



Transit Advisory Committee Minutes for Thursday, August 3, 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, August 3, 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:

Dave Wessel, (Acting Chair), Planning Manager, MetroPlan;
Rafy Rivera, Assistant Director of Shuttle Services, NAU, alternate, (Zoom);
Jeff Bauman, Traffic Engineer, City of Flagstaff, alternate, (Zoom);
Tiffany Kerr, Health Disparities Program Manager, Coconino County, designee, (Zoom);
Carol Covington, Citizen Representative, Coconino County, (Zoom);
Kurt Stull, Executive Director of Facilities and Security, CCC, designee, (Zoom);
Gail Jackson, Economic Development Representative, (ECoNA), (Zoom);
Carlton Johnson, Citizen Representative, City of Flagstaff, alternate, (Zoom);
Maria Machelor, President, ASNAU, (Zoom)

**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Erin Stam, (Chair), Director, Campus Operations, Transit Services, NAU, designee, (Zoom);
Greg Clifton, (Vice Chair), City Manager, City of Flagstaff, (Zoom);
Michele James, Citizen Representative, City of Flagstaff, (Zoom);

STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager, (In Person/Zoom);
Josh Stone, Management Services Director, (Zoom);
Jacki Lenners, Deputy General Manager, (Zoom);
Sam Short, Workforce Director, (Zoom);
Jon Matthies, Information Technology Manager, (Zoom);
Mitch Reddy, Associate Transit Planner, (Zoom);
Heather Higgins, Purchasing and Contract Officer, (Zoom);
James Olson, Information Technology Technician;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Kris Beecher, Mountain Line Legal Counsel, (Zoom)

GUESTS PRESENT:

None.





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

Mr. Short reported on school zone safety as children return to school this month.

4. CALL TO THE PUBLIC

There were no members of the public present at the meeting.

Ms. Dalmolin recognized Milestone anniversaries for two staff members: Mark Attenberger, 15 years of service and Jerry Holzwordt, 5 years of service.

TAC AGENDA

5. APPROVE TAC MINUTES 6/1/2023

Advisor Covington made a motion to approve the minutes from June 1, 2023. Advisor Rivera seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Dave Wessel	X	
Rafy Rivera	X	
Tiffany Kerr	X	
Carlton Johnson	X	
Carol Covington	X	
Jeff Bauman	X	
Gail Jackson	X	
Kurt Stull	X	

6. **PROGRESS REPORTS**

There were no questions regarding the progress reports.

- a. STRATEGIC PLAN KEY PERFORMANCE INDICATORS
-Bizzy Collins, Strategic Performance Planner
- b. CYBERSECURITY POLICIES
-Jon Matthies, Information Technology Manager

7. REVIEW OF THE DRAFT BOARD BUSINESS AGENDA

The TAC reviewed the draft Board Business Agenda and discussed staff reports, in order to

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provide recommendations to the Board. Specific comments and recommendations are noted in these minutes.

a. DISCUSSION / ACTION ITEMS:

i. BUS RAPID TRANSIT (BRT) PROJECT UPDATE

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin communicated that BRT (bus rapid transit) is defined by the Federal Transit Administration (FTA) as a specific route configuration or service to provide high capacity transit. It was originally pursued in 2013. She shared the proposed map for the BRT route. The BRT route would have required dedicated improvements along Milton Road. She reviewed the timeline with Advisors. Ms. Dalmolin stated that there had been challenges since 2017/2018. She said the Northern Arizona Healthcare hospital move could require the project to start over as the current location is a key point in the original BRT route application for funding. She noted that the new 5 year transit plan and the funding conversations about implementation of the transit plan have not prioritized the inclusion of the BRT project and at this time it was determined it was best to close out the process with FTA to remain in good standing with the opportunity to be eligible for future funding. Advisor Covington stated her appreciation for the background provided to help her understand the historical timeline of the project. Chair Wessel stated that MetroPlan sets the Regional Transportation Plan broadly and he wondered if there may be a need for a BRT on the 20 year horizon, as there is no support for widening roads. He said MetroPlan could help with evaluation for the long game. There was no further discussion.

ii. DOWNTOWN CONNECTION CENTER (DCC) UPDATE

-Anne Dunno, Capital Development Manager

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

Ms. Dalmolin presented on behalf of Ms. Dunno. She noted staff wanted to bring an update on the Downtown Connection Center (DCC) project. She stated Phase 1 design is complete and Phase 2 design is going to get broken into two parts; Phase 2A will have interim electric vehicle (EV) operations until construction of full phase 2 can be completed and Phase 2B will include up to 50 percent design for buildout of the connection center bus bays. She explained the DCC Phase 1 construction is underway. She said staff are looking to value engineer about \$3 million to stay within budget for the project. Ms. Dalmolin reported that the civil engineering and grading permits have been received; the building, Operations trailer, and Arizona Department of Transportation (ADOT) encroachment permits are pending. She noted the abatement and demolition were completed. She shared some recent photos from the worksite. She mentioned the contractors have been good to work with and they are making lots of progress. Ms. Dalmolin stated there will be interim electric vehicle charging while trying to stay out of the Rio de Flag area so the charging equipment may need to be moved. Chair Wessel stated his appreciation for having contingency plans in place.

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iii. COMMERCIAL DRIVER'S LICENSE (CDL) TRAINING AND TESTING FACILITY UPDATE

-Anne Dunno, Capital Development Manager

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

Ms. Dalmolin presented on behalf of Ms. Dunno. She reported on the CDL Course and road access progress. She noted concrete may be able to be poured by mid-August. She shared photos of the site. She explained this project is a partnership with Northern Arizona University (NAU) and the site selected is compatible and valuable use due to overhead power lines that prevent vertical development; it will be a shared use facility. She noted Mountain Line staff are looking to add back our third party CDL tester. She communicated Mountain Line and others continue to struggle with CDL Operators and Maintenance workers. Ms. Dalmolin stated there would be a lease agreement with partners. Advisor Covington asked for clarification on the location of the project, and it was provided. Chair Wessel asked if there are cost constraints with this project similar to the need for value engineering for the DCC. Ms. Dalmolin stated this project was actually funded twice so it is able to withstand cost escalation better, including the 60 percent increase in the cost for the concrete. Advisor Jackson asked about sustainable concrete material. Ms. Dalmolin replied that she would defer to Ms. Dunno, and she may need to check with Kinney Construction Services, the contractor, then get back with her.

iv. TRANSIT TAX INITIATIVE UPDATE

-Jacki Lenners, Deputy General Manager

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

Ms. Lenners provided an update on where staff are in the process of preparing for a transit tax initiative in 2024. She shared the historical timeline of previous ballot initiatives and outcomes. She reported Flagstaff in Motion has been completed; there are service improvements people want but there is no funding to do them; new funding is needed for existing operations; and a review of funding mechanisms was done concluding that the sales tax is the most reliable. She noted the Citizen Advisory Committee (CAC) will be evaluating the ballot question(s), considering both an increase related to renewal of current tax rate for existing services and an increase needed for expansion of services. She reiterated, staff cannot advocate, only educate. She reported a procurement process was done and Global Vision was awarded a contract for polling and Lumens Strategies was awarded a contract for the education campaign. Ms. Lenners shared that the first survey will help determine voter sentiment regarding support for Mountain Line, climate action efforts related to transit, and whether there should be one question or multiple questions for transit on the ballot. She explained a CAC recommendation will go to the Board, and then to City Council. She noted staff are interested in starting the education campaign early. Advisor Johnson asked about the base tax, as there is usually an increase in spending, so he questioned what is not keeping up. Ms. Dalmolin reported that the base tax was set in 2000 and it was renewed and expanded in 2008, with the expansion for services and capital programs, not really adjusted for increased operating costs. She noted the minimum wage was half in 2008 of what it is today, a major cost factor, and slowly the cost is outpacing the revenues; in about 2040 the cost will cross over and there will be a need to reduce programs. She shared the three major reasons are: fuel cost is roughly 175 percent higher; wages are 82 percent

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higher; and liability insurance has increased 350 percent over the last five years and getting worse due to market changes. Chair Wessel asked if our legal team and the City's legal team have reviewed the survey questions since previously the City took issue with a piece of the education campaign. Ms. Lenners responded that the first survey will be high level to see what messaging resonates with the voters, such as climate action, etc. She said staff will be very careful not to cross that line.

b. PROGRESS REPORTS:

i. ANNUAL SAFETY REPORT

-Sam Short, Workforce Director

There were no questions regarding the progress report.

ii. BATTERY ELECTRIC BUSES UPDATE

-Jeremiah McVicker, Maintenance Manager

Ms. Dalmolin informed the TAC that staff are at New Flyer to inspect the next new electric bus and it should be arriving next week.

iii. ANNUAL UPDATE ON THE BUS STOP REHABILITATION PROGRAM

-Jeremiah McVicker, Maintenance Manager

Chair Wessel asked about the lifecycle of the shelters and if they are holding up well. Ms. Dalmolin responded that they are holding up well and she added that the October Advance will be dedicated to bus stops.

iv. ANNUAL FLEET UPDATE

-Jeremiah McVicker, Maintenance Manager

Advisor Covington stated she was grateful for the detailed report for her understanding.

v. DELEGATIONS OF AUTHORITY

-Heather Dalmolin, CEO and General Manager

There were no questions regarding the progress reports.

ii. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- Mountain Line has introduced a call center. It went live on August 1st.and it is going very well.
- There are new bus stops on Huntington, but they are not directly across from each other due to view shed concerns due to curve of the road. These stops were triggered by the

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new Flagstaff Shelter Services Transitional Housing units that will be opening soon. The stops are considered temporary stops so have minimal infrastructure while staff work with the City for a street crossing that is needed to make a stop location permanent.

- Facilities staff cleared a fire break between our property and the neighboring housing development. There was a significant amount of plant debris to clean up.
- The Route 5 stop at the Peaks has a bench now. Staff received an email request and were able to accommodate the request quickly.
- Congratulations to Ms. Hollander and Mr. Reddy for receiving a 5307/5339 competitive grant award Mountain Line was awarded a Bus and Bus Facilities grant in late June for approximately \$16 million for some much needed improvements.
- Two Promotions: Dave Doss, Operations Manager and Sheldon Yazzie, Human Resources Generalist. Chair Wessel spoke highly of his interactions with Mr. Yazzie.
- Operator meetings were held in-person recently with 85 percent attendance, which is no small feat due to staffing shortages.
- Mountain Line 101 training was done so employees could understand the Mountain Line WHY and renew our focus and energy around services in the community.
- The Employee Summer BBQ was held on July 20th. Advisors Covington and Johnson attended, and Advisor Bertelson stopped by. The next event will be near the holidays.
- July and August anniversaries were reviewed.
- The 100 Club was explained. Eight drivers were recognized, and they are eligible for an additional bonus.
- Senator Sinema will visit next week for a roundtable discussion with local agencies, not a public meeting.

ITEMS FROM COMMITTEE AND STAFF:

Advisor Covington asked what the letters mean after the staff name on the working agenda. She requested we note them on the page for reference.

Ms. Dalmolin thanked Advisor Wessel for chairing the meeting in Chair Stam's absence.

8. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS September/October Working Agenda

The next TAC meeting will be September 7, 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. September agenda items may include but not be limited to Personal Policy Manual Updates, Biannual Performance Report, Mountain Line Annual Report, Grant Status Update, Maintenance Facility Design Kick Off, Project Plan, and Flagstaff in Motion (FIM) City Adoption. The September 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 11:18am.

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Erin Stam, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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