



Transit Advisory Committee Minutes for Thursday, February 2, 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, February 2, 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, (Zoom);
Jeff Bauman, Traffic Engineer, City of Flagstaff, alternate, (Zoom);
Dave Wessel, Planning Manager, MetroPlan, alternate;
Kurt Stull, Executive Director of Facilities and Security, CCC, designee, (Zoom), joined at approximately 10:11am;
Tiffany Kerr, Health Disparities Program Manager, Coconino County, designee, (Zoom);
Michele James, Citizen Representative, City of Flagstaff, (Zoom);
Carol Covington, Citizen Representative, Coconino County, alternate, (Zoom);
Brendan Trachsel, President, ASNAU, (Zoom), joined at approximately 10:12am
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Greg Clifton, (Vice Chair), City Manager, City of Flagstaff;
Jeff Meilbeck, Executive Director, MetroPlan;
Gail Jackson, Economic Development Representative, (ECoNA)

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, (Zoom);
Sam Short, Safety Manager, (Zoom);
Jacki Lenner, Marketing and Communications Director, (Zoom);
Jeremiah McVicker, Maintenance Manager;
Anne Dunno, Capital Project Manager;
Bizzy Collins, Strategic Performance Planner, (Zoom);
Estella Hollander, Mobility Planner;
Heather Higgins, Purchasing and Contract Officer, (Zoom);
Jon Matthies, IT Manager;
James Olson, IT Technician;
Aliya De La Torre, Accounting Tech I;





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

Rhonda Cashman, Executive Assistant and Clerk of the Board;
Kris Beecher, Mountain Line Legal Counsel, (Zoom)

GUESTS PRESENT:

Cheyenne Grabiec, Community Outreach Coordinator, Coconino Community College, arrival at approximately 10:15am

1. CALL TO ORDER -Chair Stam called the meeting to order at approximately 10:00 am.
2. ROLL CALL
3. SAFETY MINUTE
-Sam Short, Safety Manager

Mr. Short reported on fire extinguisher safety and proper use.

4. CALL TO THE PUBLIC

There were no members of the public in attendance.

5. APPROVE TAC MINUTES 1/52023

Advisor Wessel made a motion to approve the minutes from January 5, 2023. Advisor Covington seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Erin Stam	X	
Michele James	X	
Carol Covington	X	
Tiffany Kerr	X	
Dave Wessel	X	
Jeff Bauman	X	

6. COCONINO COMMUNITY COLLEGE (CCC) PROPOSITION 438 UTILIZATION OF FUNDS
-Cheyenne Grabiec, Community Outreach Coordinator, Coconino Community College

Tabled until arrival of the presenter at approximately 10:15am. Mr. Grabiec communicated that CCC is grateful for the support. He reviewed the language of the ballot initiative related to the primary property tax rate increase which equates to approximately \$6 million for college programs and scholarships. He noted the funds are not used for facilities. TAC members expressed their support for the college programs. Ms. Dunno inquired about partnering with the college related to the mechanics program and potential opportunities as Mountain Line transitions to electric vehicles. Ms. Dalmolin reported Mountain Line has had successful recruiting efforts from Coconino Community College's (CCC's) Commercial Driver's License (CDL) program and she has strong interest in partnering for a potential heavy equipment maintenance program.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

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.

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. ADVERTISING POLICY REVISION

-Jacki Lenners, Marketing & Communications Director

Staff recommends the Board of Directors approve the revised Advertising Policy.

There were no questions from the TAC regarding this consent agenda item.

b. **DISCUSSION / ACTION ITEMS:**

i. REVIEW AND APPROVE FEDERAL AND STATE LEGISLATIVE PRIORITIES

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors approve the Federal and State Legislative Priorities for 2023.

Ms. Dalmolin explained staff try to align Mountain Line priorities with our Federal, State, and Local partners. She stated the Federal priorities are to: 1) Ensure Annual Transit Appropriations Match Authorized Levels, 2) Provide Relief for Vehicle Shortages and Employee Hiring, 3) Support Spare Ratio Flexibility, and 4) Support All Forms of Additional Revenue for Transportation. She noted the State priorities are: 1) State Funding for Transit, 2) Electric Rate Structure for Public Agencies (ongoing), 3) Timely Distribution of Federal Funding (ongoing), and 4) Transit Laws Advocacy (ongoing). Ms. Dalmolin stated there has not been statewide funding support for transit since 2009. Additionally, she reported staff are working to have local government agencies codify transit and adopt transit plans. There were no questions or concerns voiced by TAC members.

ii. CYBERSECURITY POLICIES

-Jon Matthies, Information Technology Manager

Staff recommends that the Board of Directors approve Cybersecurity Policies as required to meet federal guidelines for transit programs and to improve the mitigation of known risks.

Mr. Matthies reported the policies in the agenda packet are under legal review. He noted these policies are very important for compliance. He explained insurance and costs keep going up. He further explained bus and transit requirements are in the Transportation

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

Security Administration (TSA) circular. Mr. Matthies communicated that Mountain Line needs to have a policy and plan. There were no questions or comments from TAC members.

iii. FY2024 WORKFORCE BUDGET AND STRATEGIES

-Josh Stone, Management Services Director

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

Ms. Dalmolin presented on behalf of Mr. Stone. She reviewed the employee benefit programs and offerings with the TAC. She stated a compensation study is being done to see if we are keeping pace with the minimum wage increase. She noted the workforce budget represents a change of approximately \$300K for insurance and programs. Ms. Dalmolin reported Mountain Line is currently fully staffed in CDL positions. There were no questions.

iv. ANNUAL UPDATE ON THE BUS STOP PROGRAM

-Jeremiah McVicker, Maintenance Manager

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

Mr. McVicker explained that facilities staff try to service each bus stop twice a week. He noted bus stops are not being added, they are being maintained. He reported bus stops are evaluated annually for improvements; five shelter stops and 11 logo stops were rehabilitated in FY2022, and the work came in underbudget. One bus shelter at CCC was replaced to match the system and CCC owns that stop. There was a question about determination of amenities at bus stops. Mr. McVicker replied that amenities are reviewed during the annual evaluation of bus stops; the footprint of the pad, use of the stop, and the balance of stops system wide are considered for appropriate addition of amenities. There was no further discussion.

v. MOUNTAIN LINE VANPOOL PROGRAM UPDATE

-Estella Hollander, Mobility Planner

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

Ms. Hollander communicated that the vanpool program is a shared ride service for 5 or more people per van, starting or ending in Coconino County. She explained Mountain Line contracts with Commute with Enterprise and the program is funded through an Arizona Department of Transportation (ADOT) 5311 grant and Coconino County match funds. She noted the program has doubled to 10 vans recently due to increased marketing and increased fuel cost. She shared the vanpool locations and outcomes. She explained the program is at funding capacity and is challenged to grow. She stated the plan for the FY2024 budget is to move some funds from the county taxi program to the vanpool program to increase capacity for a total of 15 vans; the taxi program is underutilized. There were questions about where the funding constraint lies and if Twin Arrows might want a vanpool. Ms. Hollander responded that ADOT distributes funds statewide and only two areas operate vanpools. She noted Mountain Line has discussed vanpools with Twin Arrows in the past. She stated there was not enough interest at that time and she found the service industry to be challenging to reach the minimum number of passengers. There was no further discussion.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

c. PROGRESS REPORTS:

There were no questions regarding the progress reports.

i. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- Anniversaries were reviewed.
- Staffing compliments to Mr. Lesinski for working with the new software; he has been testing and building shifts to give operators breaks which is getting positive feedback.
- Human Resources Manager position has been vacant for almost one year. Two finalists have been identified by the hiring agency and they are negotiating with the top candidate.
- Platooning is the intentional bunching of multiple buses at a particular place and time to meet ridership demand. Mountain Line is testing this on Route 10 at class change times.
- An Electric Bus Launch invitation was sent to Board and TAC members for the February 22nd, 7:30am event.
- Our Leadership Team hosted a Flagstaff Shelter Services staff member and set aside time and funding to make care packages to donate.
- Grand Canyon National Park staff have reached out regarding a connection to Flagstaff. Northern Arizona Council of Governments (NACOG) will be asked to join the conversation.

ITEMS FROM COMMITTEE AND STAFF:

Advisor Covington recommended attachments be available in the agenda packet for reference value and she also recommended staggering the Strategic Plan bullets in the staff report.

8. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

March/April Working Agenda

The next TAC meeting will be March 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. March agenda items may include but not be limited to the Sedona Transit Presentation (Board Only), Financial Audit Approval, Operating Budget Overview, Quarterly Performance Report, Citizen Advisory Committee (CAC) Formation, Employee Satisfaction Survey, and Delegation of Authority Updates. The March 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 Stam adjourned the meeting at approximately 11:11 am.

Erin Stam, Chair of the Mountain Line Transit Advisory Committee

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

Getting you where you want to go

