of the parties.

Amendment #2 to the MetroPlan Intergovernmental Agreement

Mountain Line and MetroPlan entered into an Intergovernmental Agreement dated August 16, 2020, and a First Amendment dated November 1, 2020. This Second Amendment to include use of office space and amenities at the Kaspar Headquarters location was executed December 1, 2022.

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Agreement with State of Arizona related to House Bill 2858

An agreement with the State of Arizona was entered into on December 6, 2022 related to the passage of House Bill 2858 allocating \$6,000,000 for the Downtown Connection Center. The agreement will allow the State to provide a check in the total amount to NAIPTA to be issued immediately. Mountain Line is responsible for compliance with applicable laws, maintaining records for audits and reporting completion of the project.

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MOUNTAIN LINE MEMORANDUM

DATE: January 18, 2023
TO: Honorable Chair and Members of the Board
FROM: Heather Dalmolin, CEO and General Manager
SUBJECT: Current Events

The monthly Transit Voice is available with highlights of news to know, job well done, note-worthy events, and updates on projects. Some of these were also noted in the Mountain Line Minute.

Operations and Staffing

- Operations expects to graduate 4 new staff later this month, bringing our Transit Operator staffing total to 48 of our 50 fulltime positions. We will continue to recruit and hope to have another class start later this month. We have several retirements in the near future and will continue to recruit additional staff to mitigate the staffing gap associated with those departures.
- Mountain Line returned to full service on Monday, January 16. This schedule is reflective of the modification approved by the Board of Directors last fall on Route 10. We are grateful for the community support that gave us this much needed time and we look forward to moving back to full schedule and being fully staffed.
- We hosted our annual Employee Holiday party at the DCC on December 14th. We continue to strive for events that are welcoming and available for all team members. This year we brought in space heaters and tables to set up at the connection center and we had food served by Sugar Skull food truck, allowing staff to make their own selection and ensure the food was hot when their break occurred versus a traditional catered meal that spanned several hours. It was a huge success with 73 of 80 available staff participating.
- We reorganized the planning division to better align duties and roles to staff strengths and interests. Bizzy is now the Strategic Performance Planner. She will focus on developing and tracking key performance indicators (KPIs) for the organization. We anticipate presenting a proposal on KPIs to the Board for adoption later this spring. Estella remains our Mobility Planner and is taking on some the transit planning duties previously performed by Bizzy in her Transit Planner role. Lyra, our Associate Transit Planner, is creating capacity for Estella to take on development of new grant applications by assisting in both these areas, mobility management and grant writing.

Partnerships and Outreach

- Mountain Line, in conjunction with the City of Flagstaff, held a public open house at the Murdoch Center at 5:30 pm on January 12 to talk about various aspects and designs of the civic space being constructed as part of our Downtown Connection Center.
- We are engaged in conversations with a new housing development on Zuni Rd near Lone Tree Rd for a new stop on Routes 4 and 14. This location was identified as a gap in bus stops.

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- We began the Mountain Express service on December 26 and provided more than 3,500 trips in just one week of service. Service will continue thru the end of February on weekends. Operators continue to report that the buses are packed.
- Mountain Line continues working with our contractors to reach 75% plan sets. As we move towards construction, we have begun to plan for our move out of the existing Comfort Station (driver break area). Please be on the lookout for more news on the groundbreaking in the next several weeks.

Finance, Compliance, and Procurement

- The Federal Budget has passed, and it includes robust funding for transit. We expect to hear an announcement regarding the apportionment of funds as well as notice of funding for competitive grants and earmarks later this month or early next month.
- We have received an award from the State to assist with cyber security efforts. We received roughly \$5000 from the State Cyber Readiness Grant which provides support services to reduce cyber risks through training and software licensing.
- Members of our fleet team visited the Gillig Factory on December 12 to inspect our first Battery Electric Bus (BEB). While there are still various parts needed to finalize the vehicle for service, delivery is anticipated soon.

Employees and Morale

- Happy Anniversary to our January anniversaries.
- Congratulations to the following staff who have been promoted within our Operations department. David Doss has promoted to the newly created Assistant Operations Manager and he will be working closely with Jim to update standards and provide day to day oversight of our transit programs and staff.

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February: TAC Meeting is Thurs, 2/2 Board Meeting is Wed, 2/15

ITEMS:	WHO & WHAT:
CCC Prop 438 Utilization of Funds Presentation	Cheyenne Grabiec
Advertising Policy Update	Jacki - C
Adopt Updated Federal and State Priorities	Heather D - D/A
Cybersecurity Policies	Jon - D/A
Workforce Budget Overview	Josh - D
Bus Stop Program Update	Jeremiah - D
Employee Satisfaction Survey	Heather D - D
Vanpool Update	Estella - D
Delegation of Authority Update – Agreements, Grants, and Procurements: MetroPlan IGA Amendment, Beulah Extension – Bus Only Lanes, NAU Campus CDL Course IGA and Lease Agreement, and NAU CMAR	
March/April Agenda Calendar	

March: TAC Meeting is Thurs, 3/2 Board Meeting is Wed, 3/22

ITEMS:	WHO & WHAT:
Safety Minute	Sam
Milestone Anniversaries (Proceed if there are any)	Heather D
Sedona Transit Presentation for BOD Only (TAC done in Nov)	Robert Weber
Financial Audit Approval	Josh - D/A
Operating Budget Overview	Josh - D
Quarterly Performance Report	Bizzy - D
Delegation of Authority Update – Agreements, Grants, and Procurements:	
April/May Agenda Calendar	