



Transit Advisory Committee Minutes for Thursday, April 6, 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, April 6, 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);
Kurt Stull, Executive Director of Facilities and Security, CCC, designee, (Zoom);
Tiffany Kerr, Health Disparities Program Manager, Coconino County, designee, (Zoom);
Gail Jackson, Economic Development Representative, (ECoNA), left at approximately 10:45am;
Michele James, Citizen Representative, City of Flagstaff, (Zoom);
Carol Covington, Citizen Representative, Coconino County, (Zoom);
Brendan Trachsel, President, ASNAU, (Zoom), joined at approximately 10:06am
**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 Bauman, Traffic Engineer, City of Flagstaff, alternate;
Dave Wessel, Planning Manager, MetroPlan;
Kate Morley, Executive Director, MetroPlan, alternate;

STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager, (In Person/Zoom);
Josh Stone, Management Services Director, (Zoom);
Jacki Lenner, Marketing and Communications Director, (Zoom);
Sam Short, Safety Manager;
Jeremiah McVicker, Maintenance Manager;
Anne Dunno, Capital Project Manager;
Bizzy Collins, Strategic Performance Planner;
Estella Hollander, Mobility Planner;
Mitch Reddy, Associate Transit Planner;
Heather Higgins, Purchasing and Contract Officer, (Zoom), joined at approximately 10:03am;
Jon Matthies, IT Manager;
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:

None.

1. CALL TO ORDER -Chair Stam called the meeting to order at approximately 10:01am.
2. ROLL CALL
3. SAFETY MINUTE
-Sam Short, Safety Manager

Mr. Short reported on the hazards of distracted driving.

4. APPROVE TAC MINUTES 3/22023

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

NAME	YES VOTE	NO VOTE
Erin Stam	X	
Kurt Stull	X	
Tiffany Kerr	X	
Gail Jackson	X	
Michele James	X	
Carol Covington	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. FY2022 FINANCIAL AUDIT REPORT

-Josh Stone, Management Services Director

Staff recommends the Board of Directors approve the FY2022 Financial Audit Report as completed by Fester and Chapman P.C. and filed as required by March 31, 2023.

Mr. Stone shared that the FY2022 Financial Audit report was certified and submitted on the same day, March 31,2023. He explained there was one finding related to Year End not being completed on time. He noted this was his first year in the position and there have been staffing issues. He informed the TAC a corrective action statement was filed for the finding. The TAC was overall supportive of the financial audit results. Ms. Dalmolin expressed her appreciation for a job well done.

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ii. THE METROPLAN AND MOUNTAIN LINE COORDINATED PUBLIC TRANSIT – HUMAN SERVICES TRANSPORTATION PLAN

-Mitch Reddy, Associate Transit Planner

Staff recommends the Board of Directors adopt the MetroPlan & Mountain Line Coordinated Public Transit-Human Services Transportation Plan.

Mr. Reddy reported the Coordinated Plan undergoes a major update every four years and it was done this year. He noted the Coordinated Mobility Council (CMC) reviews the plan and makes recommendations. He explained there are eight new strategies and two modified strategies to address transportation gaps, as well as keeping sidewalks free of obstructions and lighting code. Mr. Reddy told the TAC that the MetroPlan Executive Board approved the Coordinated Plan, and he is now seeking approval from the Mountain Line Board. There were no questions.

iii. ZERO FARE POLICY, PILOT STUDENT FARE POLICY

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin reviewed the benefits of Zero-Fare Transit: expand equitable access, rebuild ridership, and reduce household transportation costs. She addressed each of these benefits in more detail. She expanded upon some reasons why and why not to adopt a Zero-Fare policy and further considerations. She offered some options on how to proceed and noted the Citizen Advisory Committee (CAC) that is being formed will be able to weigh in related to the impact on a tax question. Ms. Dalmolin noted she will be seeking feedback from the Board. There was a fair amount of engagement from TAC members on this issue, with differing opinions expressed.

iv. FY2024 CAPITAL 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 FY2024 Capital Budget with TAC members, this being the final budget breakdown report prior to the full budget presentation at the May joint meeting. He noted two thirds of the capital budget is related to the Downtown Connection Center (DCC). He stated that the planning team provides regular updates on these projects. Mr. Stone reported that funding will be discussed at the May joint meeting. There were no questions.

v. BUS STOP EQUITY ANALYSIS UPDATE

-Anne Dunno, Capital Project Manager

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

Ms. Dunno provided some history related to the Transit Guidelines being adopted in 2019 for the use of the City and developers to integrate transit into the built environment. She reported a recheck was just performed and about two thirds of the current bus stops still align with these guidelines. She explained the focus was the Permanent Transit Network. She reviewed the types of bus stops and noted approximately 58 stops need improvements,





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including 20 shelters, and a few bus stops are overbuilt which is good for the riders in those areas. She stated that improvements depend on the budget and any right-of-way issues. Ms. Dunno shared that she will be bringing the Bus Stop Acquisition Policy forward in August to consider the right-of-way process. Chair Stam expressed her appreciation for the forthcoming policy to address the issue.

vi. MOUNTAIN EXPRESS SERVICE FOR 2022-2023

-Estella Hollander, Mobility Planner

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

Ms. Hollander reviewed the Mountain Express route and service dates offered; bus frequency was every 30 minutes. She noted service was not offered on January 15th and February 26th due to inclement weather. She explained the service is free to the rider and paid for by the Arizona Snowbowl on a cost per hour basis. She shared a graph showing the snowfall impacts on ridership. She stated this year differed from the 2018-2019 season ridership because in the past 20 minute service was offered and the Arizona Snowbowl offered more incentives to ride the bus which was helpful. Ms. Hollander reviewed a table showing boardings by stop, noting it is evident that the Fort Valley Park and Ride reduces boardings at the DCC and our purpose is to reduce traffic on Highway 180. Staff will hold a follow up meeting with Arizona Snowbowl staff to discuss this issue further and propose an increase to 20 minute service in the future. There were no questions.

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:

- April anniversaries were recognized.
- Seven staff members attended the Arizona Transit Association (AzTA) Conference earlier this week. Governor Hobbs addressed transit as infrastructure. Mountain Line staff met with staff from Senator Kelly's and Senator Sinema's offices. The electric bus was showcased at the conference and was tested on some Phoenix routes by the City of Phoenix.
- The electric bus is expected to be used on routes in town starting on April 24th.
- The second electric bus, by New Flyer, has now hit the manufacturing line and should be in Flagstaff by the end of June.
- The City's Earth Day event is on April 22nd. Mountain Line will offer free fare that day and the electric bus will be at the event.
- The electric bus will be at the STEM Celebration on April 29th at Fort Tuthill.

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- Staff met with Hopi Senom Transit staff regarding partnerships and coordination, and potential use of the Commercial Driver's License (CDL) Course. They were not aware of the future hospital relocation.
- MetroPlan now resides at Mountain Line, and they will move with us to the new DCC.
- MetroPlan/Mountain Line have received a federal planning grant through the Arizona Department of Transportation (ADOT) for \$200,000 to work on a zoning and code project.
- Human Resource Manager candidate interviews will be conducted.
- A long-time rider, Jordan, loves our buses and with coaching from Quality Connections, he will join our Fleet team.

ITEMS FROM COMMITTEE AND STAFF:

Mr. Trachsel communicated this would be his last meeting. He is graduating from NAU. He was appreciative of the work Mountain Line is doing in the community. Chair Stam and Ms. Dalmolin thanked him for his service.

6. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

May/June Working Agenda

The Board and TAC Joint meeting will be held on Wednesday, May 17, 2023. It will be held in person at the Flagstaff Aquaplex, in the Community Room, 1702 N. Fourth Street, Flagstaff, AZ 86004 at 10am. The public is invited to attend. May agenda items may include but not be limited to Budget Presentation, Strategic Plan Review, Key Performance Indicators, Review Mission, Vision, Goals, Guiding Principles, Staff Development and Succession Planning, and Delegation of Authority Updates. The May 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 and TAC.

The next TAC meeting will be June 1, 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. June agenda items may include but not be limited to Budget Approval, Key Performance Indicators Adoption, DBE Goal Setting, Procurement Resolution, Grant Resolution, Line of Credit, Personnel Policy Manual Updates, Annual Cybersecurity Report, Meeting Calendar Review, and Delegation of Authority Updates. The June 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 11:07am.

Erin Stam, Chair of the Mountain Line Transit Advisory Committee

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ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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