



Transit Advisory Committee Minutes for Thursday, March 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, March 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 observe by electronic means only, due to the Winter Storm Warning.

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, (Zoom);
Tiffany Kerr, Health Disparities Program Manager, Coconino County, designee, (Zoom);
Gail Jackson, Economic Development Representative, (ECoNA), (Zoom);
Michele James, Citizen Representative, City of Flagstaff, (Zoom), joined at approximately 11:00am;
Carol Covington, Citizen Representative, Coconino County, (Zoom);
Brendan Trachsel, President, ASNAU, (Zoom), joined at approximately 10:03am
**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;
Kurt Stull, Executive Director of Facilities and Security, CCC, designee;
Tony Williams, Vice President of Student Services, CCC, alternate

STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager, (In Person/Zoom);
Kate Morley, Deputy General Manager, (Zoom);
Jim Wagner, Operations Director, (Zoom), joined at approximately 10:08am;
Sam Short, Safety Manager, (Zoom);
Jacki Lenner, Marketing and Communications Director, (Zoom);
Anne Dunno, Capital Project Manager, (Zoom), joined at approximately 10:03am;
Bizzy Collins, Strategic Performance Planner, (Zoom);
Estella Hollander, Mobility Planner, (Zoom);
Heather Higgins, Purchasing and Contract Officer, (Zoom);
Jon Matthies, IT Manager, (Zoom);
James Olson, IT Technician, (Zoom);
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Kris Beecher, Mountain Line Legal Counsel, (Zoom)





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GUESTS PRESENT:

None.

1. CALL TO ORDER -Chair Stam called the meeting to order at approximately 10:02am.
2. ROLL CALL
3. SAFETY MINUTE
-Sam Short, Safety Manager

Mr. Short reported on the importance of reporting workplace injuries immediately, no matter how small.

4. APPROVE TAC MINUTES 1/52023

Advisor Jackson made a motion to approve the minutes from February 2, 2023. Advisor Covington seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Erin Stam	X	
Dave Wessel	X	
Carol Covington	X	
Tiffany Kerr	X	
Gail Jackson	X	
Jeff Bauman	X	

5. 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. UPDATE USER FEE SCHEDULE

-Josh Stone, Management Services Director

Staff recommends the Board of Directors update the adopted User Fee Schedule to include facility rental and use fees.

Ms. Morley presented this item on behalf of Mr. Stone. She reported the Board has historically adopted user fees for Mountain Line. She noted Mountain Line often seeks project partnerships and the Federal Transit Administration (FTA) has rules about non-transit provider partners using transit facilities for incidental use. The fees were outlined in the PowerPoint slide. Ms. Morley explained the fees need to be fair market value and not compete with other facilities or providers of the service. Chair Stam commented that if





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unrelated Northern Arizona University (NAU) departments need to pay, that may need to be clarified in the fee structure. Ms. Morley expressed her appreciation for the feedback. A question was posed regarding whether a semi-truck wash would be comparable to our on-site bus wash. Ms. Dalmolin stated a semi-truck would not fit though the Mountain Line bus wash since it was made for buses. There was no further discussion.

ii. FY2024 OPERATING BUDGET

-Josh Stone, Management Services Director

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

Ms. Dalmolin presented this item on behalf of Mr. Stone. She reported on the three main areas where costs have increased: Vehicle Maintenance Parts and Supplies up 20.8 percent; Liability Insurance up 31 percent; and Facilities Supplies and Janitorial Contract up 14 percent. Some other factors to consider are zero emissions bus operating costs are not clearly known, the vanpool contract budget increased to allow for additional vehicles, planning software cost moved to a recurring operating expense, and recruitment and employee recognition and appreciation events were evaluated, and lesser used categories have been reallocated to more broad appreciation. There were no questions.

iii. FY2023 MID-YEAR PERFORMANCE REPORT

-Bizzy Collins, Strategic Performance Planner

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

Ms. Collins noted she is taking on a more strategic focus and evaluation of data. She noted this is leading up to a potential ballot initiative related to implementing our five year plan, Flagstaff in Motion, how to tie in our Strategic Plan, tell our story, and ensure efficiencies, etc. She explained this report has been historically provided twice a year. She reviewed statistics for each program: Fixed Route, Paratransit, Microtransit, City and County Taxi, and Vanpools. She also included peer comparison where available. There was a request to know the per capita information for other programs in addition to fixed route, if possible. Ms. Collins noted the related Strategic Plan Metrics involved are Access; Equity; Emissions; Staff Trainings, Evaluations, and Promotions; Preventative Maintenance; Return on Investment; Community Engagement; and Transit Investment and Ridership Per Capita. TAC members were excited about the data aspects and how increased service seems to correspond to increased ridership. There were no questions.

iv. DOWNTOWN CONNECTION CENTER UPDATE

-Kate Morley, Deputy General Manager

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

Ms. Morley noted staff are not seeking any action on this item. She reported some activity is going to start at the site of the new Downtown Connection Center (DCC) so it seemed appropriate to offer an update. She provided northwest and northeast renderings of the building and surrounding area. She stated a fence will be going up soon, abatement will begin, and staff will have a trailer for breaks and restrooms; demolition of the existing building should begin in late April and allow for groundbreaking to begin. Ms. Morley noted staff are

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working with FTA and there will need to be a slight change to the Intergovernmental Agreement (IGA) with the City. There were questions regarding commercial/retail space and building prices coming down. Ms. Morley responded that there is about 800 square feet of retail space on the first floor, and it needs to be for a related purpose. She also noted Mountain Line does not have a construction contract yet, but industry costs may be leveling off. There was no further discussion.

v. 2024 TAX PACKAGE PROCESS

-Kate Morley, Deputy General Manager

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

Ms. Morley reminded TAC Members that Mountain Line has no taxing authority. She explained the plan to form a Citizen's Advisory Committee (CAC) starting with members from the five year plan committee that may want to be involved and then expand from there to form a diverse group. She noted the CAC would report to staff in order to dig a little deeper in private discussion, then staff will report recommendations to the Board. She shared that staff hope to have a tax funding recommendation to City Council by December to then work through the City process. She reported staff plan to work with a polling consultant and then take it to City Council to place the question on the ballot. There were no questions.

vi. 2023 EMPLOYEE SATISFACTION RESULTS

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin stated the Employee Satisfaction Survey was historically completed twice a year; it was not done through COVID, so it was last done in 2019. She reported overall responses were positive, with some improvement needed in taking employee suggestions seriously. There were questions about tenure and how responses compare across the three staffing subsets. Ms. Dalmolin replied that employees do report their tenure on the survey, and most are at less than five years. She responded that managers have reviewed results for their subset. She noted staff do get a chance to review the results and she could provide more detail in the future if desired. TAC members were supportive of the feedback shared.

b. PROGRESS REPORTS:

There were no questions regarding the progress reports.

i. DELEGATIONS OF AUTHORITY

-Heather Dalmolin, CEO and General Manager

ii. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

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- Thank you to Fleet and Facilities staff for their hard work on snow removal, as well as the Arizona Department of Transportation (ADOT) and the City. Our team is small, but mighty.
- March Anniversaries were reviewed. Gratitude was expressed for their work.
- The Human Resources Manager finalist withdrew. He took a position elsewhere. An internal search will begin soon.
- Bus platooning was tested. Due to inclement weather, there were challenges. A second test will be done in the future.
- The Electric Bus Launch will be held on Thursday, March 23rd at 11:30am. Please RSVP to Rhonda.
- Staff are working to try to get Flagstaff in Motion approved by City Council.
- Staff participated in an NAU Master Plan Workshop which may lead to better connections for Mountain Line.
- Staff attended an NAU program review to discuss partnerships such as the Montoya Fellow and value of department and agency relationships.
- Mountain Line received a Cybersecurity grant provided by the State of Arizona.
- Mountain Line received a Section 5307/5339 funding award for Low/No Emissions Buses, support vehicles, and the Kaspar Master Plan construction.
- Congratulations to Ms. Dunno on completion of the lease agreement for the Commercial Driver's License (CDL) Course IGA with NAU.
- March 18th is Transit Employees Appreciation Day.

ITEMS FROM COMMITTEE AND STAFF:

6. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

April/May Working Agenda

The next TAC meeting will be April 6, 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. April agenda items may include but not be limited to the Coordinated Plan, Bus Stop Equity Analysis, Bus Stop Acquisition Policy, Zero Fare Pilot Program for students, Capital Budget Overview, Key Performance Indicators, Service Changes, First/Last Mile, Kaspar Maintenance Facility, 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.

7. ADJOURNMENT -Chair Stam adjourned the meeting at approximately 11:09am.

Erin Stam, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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