



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, August 16, 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. The 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.

Public Comment Process

The Mountain Line Board of Directors welcomes public comments during meetings. Members of the public can comment on items not on the agenda under the general call to the public and on items on the agenda at the time the item is considered, in the agenda order. There are three ways to submit comments:

1. **Written Comments:** Members of the public can submit public comments by email up until 9:00 a.m. on the day of the meeting. Comments can be emailed to publiccomment@mountainline.az.gov and should reference if the comment is part of the general call to the public or in reference to a specific agenda item. Every email, if received by 9:00 a.m. on the day of the meeting, will be entered into the official record.
2. **Virtual Comments:** Members of the public can join the meeting virtually to deliver public comments. Those wishing to attend virtually must email publiccomment@mountainline.az.gov by 9:00 a.m. on the day of the meeting with their name and agenda item for which they wish to provide comment. The Clerk of the Board will provide a link to access the meeting via Zoom and will introduce those giving public comments at the appropriate time in the agenda.

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3. In-Person Comments: Members of the public can attend any Board meeting in-person and submit a speaker card to the Clerk of the Board.

The agenda for the meeting is as follows:

-pages 1-4

1. CALL TO ORDER

2. ROLL CALL

3. SAFETY MINUTE

-Sam Short, Workforce Director

4. CALL TO THE PUBLIC

The public is invited to speak on any item or any area of concern that is the jurisdiction of the Mountain Line Board. Comments relating to items on the agenda will be taken at the time the item is discussed. The Board is prohibited by the Open Meeting law from discussing, considering, or acting on items raised during the call to the public, but may direct the staff to place an item on a future agenda. Individuals are limited to a three minute presentation. A spokesperson for 10 or more people present at today's meeting may be given up to six minutes to speak. The Board will not recognize anonymous comments.

5. MILESTONE ANNIVERSARIES

-Heather Dalmolin, CEO and General Manager

6. APPROVAL OF MINUTES 6/21/2023

-pages 5-24

DISCUSSION / ACTION ITEMS:

7. BUS RAPID TRANSIT (BRT) PROJECT UPDATE

-pages 25-36

-Heather Dalmolin, CEO and General Manager

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

8. DIOWNTOWN CONNECTION CENTER (DCC) UPDATE

-pages 37-38

-Anne Dunno, Capital Development Manager

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

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

-Anne Dunno, Capital Development Manager

-pages 39-40

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

10. TRANSIT TAX INITIATIVE UPDATE

-pages 41-42

-Jacki Lenner, Deputy General Manager

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

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PROGRESS REPORTS:

11. ANNUAL SAFETY REPORT -pages 43-44
-Samuel Short, Workforce Director
12. BATTERY ELECTRIC BUSES UPDATE -pages 45-46
-Jeremiah McVicker, Maintenance Manager
13. ANNUAL UPDATE ON THE BUS STOP REHABILITATION PROGRAM -pages 47-49
-Jeremiah McVicker, Maintenance Manager
14. ANNUAL FLEET REPORT -pages 50-51
-Jeremiah McVicker, Maintenance Manager
15. DELEGATIONS OF AUTHORITY -pages 52-54
-Heather Dalmolin, CEO and General Manager
16. SUMMARY OF CURRENT EVENTS -pages 55-57
-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 Beckstrom v. NAIPTA Notice of Claim. ARS § 38-431.03(A)(3) and (4).
2. Discussion and consultation with Mountain Line's attorney for legal advice and with Mountain Line's attorney and designated representatives, regarding the Gonzales v. NAIPTA Notice of Claim. 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

September/October Working Agenda

-page 58

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The next Board meeting will be September 20, 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. September agenda items may include but not be limited to Personnel 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, and Delegation of Authority Updates. 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 Board.

17. ADJOURNMENT

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Board of Directors Minutes for Wednesday, June 21, 2023

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, June 21, 2023, 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:

Tony Williams, (Chair), Dean of Student Affairs, CCC, designee, (Zoom);
Jeronimo Vasquez, (Vice Chair), Board of Supervisors, Coconino County, (Zoom);
Josh Maher, Associate VP for Community Relations, NAU, alternate, (Zoom);
Miranda Sweet, Vice Mayor, City of Flagstaff;
Lori Matthews, City Councilor, City of Flagstaff;
**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

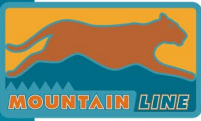
MOUNTAIN LINE STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager, (In Person and Zoom);
Jim Wagner, Operations Director, (Zoom);
Josh Stone, Management Services Director, (Zoom);
Jacki Lenners, Deputy General Manager, (Zoom);
Sam Short, Workforce Director;
Jeremiah McVicker, Maintenance Manager, (Zoom);
Bizzy Collins, Strategic Performance Planner, (Zoom);
Estella Hollander, Mobility Planner, (Zoom);
Mitch Reddy, Associate Transit Planner;
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)

GUESTS PRESENT:

Kyle Nitschke, Member of the Public, the Arizona Students Association, left at approximately 10:55am;
Jason Kordosky, Member of the Public representing freemountainline.org, left at approximately 10:55am;
Robert Scott Singleton, Member of the Public, representing freemountainline.org, left at approximately 10:55am;





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Susan Immel, Member of the Public, representing freemountainline.org, left at approximately 10:55am;

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

Mr. Short reported it is National Safety Month and he provided some safety tips.

Ms. Dalmolin attempted to recognize Jaime Guardado's upcoming retirement but then asked to delay until he could get off route and arrive at the meeting.

4. CALL TO THE PUBLIC

Written public comment received via email from Melanie Sharp, RN, Zip Code 86005 was read aloud. She asked that the Mountain Line Board of Directors and Chief Executive Officer (CEO) consider extending service to Kachina Village and Mountaineire, especially when the new hospital moves near Fort Tuthill.

5. APPROVAL OF MINUTES:

- a. Regular Meeting 4/19/2023
- b. BOD/TAC Joint Meeting 5/17/2023

Director Maher moved to approve the minutes for the regular meeting held on April 19, 2023. Director Sweet seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Tony Williams	X	
Jeronimo Vasquez	X	
Josh Maher	X	
Miranda Sweet	X	
Lori Matthews	X	

Director Sweet moved to approve the minutes for the joint meeting held on May 17, 2023. Director Matthews seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Tony Williams	X	
Jeronimo Vasquez	X	
Josh Maher	X	
Miranda Sweet	X	
Lori Matthews	X	

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DISCUSSION / ACTION ITEMS:

6. ZERO-FARE POLICY

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors direct staff to delay consideration of the Zero-Fare policy and related workplan items until spring 2025.

Ms. Dalmolin reported ridership has been increasing over the last year or so since the pandemic. She noted the benefits and concerns related to going zero-fare. She stated the recommendation to postpone moving to zero-fare is to avoid potential confusion in messaging as staff are moving forward with asking voters to consider increased funding for service expansion in 2024. She reviewed multiple alternatives.

We had four members of the public present asking to speak to the Board of Directors: Kyle Nitschke stated he is representing the Arizona Students Association, advocating for students. He stated Mountain Line Route 10 is a precious resource and critical for students in an area of increased density and meeting climate action goals as the university encourages students not to bring a car to campus. Citywide fare-free bus service improves access and it's a no-brainer solution. He commented that a fare-free system may strengthen Mountain Line's position for passing the tax and create good will. He recommended not waiting; he urged the Board to go fare-free to increase ridership, decrease cars on the road, and take climate action seriously.

Jason Kordosky stated he was attending the meeting on behalf of Free Mountain Line, a local group of community members that formed in March 2023 to push for making Mountain Line Bus fare-free. The group currently has 254 supporters and has been endorsed by several agencies. He noted many people are struggling with rising costs; the price of a fare-free Mountain Line would be low compared to its benefits to the community related to the economy, environment, and traffic. He recommended staff pursue creative funding to offset the loss of revenue. He noted the group will continue its efforts related to fare-free Mountain Line regardless of the outcome at that meeting.

Robert Scott Singleton stated he is homeless, and a fare-free Mountain Line is a great idea for those who don't have the money to pay the fare. He expressed his appreciation for the opportunity to be a part of the community and he hopes a solution can be found for funding this great cause.

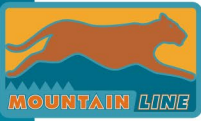
Susan Immel stated she is an advocate for fare-free Mountain Line. She encouraged Mountain Line staff to be transparent. She stated the mounting traffic problems will only get worse. She noted not having to worry about the fare would make riding the bus more accessible to get to work or events, etc. She also stated it would help build trust.

The following written comments received via email were read to the Board:

6/20/2023 Tea Tissaw, Zip Code 86001, stated her support for transitioning to a fare-free Mountain Line bus system, and 6/20/2023 Ojay Anronucci-Allan, Zip Code 86004, emailed an identical message. These two written comments were not in the Board agenda packet.

3/16/2023 Sol Battle, Zip Code 86001, noted benefits of a fare free bus system and encouraged the Board to make the Mountain Line fare-free, and similar messages were





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received from 3/19/2023 James Appel, Zip Code 86001, 4/1/2023 Brian Dales, Zip Code 86001, 4/3/2023 Hong Wen, Zip Code 86004, 4/17/2023 Erin Hiebert, Zip Code 86005, 5/22/2023 Murphy James, Zip Code 86001, and 5/26/2023 Mariana Alvidrez, Zip Code 86001.

Public comments will be attached to these minutes.

There was a lengthy discussion regarding revenue replacement, consideration of zero-fare questions to be included in the upcoming survey, the need for partners who purchase passes to continue to pay, timing for fare-free, and the possibility of starting fare -free with certain groups. There was consensus to go fare-free sooner than later without waiting on the ballot issue, if other funding could be identified to replace lost fares. Director Sweet made a motion to delay consideration of the Zero-Fare policy and related workplan items until spring 2025 with a caveat that Mountain Line move to fare free as soon as possible. Director Matthews seconded. There was no further discussion. All approved, none opposed. Motion carried. Ms. Dalmolin stated she plans to share the results of the registered likely voters survey regarding the zero-fare question(s), and she may need to request a revised caveat depending on the survey.

NAME	YES VOTE	NO VOTE
Tony Williams	X	
Jeronimo Vasquez	X	
Josh Maher	X	
Miranda Sweet	X	
Lori Matthews	X	

7. FY2024 PROPOSED BUDGET

-Josh Stone, Management Services Director

Staff recommends the Board of Directors approve the FY2024 Proposed Budget for a total expense budget of \$64,473,982, with operating of \$11,837,749 and capital of \$52,636,233.

Mr. Stone reviewed a few PowerPoint slides related to the FY2024 budget and fund balance. He asked the Board for approval. Chair Williams stated his support for the budget process over time and seeing the segments a few times before asking for approval of the budget. Vice Chair Vasquez made a motion to approve the FY2024 Budget as recommended. Director Sweet seconded. There was no discussion. All approved, none opposed. Motion carried.

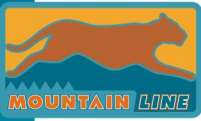
NAME	YES VOTE	NO VOTE
Tony Williams	X	
Jeronimo Vasquez	X	
Josh Maher	X	
Miranda Sweet	X	
Lori Matthews	X	

8. DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL FOR FFY2024-FFY2026

-Heather Higgins, Purchasing and Contracts Officer

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Staff recommends the Board of Directors approve the updated DBE goal for FFY2024-FFY2026, based on Federal Transit Administration (FTA) guidance for goal setting and as adjusted per Arizona Department of Transportation (ADOT) Disparity Study 2023.

Ms. Higgins explained that the DBE Program is required by FTA. She noted the purpose is to avoid discrimination. She described the methodology and process. She told the Board no public comments have been received to date. Director Maher made a motion to approve the six percent DBE goal as recommended. Director Matthews seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Tony Williams	X	
Jeronimo Vasquez	X	
Josh Maher	X	
Miranda Sweet	X	
Lori Matthews	X	

9. CYBERSECURITY POLICIES

-Jon Matthies, Information Technology Manager

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

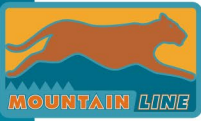
Mr. Matthies communicated that the cybersecurity policies are written to meet federal guidelines and mitigate risk, as well as meet the growing requirements for our liability insurance programs. He shared that about \$8 trillion is lost every year to cybercrime. He noted the attached policies, separate from the agenda packet, are more technically focused and some additional policies for employees will be brought to the Board in August under the updates to the Personnel Policy Manual. He provided names of some organizations Mountain Line aligns with and their acronyms. Mr. Matthies noted we already do these things, but having the approved policies will shore things up. There was a question about financial impact. Ms. Dalmolin stated without these approved policies Mountain Line will have increased insurance costs. Director Matthews made a motion to approve the 13 cybersecurity policies as presented. Director Sweet seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Tony Williams	X	
Jeronimo Vasquez	X	
Josh Maher	X	
Miranda Sweet	X	
Lori Matthews	X	

10. MOUNTAIN LINE'S NEW VISION

-Heather Dalmolin, CEO and General Manager





Staff recommends the Board of Directors approve and adopt the new Mountain Line Vision that is a result of last month's joint meeting and discussion in May 2023.

Ms. Dalmolin stated this item is follow up to the joint meeting in May, reflecting that some felt the vision statement as drafted at the joint meeting was missing something. She shared the Vision Statement that staff landed on: Leading the way with sustainable transportation that connects our communities and provides value for our residents. The Board was supportive of this version of the new Vision Statement, and they stated their appreciation of the process. Director Sweet moved to approve the new Mountain Line Vision as recommended. Director Matthews seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Tony Williams	X	
Jeronimo Vasquez	X	
Josh Maher	X	
Miranda Sweet	X	
Lori Matthews	X	

11. STRATEGIC PLAN KEY PREFORMANCE INDICATORS

-Bizzy Collins, Strategic Performance Planner

Staff recommends the Board of Directors approve and adopt Mountain Line Key Performance Indicators, directing staff to add these measures to the 2020-2025 Strategic Plan.

Ms. Collins reviewed the key performance indicators (KPIs) for each goal of the Strategic Plan including the suggested modifications from Board and TAC members at the joint meeting. Chair Williams thanked Ms. Collins for her time and effort on the updates to the KPIs. There were no other comments. Director Sweet moved to approve the KPIs as recommended. Vice Chair Vasquez seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Tony Williams	X	
Jeronimo Vasquez	X	
Josh Maher	X	
Miranda Sweet	X	
Lori Matthews	X	

Ms. Dalmolin thanked Ms. Collins for her work on the KPIs that staff have wanted to be put in place since 2019.

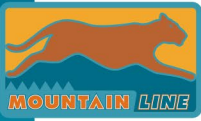
12. UPDATED GUIDING PRINCIPLES, OUR NEW CORE VALUES

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin stated staff engaged TransPro consultants and with their guidance, several





exercises were done leading to three drafts. She noted it is important for the Core Values to work with an "I" statement. She said the Core Values will be rolled into the new hire orientation. Board members shared they thought the core values would contribute to a healthy work environment; they are reflective of community values, and they appreciated that. The Board was overall supportive of the chosen core values. There was no other feedback at this time.

CONSENT AGENDA:

All matters under the 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.

13. FY2024 PROCUREMENT RESOLUTION

-Josh Stone, Management Services Director

Staff recommends the Board of Directors approve Resolution 2024-110: FY2024 Procurement Resolution to authorize the CEO and General Manager to 1) approve and award procurements and 2) execute contracts that support projects that are within the approved fiscal year budget, the 5-year capital improvement plan, the financial plan, and which may be related to the approved annual Collective Grant Resolution.

14. RESOLUTION 2024-100: FY2024 COLLECTIVE GRANT RESOLUTION AND THE FY2023-FY2027 TRANSIT PROGRAM FROM THE TRANSPORTATION IMPROVEMENT PROGRAM

-Josh Stone, Management Services Director

Staff recommends the Board of Directors: 1) Approve Resolution 2024-100: FY2024 Collective Grant Resolution for federal and state transit grant applications and subsequent executions as necessary to support transit programs within the 5-year capital improvement plan and 10-year financial plan; and 2) Approve the amended Transit Program from the FY2023-FY2027 regional Transportation Improvement Program.

15. LINE OF CREDIT RENEWAL FROM WESTERN ALLIANCE BANK FOR \$500,000

-Josh Stone, Management Services Director

Staff recommends the Board of Directors authorize Mountain Line Management Services Director to renew and activate a Western Alliance Bank credit line of up to \$500,000 to provide cash flow assistance, if necessary, to meet cash flow commitments during the fiscal year 2023-2024.

Director Maher made a motion to approve the consent agenda in its entirety. Vice Chair Vasquez seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Tony Williams	X	
Jeronimo Vasquez	X	
Josh Maher	X	
Miranda Sweet	X	
Lori Matthews	X	





PROGRESS REPORTS:

There were no questions regarding the progress reports.

16. AUGUST SERVICE CHANGES
-Estella Hollander, Mobility Planner
17. ANNUAL INFORMATION TECHNOLOGY UPDATE
-Jon Matthies, Information Technology Manager
18. FY2024 MEETING DATES
-Rhonda Cashman, Executive Assistant and Clerk of the Board
19. DELEGATIONS OF AUTHORITY
-Heather Dalmolin, CEO and General Manager
20. SUMMARY OF CURRENT EVENTS
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- The Employee Summer BBQ will be held on July 20th. Board and TAC members are invited to join us, as well as family members. There will be axe-throwing. Fleet staff will do the cooking for the first time since prior to the pandemic.
- The Code Study is underway, and staff are integrating with City staff to use our grant.
- Section 5310/5311 grant funding has been received.
- She shared some Downtown Connection Center (DCC) Groundbreaking event photos.
- She reviewed the June anniversaries.
- She reviewed new hires, promotions, and position modifications for the organization. Three operators are expected to graduate soon and then there are two more to follow. More operators are scheduled to start in July.
- Mountain Line has a new type of recognition – the 100 Club, to congratulate operators who are safety conscious and provide excellent customer service.
- Mountain Line received a \$16 million award under Bus and Bus Programs for repurposing the Kaspar Facility per the master plan when most staff move to the new DCC building.

ITEMS FROM COMMITTEE AND STAFF:

Chair Williams commented that he has been on the MetroPlan Executive Board representing the Mountain Line Board for a few years now and it is very apparent that Ms. Morley received excellent leadership training from Ms. Dalmolin. He also stated he was pleased about the funding awards.

Ms. Dalmolin stated Mr. Guardado will be retiring after 16 years of service. She shared comments and stories submitted by his supervisors and co-workers.





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Chair Williams reminded Board members they are on recess until mid-August.

The next Board meeting will be August 16, 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. August agenda items may include but not be limited to Personnel Policy Updates, Bus Rapid Transit (BRT) Closeout, Downtown Connection Center (DCC) Update, Commercial Driver's License (CDL) Course Update, Transit Tax Update, Annual Safety Report, Bus Stop Rehab Report, Annual Maintenance Report, and Delegation of Authority Updates. The August 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.

21. ADJOURNMENT -Chair Williams adjourned the meeting at approximately 11:51am.

Tony Williams, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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Rhonda Cashman

From: Melanie Sharp <noreply@freemountainline.org>
Sent: Friday, June 16, 2023 8:27 PM
To: Public Comment; nursedragon123@gmail.com
Subject: Written Public Comment: Melanie Sharp

My written public comment is part of the general call to the public for the Board of Directors 6/21/23 meeting.

My written public comment is part of the general call to the public for the Board of Directors 6/21/23 meeting.

Dear NAIPTA Board of Directors and CEO,

How about extending the Mountain Line to Kachina Village and Mountaineer? It will be a good thing to have in place, especially once the new hospital / health center is built at Ft. Tuthill.

I sure hope you will consider this idea.

Thanks, Melanie Sharp, RN

Melanie Sharp

86005

nursedragon123@gmail.com

June 21, 2023

Good morning, Chair Williams, Vice-Chair Vasquez, and Directors Maher, Matthews, and Sweet,

Thank you for the time to speak. I'm here on behalf of Free Mountain Line—a group of Greater Flagstaff Area community members working together since March 2023 to make Mountain Line Bus fare-free. We now have 254 supporters who have signed onto our open letter and we are humbled to share that we have been endorsed by multiple organizations, including the Women's Foundation for the State of Arizona, the Flagstaff Industrial Workers of the World, Arizona Students' Association, and the University Union of Northern Arizona | American Federation of Teachers.

We are your inspiration to make Mountain Line Bus fare-free! We encourage you to quickly transition to a fare-free bus system. We believe in your abilities to explore and secure creative ways to fund the loss of revenues. There is no better time than now as people are struggling against the rising costs of housing and inflation. The price of a fare-free Mountain Line Bus is low compared to the benefits it can provide to our community, economy, environment, and traffic. We will continue getting the campaign to ensure a fare-free Mountain Line Bus regardless of the decision today. Please join us and make Mountain Line Bus fare-free!

Thank you,
Jason Kordosky
86017

Rhonda Cashman

From: tea tissaw <noreply@freemountainline.org>
Sent: Tuesday, June 20, 2023 2:46 PM
To: Public Comment; celestearavelle@gmail.com
Subject: Written Public Comment: tea tissaw

Follow Up Flag: Follow up
Flag Status: Flagged

My written public comment is part of the general call to the public for the Board of Directors 6/21/23 meeting.

My written public comment is for 6/21/23 Board of Directors meeting in reference to Agenda Item #6.

Dear NAIPTA Board of Directors and CEO,

I write to inspire you to make Mountain Line Bus fare-free! I encourage you to quickly transition to a fare-free bus system. I believe in your abilities to explore and secure creative ways to fund the loss of revenues. There is no better time than now as people are struggling against the rising costs of housing and inflation. The price of a fare-free Mountain Line Bus is low compared to the benefits it can provide to our community, economy, environment, and traffic. Will you please join me and make Mountain Line Bus fare-free?

Thank you,

tea tissaw

86001

celestearavelle@gmail.com

Rhonda Cashman

From: Ojay Anronucci-Allan <noreply@freemountainline.org>
Sent: Tuesday, June 20, 2023 4:30 PM
To: Public Comment; ojallan77@gmail.com
Subject: Written Public Comment: Ojay Anronucci-Allan

My written public comment is part of the general call to the public for the Board of Directors 6/21/23 meeting.

My written public comment is for 6/21/23 Board of Directors meeting in reference to Agenda Item #6.

Dear NAIPTA Board of Directors and CEO,

I write to inspire you to make Mountain Line Bus fare-free! I encourage you to quickly transition to a fare-free bus system. I believe in your abilities to explore and secure creative ways to fund the loss of revenues. There is no better time than now as people are struggling against the rising costs of housing and inflation. The price of a fare-free Mountain Line Bus is low compared to the benefits it can provide to our community, economy, environment, and traffic. Will you please join me and make Mountain Line Bus fare-free?

Thank you,

Ojay Anronucci-Allan

86004

ojallan77@gmail.com

Rhonda Cashman

From: Sol Battle <noreply@freemountainline.org>
Sent: Thursday, March 16, 2023 1:55 PM
To: contact@freemountainline.org; ClerkoftheBoard; Mandia Gonzales
Subject: Free Mountain Line

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Metro Plan Executive Board & NAIPTA Board of Directors: Please help us make Mountain Line Bus fare-free! Cities across the country are removing fares from public transportation—from Tacoma to Albuquerque to Boston. The “fare-free” model is implemented to increase ridership, boost local economies, reduce environmental impact, and provide transportation for low- and middle-income workers and families who often can’t afford to drive a car or two as they face rising housing costs and inflation. The price of making Mountain Line fare-free is low compared to the benefits it can provide to our community, economy, environment, and traffic. Will you join us in making Mountain Line Bus fare-free?

Sol Battle

86001

Rhonda Cashman

From: James Appel <noreply@freemountainline.org>
Sent: Sunday, March 19, 2023 1:42 PM
To: contact@freemountainline.org; ClerkoftheBoard; Mandia Gonzales
Subject: Free Mountain Line

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Metro Plan Executive Board & NAIPTA Board of Directors: Please help us make Mountain Line Bus fare-free! Cities across the country are removing fares from public transportation—from Tacoma to Albuquerque to Boston. The “fare-free” model is implemented to increase ridership, boost local economies, reduce environmental impact, and provide transportation for low- and middle-income workers and families who often can’t afford to drive a car or two as they face rising housing costs and inflation. The price of making Mountain Line fare-free is low compared to the benefits it can provide to our community, economy, environment, and traffic. Will you join us in making Mountain Line Bus fare-free?

James Appel

86001

Rhonda Cashman

From: Brian Dales <noreply@freemountainline.org>
Sent: Saturday, April 1, 2023 8:16 AM
To: contact@freemountainline.org; ClerkoftheBoard; Mandia Gonzales
Subject: Free Mountain Line

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Metro Plan Executive Board & NAIPTA Board of Directors: Please help us make Mountain Line Bus fare-free! Cities across the country are removing fares from public transportation—from Tacoma to Albuquerque to Boston. The “fare-free” model is implemented to increase ridership, boost local economies, reduce environmental impact, and provide transportation for low- and middle-income workers and families who often can’t afford to drive a car or two as they face rising housing costs and inflation. The price of making Mountain Line fare-free is low compared to the benefits it can provide to our community, economy, environment, and traffic. Will you join us in making Mountain Line Bus fare-free?

Brian Dales

86001

Rhonda Cashman

From: hong wen <noreply@freemountainline.org>
Sent: Monday, April 3, 2023 6:49 PM
To: contact@freemountainline.org; ClerkoftheBoard; Mandia Gonzales
Subject: Free Mountain Line

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Metro Plan Executive Board & NAIPTA Board of Directors: Please help us make Mountain Line Bus fare-free! Cities across the country are removing fares from public transportation—from Tacoma to Albuquerque to Boston. The “fare-free” model is implemented to increase ridership, boost local economies, reduce environmental impact, and provide transportation for low- and middle-income workers and families who often can’t afford to drive a car or two as they face rising housing costs and inflation. The price of making Mountain Line fare-free is low compared to the benefits it can provide to our community, economy, environment, and traffic. Will you join us in making Mountain Line Bus fare-free?

hong wen

86004

Rhonda Cashman

From: Erin Hiebert <noreply@freemountainline.org>
Sent: Monday, April 17, 2023 10:17 PM
To: contact@freemountainline.org; ClerkoftheBoard; Mandia Gonzales
Subject: Free Mountain Line

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Metro Plan Executive Board & NAIPTA Board of Directors: Please help us make Mountain Line Bus fare-free! Cities across the country are removing fares from public transportation—from Tacoma to Albuquerque to Boston. The “fare-free” model is implemented to increase ridership, boost local economies, reduce environmental impact, and provide transportation for low- and middle-income workers and families who often can’t afford to drive a car or two as they face rising housing costs and inflation. The price of making Mountain Line fare-free is low compared to the benefits it can provide to our community, economy, environment, and traffic. Will you join us in making Mountain Line Bus fare-free?

Erin Hiebert

86005

Rhonda Cashman

From: Murphy James <noreply@freemountainline.org>
Sent: Monday, May 22, 2023 2:11 PM
To: contact@freemountainline.org; Public Comment
Subject: Free Mountain Line

Follow Up Flag: Follow up
Flag Status: Flagged

My public comment is part of the general call to the public for the TAC 6/1/23 meeting.

Dear NAIPTA Transit Advisory Committee,

Please help us make Mountain Line Bus fare-free! Cities across the country are removing fares from public transportation—from Tacoma to Albuquerque to Boston. The fare-free model is implemented to increase ridership, boost local economies, reduce environmental impact, and provide transportation for low- and middle-income workers and families who often can't afford to drive a car or two as they face rising housing costs and inflation. The price of making Mountain Line fare-free is low compared to the benefits it can provide to our community, economy, environment, and traffic. Will you join us in making Mountain Line Bus fare-free?

Murphy James

86001

Rhonda Cashman

From: Mariana Alvírez <noreply@freemountainline.org>
Sent: Friday, May 26, 2023 9:36 PM
To: contact@freemountainline.org; Public Comment
Subject: Free Mountain Line

Follow Up Flag: Follow up
Flag Status: Flagged

My public comment is part of the general call to the public for the TAC 6/1/23 meeting.

Dear NAIPTA Transit Advisory Committee,

Please help us make Mountain Line Bus fare-free! Cities across the country are removing fares from public transportation—from Tacoma to Albuquerque to Boston. The fare-free model is implemented to increase ridership, boost local economies, reduce environmental impact, and provide transportation for low- and middle-income workers and families who often can't afford to drive a car or two as they face rising housing costs and inflation. The price of making Mountain Line fare-free is low compared to the benefits it can provide to our community, economy, environment, and traffic. Will you join us in making Mountain Line Bus fare-free?

Mariana Alvírez

86001



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DATE PREPARED: August 3, 2023

MEETING DATE: August 16, 2023

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Bus Rapid Transit (BRT) Project Update

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Service Excellence
 - ❖ Objective: Deliver service enhancements that are in line with our 5-year transit plan and make transit an attractive mode choice.
- ❖ Goal: Fiscal Responsibility
 - ❖ Expand Mountain Line revenue resources to allow for the full implementation of the 5-year plan, capital plan, and projected increases in costs of providing service.

BACKGROUND:

At the March 24, 2021, Board of Directors meeting, the Board voted to formally pause the Bus Rapid Transit (BRT) project as a result of unresolved conflicts between the identified BRT priorities and the Arizona Department of Transportation (ADOT) priorities as captured in the Milton Road Corridor Master Plan (CMP). Furthermore, staff were directed to request that the Federal Transit Administration (FTA) move the remaining awarded BRT preliminary engineering and planning funds into the Downtown Connection Center (DCC). Staff successfully gained FTA's approval to move the funds and put the project on pause. The project pause, as authorized by FTA, ensured that the project would remain in the Capital Improvement Grant (CIG) project pipeline while we worked with ADOT to come to an agreement on how to resolve the conflicts and while we completed our updated five-year transit plan.

In the Summer of 2021, MetroPlan led an effort that included Mountain Line to escalate, through the ADOT process, the concerns about the Milton CMP. Unfortunately, this effort did not successfully gain commitments from ADOT for the transit, bike, and pedestrian improvements needed along Milton that are required for a BRT project. The conflicts between the BRT and the Milton CMP remain unresolved, with no timeline for resolution.

Mountain Line completed and adopted Flagstaff in Motion, A Community Transit Plan (the five-year transit plan) in Spring 2023. Per the report to the Board of Directors in January 2023, the plan is a culmination

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of public, stakeholder, and Board engagement over the past two years that 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. The associated Transit Vision Map is attached to this staff report.

While the adopted plan recognizes the open BRT project (pages 29-30), the project was not prioritized due to already noted challenges on Milton Road (30% of the planned route), and it was further noted that there was a new challenge related to the proposed relocation of Northern Arizona Healthcare (NAH) as this facility was the proposed northern anchor for the service. As the facility is planning to move all services to a new location, not on the proposed BRT route, this was another significant challenge for continuing forward with the project.

While there was initial support for the BRT project (see the May 2013 Five-Year Transit Plan), the project failed to gain public support through a funding question in 2018 and since then has failed to move forward due to the many factors described above. As Mountain Line stands ready to move forward on the prioritized services of Flagstaff in Motion and as we have begun the funding conversation with the Citizen Advisory Committee, it seemed it was an appropriate time to evaluate how and when the BRT project could move forward. After discussion internally that again considered the Milton CMP conflicts, the relocation of NAH, and the lack of funding for building and operating a BRT, staff determined that it was time to let the Federal Transit Administration know we did not see a way for the proposed BRT project to continue and acknowledge it was time for our project to be removed from the CIG pipeline. Due to the changes to the project, the lack of transit, bike, and pedestrian infrastructure on Milton, and the relocation of NAH, our BRT project would likely have required a reapplication to CIG upon securing the local funding and completion of additional planning/design.

I emailed FTA on June 29 as we want to remain good and responsible partners to FTA, and the response was grateful for the considerate notification with supportive remarks for future programs and projects. It is our belief that this notification to FTA was an important and timely step to remain in good standing with FTA and that this action reflects positively on future funding opportunities, even for a future BRT project within the Capital Investment Grant pipeline.

FISCAL IMPACT:

There is no fiscal impact as a result of the action to withdraw the BRT project from the CIG pipeline as there was no additional awarded funding, and the CIG pipeline was only a holding place for future applications for funding.

All funding awarded by FTA for this project were spent on the planning and preliminary effort that was completed prior to the ADOT Milton Road CMP effort and on planning effort for the Downtown Connection Center, via the grant amendment authorized by the Board and FTA.

TAC DISCUSSION:

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There was an expression of gratitude from Advisor Covington for history provided as attachments and Advisor Wessel confirmed that MetroPlan would continue to support efforts to evaluate the need for a BRT service/route in the future. The Transit Advisory Committee provided no additional questions for this agenda item.

APPROVED BY:

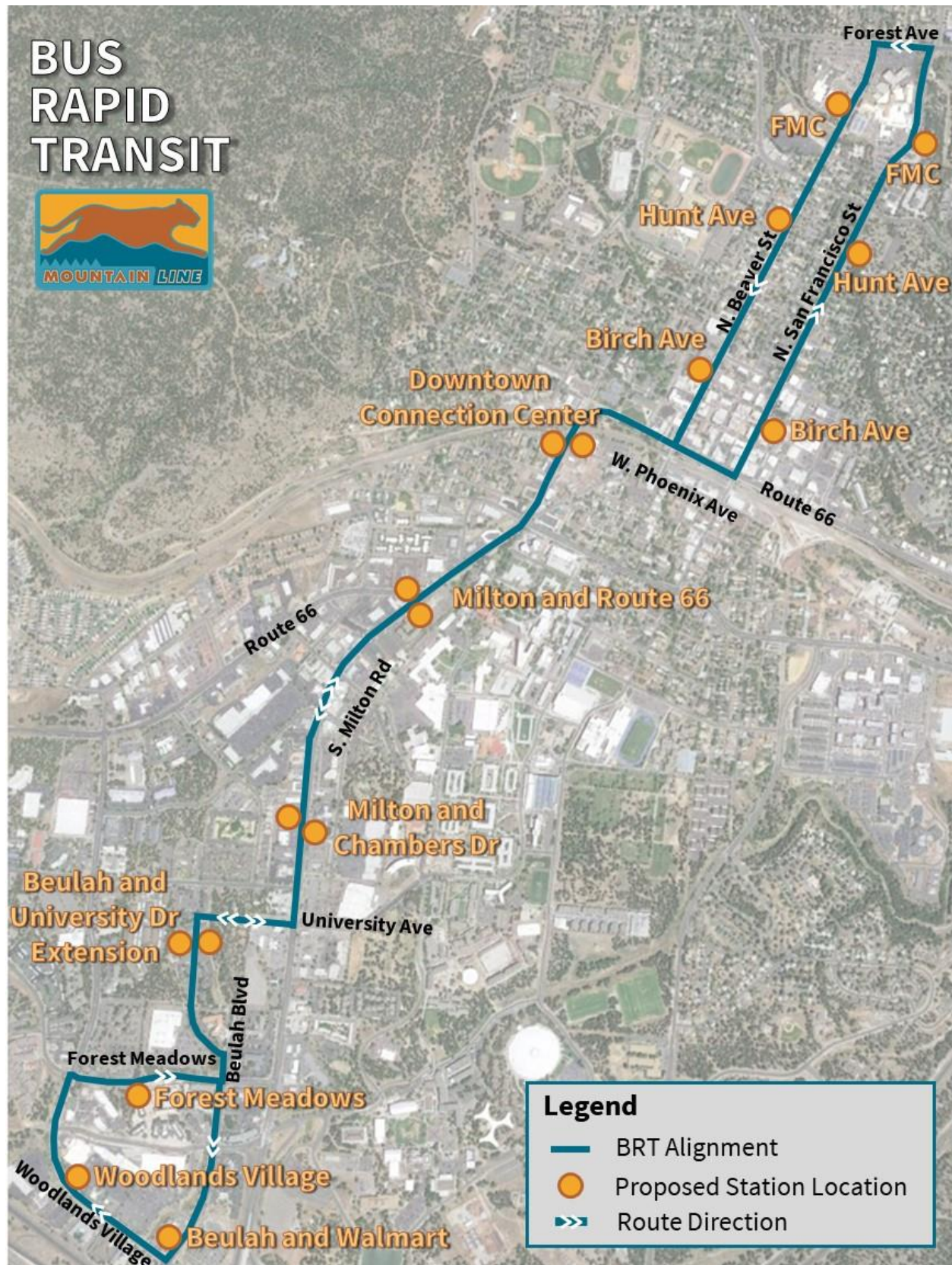
Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

- | | |
|--|--------------|
| 1. Bus Rapid Transit Project Map | -page 28 |
| 2. Staff Report, February 2021 BRT and Milton CMP Update | -pages 29-31 |
| 3. History of Mountain Line BRT and Milton CMP Projects | -page 32 |
| 4. Staff Report, March 2021 Bus Rapid Transit | -pages 33-34 |
| 5. Progress Report, January 2022 BRT Grant | -page 35 |
| 6. Flagstaff in Motion, Transit Vision Map | -page 36 |

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DATE PREPARED: February 8, 2021

MEETING DATE: February 17, 2021

TO: Honorable Chair and Members of the Board

FROM: Bizzy Collins, Transit Planner

SUBJECT: Update on the Bus Rapid Transit Project in relationship to the Milton Road Corridor Master Plan

RECOMMENDATION:

None. This item is for information and discussion only.

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Service Excellence
- ❖ Objective: Invest in capital to improve efficiencies and infrastructure to enhance customer-first service delivery.

BACKGROUND:

Bus rapid transit (BRT) is a toolbox to help buses be more competitive with cars. Tools such as bus only lanes, bike and pedestrian infrastructure, station enhancements, off-board fare collection, and Transit Signal Priority (TSP) can be applied as appropriate. BRT projects are eligible for a unique funding source under the Federal Transit Administration (FTA) Small Starts Capital Investment Grant (CIG) program that provides up to 80% share of capital costs to construct a BRT system that reflects local priorities to improve transportation options in key corridors. Attachments outline the history of Mountain Line's BRT project in relation to ADOT's Milton Road Corridor Master Plan (Milton CMP) and show a map of the proposed BRT corridor.

ADOT recently held a project partners meeting wherein public survey results were included to score and rank the alternatives. The top-scoring alternative, alternative 5, would add a lane, have the BRT in mixed traffic, and greatly improve bicycle and pedestrian infrastructure (see Milton CMP attachment for the cross section); however, it does not improve traffic operations and would require increasing the right-of-way width of Milton Road. Therefore, the alternative ranked second, no build hybrid, was ultimately recommended by ADOT. The no build hybrid maintains the existing lane configuration with some spot improvements. Which spot improvements ADOT accepts will have big impacts on what transit, bike and pedestrian improvements the BRT could bring to the corridor. The next step in the Milton CMP is to confirm which spot improvements can be included. ADOT has said any recommended cannot impact traffic operations too much, though no thresholds are defined to determine what balance of multimodal improvements to traffic operations will be acceptable to ADOT.

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Mountain Line supports bike and pedestrian improvements that will help transit riders access existing bus stops on Milton Road. Yet being in mixed traffic without assurance of other BRT tools means the BRT project will bring few operational efficiencies, and thus financial value, to Mountain Line in terms of increasing bus frequency. Staff would recommend Mountain Line ask partners to fund the 20% local match for bike, pedestrian, and general traffic operation improvements, and that the dedicated transit tax not be responsible for such items. Staff cannot make a recommendation to the Board on whether to continue the BRT project until the spot improvements are determined and conversations with partners regarding funding can be had.

In the coming months, staff will ask the Board to decide whether to renew the focus on the BRT project or to notify the FTA we no longer intend to continue the project. If it is the latter, opportunity for 80% federal match of broad transportation benefits such as smart signals and bike and pedestrian improvements would be lost. Mountain Line could request that remaining funds awarded for preliminary engineering and design be transferred to other projects such as the DCC. Doing so is at the discretion of FTA and ultimately, Mountain Line could be required to return the remaining \$1.4M in project development funding.

FISCAL IMPACT:

The BRT Project Development planning phase has been supported with a \$2,127,399 Federal Transit Administration grant awarded through ADOT at an 80/20 split. To date, Mountain Line has spent \$780,000 on initial planning and NEPA work leaving \$1.4M remaining in the grant for additional planning efforts.

If the BRT Project Development phase resumes it is anticipated to take nine months to complete. At that time the report would be submitted to FTA for evaluation and rating. FTA may choose to recommend the project for construction funding under the Capital Investment Grant (CIG) program with 80% federal match of transit, pedestrian, and bicycle improvements. Local funding details of the BRT will be explored more specifically as part of the Project Development process and would be identified in future Mountain Line budgets.

TAC DISCUSSION:

Flagstaff Community Development is doing what they can through zoning updates to increase setbacks on Milton as it is redeveloped. While the City can overcome the limitations of the Milton CMP results, this piecemeal approach is not the solution for Mountain Line's CIG application which focuses on improvements to an entire corridor.

SUBMITTED BY:

Bizzy Collins
Transit Planner

APPROVED BY:

Heather Dalmolin
CEO and General Manager

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ATTACHMENTS:

- | | |
|---|----------|
| 1. History of Mountain Line BRT and Milton CMP Projects | -page 24 |
| 2. BRT Map | -page 25 |
| 3. Milton CMP top-scoring alternative | -page 26 |

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History of Mountain Line BRT Project in relation to the Milton CMP

May 2013 - NAIPTA's Five-Year Transit Plan proposed a corridor-based bus rapid transit (BRT) route that connects the Flagstaff Airport with Downtown and the Flagstaff Mall.

June 2015 – ADOT Transit Group awarded a federal grant to NAIPTA to initiate a Locally Preferred Alternative (LPA) study for a proposed cross-town BRT route expansion. NAIPTA staff, the FMPO, ADOT, and the City of Flagstaff, developed the LPA.

September 2015 - Using the LPA report, NAIPTA applied for and was approved to the Federal Transit Administration (FTA) Entry into Project Development within the Small Starts Capital Investment Grant (CIG) program.

January 2016 - Based on LPA report, ADOT Transit Group, with support of FTA, awards a federal grant of \$2.1 million to NAIPTA to conduct the Project Development Phase of the CIG program. Following the ADOT Transit Group award, ADOT North Central District decided a corridor master plan was needed to set a vision for the Milton Corridor prior to any BRT being approved.

August 2017 - ADOT kicked off the Milton Road Corridor Master Plan (CMP), with anticipated completion date of winter of 2018. (This target was not achieved, and the CMP has yet to be completed.)

November 2018 - NAIPTA initiated the project development phase of the BRT with stakeholders including MetroPlan, ADOT, City of Flagstaff, Coconino County, and NAU.

December 2019 - Mountain Line's BRT project identified the top-ranking route alignments. The section between the Flagstaff Medical Center and the Downtown Connection Center has the BRT in general traffic lanes using San Francisco and Beaver Streets. The section between the Downtown Connection Center and Woodlands Village has the BRT in center-running bus-only lanes for one mile on Milton Road, then on side-running bus-only lanes on Beulah Boulevard, and turning around in Woodlands Village. At the time, the Milton CMP anticipated completion in January 2020 and so Mountain Line agreed to put the BRT on hold for CMP recommendations.

January through August 2020 - Mountain Line conducted a variety of presentations to community groups while waiting for the Milton CMP recommendation.

September through November 2020 - ADOT conducted public outreach for the Milton CMP. Mountain Line Directors and CEO provided comments on the following three points:

- We need a scenario that achieves the best balance of many goals and policies embraced by the community, not simply prioritizing car movements.
- The City has declared a climate emergency and recommendations need to be aligned with goal of reducing vehicle miles traveled by 50%.
- No significant transit enhancements means risk of losing a potential \$50 million grant to transform the corridor.

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DATE PREPARED: March 12, 2021

MEETING DATE: March 24, 2021

TO: Honorable Chair and Members of the Board

FROM: Bizzy Collins, Transit Planner

SUBJECT: Consider a Formal Pause to the Bus Rapid Transit (BRT) Project

RECOMMENDATION:

Staff recommends the Board of Directors approve a formal pause on the BRT project development and transfer the remaining design and engineering funds to the Phoenix Avenue signal project at Milton Road.

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Service Excellence
- ❖ Objective: Invest in capital to improve efficiencies and infrastructure to enhance customer-first service delivery.

BACKGROUND:

Mountain Line has had a bus rapid transit (BRT) route identified on Milton Road since the 2013 Five-Year Transit Plan, with community and agency partners continuing to support the BRT project; however, there are several challenges to the current timing of the project:

- The Arizona Department of Transportation (ADOT) Milton Road Corridor Master Plan is delayed. The BRT project cannot move forward until there is clarity on what BRT tools are included in the anticipated No Build Hybrid alternative from ADOT and the assurance that BRT tools will be permitted in the ADOT Traffic Impact Analysis (TIA) process.
- The No Build Hybrid alternative could greatly improve bicycle and pedestrian infrastructure as an important component of the BRT project. Mountain Line would then need to look to partners to fund the 20% local match for the bicycle and pedestrian improvements versus the transit tax used to fund Mountain Line's projects. Partnership conversations have been difficult to pursue due to unknowns in funding impacts related to COVID.
- Mountain Line's current transit tax funding does not include the operating or capital dollars to fund the proposed BRT project or service. The Five-Year Transit Plan update in 2021 can identify supplemental sources of revenue and help determine if a tax question is appropriate through public outreach.

With all of these concerns, staff have focused on two important items for consideration:

- A signal at Phoenix Avenue on Milton Road specifically supports a future BRT while benefitting the Mountain Line system and the proposed Downtown Connection Center (DCC). This shift of

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the existing design and engineering funds is the most beneficial transfer identified, keeping funds in our community, supporting the BRT, and assisting in delivery of the DCC project.

- FTA is supportive of pausing the BRT and shifting the remaining \$1.35 million to another eligible project like the Phoenix Avenue signal at Milton Road. When above concerns are resolved and the timing is right, Mountain Line would have no prejudice in seeking re-entry into the Capital Investment Program (CIG) with a BRT project.

FISCAL IMPACT:

The BRT project development planning phase has been supported with a \$2,127,399 Federal Transit Administration (FTA) grant awarded through ADOT at an 80/20 split. To date, Mountain Line has spent \$780,000 on initial planning and NEPA leaving \$1.35M remaining in the grant. If approved, staff would work with AECOM to finalize documents for potential future restart on the project and request FTA to shift remaining funds to design and engineering work for a signal at Phoenix Avenue and Milton Road.

ALTERNATIVES:

- 1) Approve a formal pause on the BRT project development and transfer the remaining design and engineering funds to the Phoenix Avenue signal project at Milton Road. (**recommended**): By approving to pause the BRT, the external delays can be resolved without impacting the BRT project and the remaining funds can be shifted to a signal that benefits the future BRT as well as current route access to Milton Road.
- 2) Do not approve to pause on the BRT project development and transfer the remaining design and engineering funds to the Phoenix Avenue signal project at Milton Road. (**not recommended**): The design and engineering for the BRT project will resume once the ADOT Milton Road CMP is complete and is estimated to take nine months to finish. The environmental (NEPA) work has a shelf life of three years, and if local funding cannot be secured in that time the environmental work would need to be refreshed before applying to the CIG program.

TAC DISCUSSION:

Member Dille asked if the Kaspar intersection is an eligible project to shift the BRT funds to. Staff responded that it is not, based on guidance from FTA and ADOT, who expressed the remaining funds must be applied within the BRT corridor and project scope.

SUBMITTED BY:

Bizzy Collins
Transit Planner

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS: None.

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MOUNTAIN LINE MEMORANDUM

DATE: January 19, 2022

TO: Honorable Chair and Members of the Board

FROM: Kate Morley, Deputy General Manager

SUBJECT: Bus Rapid Transit Grant Update

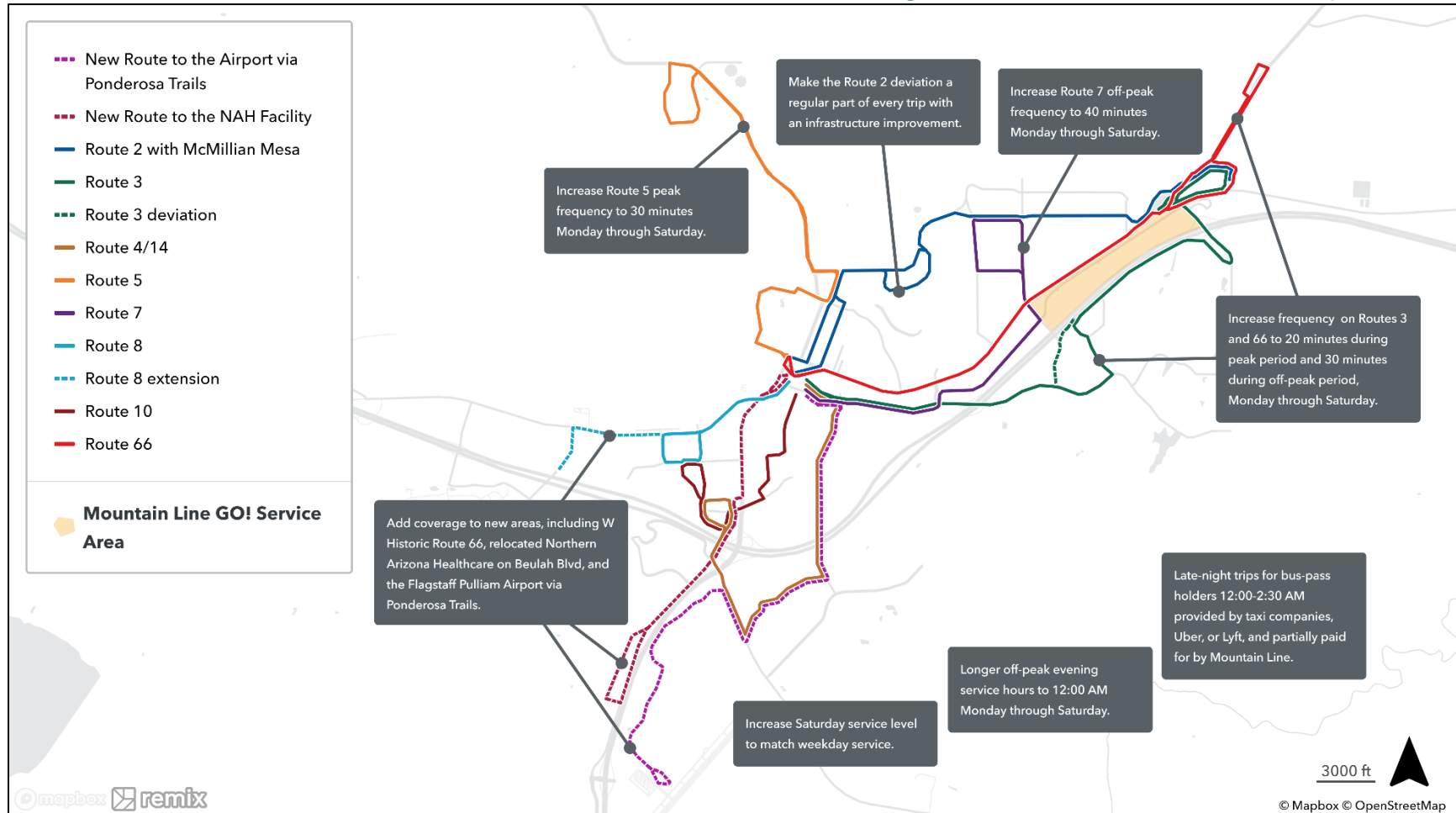
At the March 24, 2021 meeting the Board of Directors voted to formally pause the BRT and request the Federal Transit Administration allow the remaining grant funds, designated for the 30% design and engineering of roadway improvements for buses, be used to complete final design of roadway improvements associated with the DCC. Staff have now completed a formal budget revision to the grant award and received approval by FTA.

The budget revision obligates the remaining \$1,206,517 (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 work is being completed by AECOM as part of 30% plans and will be finalized through future final design contracts for the DCC. The change allows current DCC funds to be used on other components of the project. This change is critical as escalating construction costs in recent estimates put construction of all phases of the DCC to be approximately \$6M over the original 2019 grant application budget.

Staff will pursue a similar budget revision for the remaining Kaspar intersection funds of approximately \$2.2M (80% federal/ 20% local) to be used to construct the roadway improvements, benefitting the overall DCC project in the same way. This second budget revision cannot be completed until the DCC NEPA is finished, now estimated to be done in April 2022.



Figure 1. Transit Vision recommended improvements





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DATE PREPARED: August 3, 2023

MEETING DATE: August 16, 2023

TO: Honorable Chair and Members of the Board

FROM: Anne Dunno, Capital Development Manager

SUBJECT: Downtown Connection Center (DCC) Update

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Service Excellence
 - ❖ Objective: Invest in capital to improve efficiencies and infrastructure to enhance customer-first service delivery.

BACKGROUND:

Staff continue to work on the Downtown Connection Center (DCC) project, making progress since the May 31 groundbreaking ceremony on permitting and start of Phase 1 construction for the building. The asbestos abatement and demolition of the existing building was completed in early June and Loven Contracting recently received civil and grading permits and are currently bringing in fill material from the City's Beulah Road Project. Loven will begin footing excavation, stem wall construction, and site utilities. The building permit is pending final approval. Construction of the building is tracking to be complete by December 2024.

The temporary operator trailer experienced a delay in the state permitting process, but Loven is forecasting installation by August 11. In addition to the temporary restroom facilities on site, Mountain Line facilities provided a shade tent and van with supplemental A/C with ice water to support operator comfort during breaks.

Regarding recent procurement items reported in the June and August Delegation of Authority progress reports, Mountain Line approved a change order in July valued at \$4.7M to Loven for an early buy package for electrical equipment and key materials for the foundation package. Previously, Mountain Line approved GMP No. 1 valued at \$6.2M in May for acquisition of timber, elevator and construction cost for demolition, site grading and utilities. Staff and Loven are currently working on value engineering to bring GMP No 2 for the building within the overall DCC budget. Anticipated GMP No. 2 award is mid-August.

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Mountain Line is planning an “interim” Phase 2a for bus operations with EV charging on Phoenix Avenue during the Rio de Flag (RDF) construction as the design for completing DCC Phase 2 operations hub is temporarily on hold until City and Army Corp can provide guidance for the allowable field conditions during RDF construction. The civic space component of DCC Phase 2 design is also on hold; the FEMA regulatory floodway designations limit civic space improvement opportunities until the area is removed from the FEMA floodway following the completion of the RDF project. Mountain Line anticipates civic space development would be after 2027 following the completion of the portion of the RDF construction on the City’s Phoenix Avenue property.

The City art scope of work for the front window art glass and exterior grove sculpture are valued at \$90K and will be included as part of GMP No. 2. The City and Mountain Line are developing a reimbursement agreement to allow Mountain Line to invoice the City to cover the costs for the art.

FISCAL IMPACT:

The Downtown Connection Center is paid for by several grants from the Federal Transit Administration (FTA) and \$6 million from the State of Arizona with a total project value of \$40 million, including land valued at \$8,460,000. The project is budgeted across FY2023 and FY2024 and included in the 10-year Financial Plan.

Mountain Line recently submitted an application for an FTA grant to cover rooftop solar for Phase 1 building, not currently estimated in the current budget or awarded scope, and construction of Phase 2 DCC operations hub.

TAC DISCUSSION:

The Transit Advisory Committee provided no comments or questions for this agenda item.

SUBMITTED BY:

Anne Dunno
Capital Development Manager

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None

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DATE PREPARED: August 3, 2023

MEETING DATE: August 16, 2023

TO: Honorable Chair and Members of the Board

FROM: Anne Dunno, Capital Development Manager

SUBJECT: CDL Training and Testing Facility Update

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Investing in Mountain Line Workforce
- ❖ Objective: Expand and enhance employee Training and Development

BACKGROUND:

The CDL Training and Testing Facility (the CDL Project) is a partnership with NAU to construct a 60,000 square foot concrete course to provide operator training and testing site for Mountain Line, NAU transit and incidental users such as Coconino Community College.

Mountain Line awarded GMP No. 1 for the construction of the CDL project valued at \$3,553,585 in February 2023 to Kinney Construction Services (KCS) but could not issue notice to proceed until National Environmental Protection Act (NEPA) update was complete. Mountain Line and NAU hosted a groundbreaking ceremony in mid-April to kick off the start of construction. Procurement issued a limited notice to proceed in April for non-ground disturbing activities pending the Federal Transit Administration (FTA) approval of NEPA update for the road access and associated changes to the project footprint. Mountain Line received the NEPA approval on May 22 and subsequently procurement issued notice to proceed on the remainder of the project construction. To date, KCS has completed tree removal, removal of fill material with site grading and utility adjustments in-progress. New concrete for the CDL project is scheduled for mid-August through early September.

NAU required improvements to the existing paved access driveway from Pine Knoll Drive for safety and maintenance to accommodate buses and semi-trucks accessing the CDL course. The driveway access is heavily utilized by vehicles and pedestrians. During design development, this access was identified as the best alternative to the Lone Tree access road originally identified during schematic design. Concurrent with CDL project construction, our design team (HDR) completed the final design of the road access improvements and NAU issued the permit for construction. Mountain Line approved GMP #2 for the road access valued at \$1,438,136. KCS has nearly completed the asphalt milling with the goal to complete

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new paving before NAU move-in week starts August 21. The overall completion of the CDL project and road access is tracking for early October unless there are weather delays.

FISCAL IMPACT:

The adopted FY2024 Mountain Line budget in amount of \$5,078,000 includes fiscal capacity to complete the CDL and road access construction.

The CDL Project is funded by two federal grants:

- 1) Omnibus Appropriation in federal amount of \$2,590,000. There is no local match required.
- 2) FTA 5307/5339 competitive grants for a total value of \$4,375,581 (\$3,500,465 federal/\$875,116 local). The local match is split 50/50 with NAU with the exception of direct purchase of Beulah fill material which will be 100% matched by Mountain Line.

TAC DISCUSSION:

The Transit Advisory Committee provided no comments or questions for this agenda item.

SUBMITTED BY:

Anne Dunno
Capital Development Manager

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None

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DATE PREPARED: August 3, 2023

MEETING DATE: August 16, 2023

TO: Honorable Chair and Members of the Board

FROM: Jacki Lenners, Deputy General Manager

SUBJECT: Transit Tax Initiative Update

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Service Excellence
 - ❖ Objective: Deliver service enhancements that are in line with our 5-year transit plan and make transit an attractive mode choice.
- ❖ Goal: Fiscal Responsibility
 - ❖ Objective: Ensure a sustainable financial future through long-term financial planning.

BACKGROUND:

Mountain Line went to the voters in 2016 and successfully renewed the base transit tax (29.5 cents on a \$100 purchase) through 2030. We went back to the voters in 2018 in an attempt to increase the transit tax by 15 cents on a \$100 purchase and that proposition was defeated by fewer than 300 votes. Mountain Line's polling/survey contractor Global Visions conducted post-election focus groups and analysis to gain a better understanding of why the ballot initiative was unsuccessful.

In 2022 the Mountain Line Board of Directors approved Flagstaff in Motion: A Community Transit Plan, the agency's new five-year transit plan. The plan includes a prioritized list of potential service improvements, none of which have an identified funding source in Mountain Line's current budget. Additionally, the plan includes an analysis of potential funding mechanisms, and a local sales tax was the most viable of the options readily available in the state of Arizona.

Mountain Line convened a Citizen's Advisory Committee (CAC) in May 2023 to explore the possibility of a November 2024 ballot initiative. The CAC is comprised of representatives from the non-profit, sustainability, education, business, and local government fields. The group has met twice to learn about Flagstaff in Motion and Mountain Line's current budget situation and is scheduled to meet again in September 2023 to review likely voter survey results.

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Parallel to the CAC meetings, Mountain Line conducted a procurement process to secure contractors for survey/polling work and voter education campaigns. GlobaLocal Visions (Fred Solop and Nancy Wonders) were selected for the survey/polling component and Lumen Strategies was selected for voter education. The two contractors will work together to gauge voter sentiment and develop strategies to effectively educate the public on the ballot initiative.

The first survey of likely voters will take place in early August and will provide data on voter sentiments related to:

- General quality of life in Flagstaff and impressions about Mountain Line.
- Renewing the current transit tax at a higher rate to cover increased operating costs to maintain the current level of service.
- Increasing the transit tax by various percentages to fund service improvements.
- Messaging around potential reasons to increase the transit tax, such as climate and congestion.
- Preferences on one large question with several components vs. several smaller ballot questions.

The results of the initial survey will be presented to the CAC in September and that group will make a recommendation to the Mountain Line Board of Directors on what question(s) should be placed on the November 2024 ballot. The Board will also review the survey results in November and will consider the CAC recommendation, ultimately making an official request that Flagstaff City Council place it on the November 2024 ballot.

Lumen Strategies will develop a voter education strategy and GlobaLocal Visions will conduct follow-up survey/polling as the election date gets closer and there is a better idea of what will be on the ballot. Staff will continue to update the Board on progress.

FISCAL IMPACT:

The FY2024 budget contains capacity for the contracted services to support this effort and the financial plan reflects both the FY2024 budget and the additional anticipated expenses in FY2025 to support this effort, including public outreach and education efforts and surveying. GlobaLocal Visions and Lumen Strategies were each awarded contracts not to exceed \$99,999.

TAC DISCUSSION:

The Transit Advisory Committee was provided with an opportunity to give feedback and ask questions. The TAC was supportive of the direction and asked questions related to Mountain Line's cost increases as it relates to increased tax collections, and about the process for City Legal staff approving messaging.

SUBMITTED BY:

Jacki Lenners
Deputy General Manager

APPROVED BY:

Heather Dalmolin
CEO and General Manager

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MOUNTAIN LINE MEMORANDUM

DATE: August 16, 2023
TO: Honorable Chair and Members of the Board
FROM: Samuel Short, Workforce Director
SUBJECT: Annual Safety Report

Mountain Line's annual Safety Report for Fiscal Year (FY) 2023 outlines Mountain Line's motor vehicle collisions, motor vehicle collision near misses, and workplace injuries.

During FY2023 Mountain Line motor vehicles were involved in the following:

- Mountain Line had 78 motor vehicle collisions, while traveling approximately 966,380 service miles. This equates to a collision every 12,389 miles traveled.
 - 44 of these collisions were classified as “preventable” which is a collision in which the operator of the vehicle could have done something to prevent the collision, or when we are culpable in the collision. We experienced a chargeable collision every 21,963 service miles traveled on average.
 - 34 of these collisions were classified as “non-preventable” which is a collision in which the operator of the vehicle did everything they could to prevent the collision, or when we are not culpable in the collision. We have a non-chargeable collision every 28,422 service miles traveled.
 - 77 of the 78 collisions were considered minor and were not reportable to the Federal Transit Administration (FTA) as they did not meet the FTA reporting thresholds. Most of these collisions consisted of circumstances such as a side mirror striking a sign or minor bumper contact. These collisions are a combination of chargeable and non-chargeable events.
 - 1 of the 78 collisions was considered major, in which it met the FTA reporting thresholds. The collision was a non-chargeable event.
- Collision numbers increased dramatically between January and March due to the number and intensity of snowstorms. Approximately 40% of our total collisions for the year occurred during these 3 months.
- We received 8 additional “Near Miss” reports, which is an occurrence where the operator of a vehicle avoids having a collision due to taking a defensive action to avoid

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the collision. An example of this would be a bus operator notices a car about to run a red light, the bus operator takes defensive action and stops suddenly to avoid being struck by the person running the red light. The bus operator then reports the near miss to their supervisor.

During FY2023 Mountain Line received 8 workplace injury reports:

- 7 of the 8 injuries were minor and time lost was negligible; and
- Injuries included: 1 major slip and fall on ice that resulted in lost work in addition to significant medical cost, 6 minor strains, sprains or pulls; and 1 traffic collision.

In FY2024 Risk Management staff will focus on recurring training for all staff, including post-collision training for staff involved in preventable collisions. Recurring training has been limited due to staffing shortages.

Some other items that Safety and Training staff will be focusing on in FY2024 are as follows:

- Hire and train a Safety Coordinator position to focus on the Accident Review Committee, Safety Committee, and the Training Division.
- Employ Operations staff and introduce mentorship program to assist in implementing crucial trainings that are not specific to CDL certified training staff; and
- De-Escalation and Customer Service training is a high priority for Operations staff.

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MOUNTAIN LINE MEMORANDUM

DATE: July 21, 2023

TO: Honorable Chair and Members of the Board

FROM: Jeremiah McVicker, Maintenance Manager

SUBJECT: Battery Electric Buses Update

This report is an update on the Battery Electric Bus (BEB) program and delivery delays due to supply chain inconsistencies. Both manufacturers were expected to deliver our BEB units in late September 2022. The Gillig BEB was delivered in January 2023, and the New Flyer BEB was delayed further by a potential battery thermal concern requiring additional engineering to certify the unit's functionality. Pending the onsite inspection scheduled for the week of July 31st identifying concerns to be corrected, the New Flyer BEB is scheduled for delivery in early August.

During the course of our program, we aimed to collect comprehensive data to evaluate the performance, efficiency, and reliability of the electric buses in our fleet. However, we have faced certain challenges that have constrained the availability of complete and robust data.

Mountain Line's Gillig Battery Electric Bus (BEB) has encountered a series of technical challenges over the past few months, requiring continuous attention from our maintenance and technical teams. In January, one of the batteries was not charging upon the bus's arrival at base, but the issue was successfully resolved with the guidance of Gillig.

Mountain Line maintained a veil of secrecy around the electric bus to build anticipation for the Electric Bus Launch event that occurred on March 23rd. During that time, our fleet department worked diligently to ensure that the bus was fully equipped and ready for service. Several key tasks were accomplished, including:

- **Technology Installation:** The installation of the standard fare collection system was carried out to streamline and enhance our fare collection process, ensuring a seamless experience for passengers.
- **Two-Way Radio System Installation:** The two-way radio system was integrated into the bus to facilitate efficient communication between drivers and our operations center, promoting safety and coordination.
- **Amenity Installation:** We took the opportunity to add essential amenities such as trash cans and name plate holders to improve passenger comfort and experience.

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- Proper Information Notices Installation: Informational notices were installed inside the bus to provide passengers with important details regarding safety, onboard amenities, and emergency procedures.
- Charger Testing: Rigorous testing of the bus charger was conducted to ensure its reliability and efficiency, essential for the smooth operation of the electric bus.

The Electric Bus Launch event took place on March 23rd, marking an exciting milestone for Mountain Line and our commitment to sustainability and eco-friendly transportation solutions.

Following the Electric Bus Launch event, we decided not to immediately put the electric bus into regular service. Instead, we initiated a structured training program for our drivers. Each driver cycled through training, learning how to pre-trip the bus effectively, and safely and efficiently operate it. This comprehensive training ensured that all drivers were well-equipped to confidently operate the new BEB bus.

By taking this measured approach, we prioritized passenger safety and service quality, ensuring that our drivers were fully prepared to operate the electric bus to the highest standards. This approach also allowed us to fine-tune our processes and address any potential issues that arose during training.

Throughout May, the Gillig BEB bus faced various issues, including technology system failures and issues that were mostly resolved through software updates and reprogramming of equipment. Charging issues resurfaced on May 8th, but Mountain Line's staff made appropriate repairs.

During June, charging problems persisted, and on June 23rd, the Fleet team examined the bus but found no specific error codes. However, a significant incident occurred on June 25th, when the battery overheated during route service leading to an unexpected shutdown while in service. The bus was towed back, and specialized assistance from Gillig LLC engineers and Cummins technicians were required to diagnosis the unit issues. As of July 19th, all necessary repairs were completed.

Mountain Line's New Flyer (BEB) has encountered a series of technical challenges over the past few months. Prior to inspection and delivery, the bus was subject to a voluntary recall by New Flyer concerning the Electrical Storage System (ESS). Upon being informed of this recall, Mountain Line and New Flyer engaged in constant communication. With the bus scheduled to be delivered in the immediate months following the recall, both teams felt it was crucial to address this issue promptly. As of July 14th, we received assurance from New Flyer that all necessary configuration changes and repairs, including additions to the service manual and new parts lists, related to the recall have been completed. Mountain Line is now scheduled to complete the pre-delivery inspection on August 1st and 2nd.

If the pre-delivery inspection goes well and no further issues are discovered, Mountain Line is looking forward to welcoming the New Flyer BEB into our fleet the following week. The resolution of the New Flyer recall is a significant milestone, and we are eager to integrate this bus into our operations.

We will continue to closely monitor the situation to ensure a smooth transition and successful integration of the two BEB buses into our service. Our team remains dedicated to providing the best possible transportation experience for our passengers.

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MOUNTAIN LINE MEMORANDUM

DATE: July 24, 2023

TO: Honorable Chair and Members of the Board

FROM: Jeremiah McVicker, Maintenance Manager

SUBJECT: Annual Update on the Bus Stop Rehabilitation Program

The bus stop rehabilitation program is committed to maintaining Mountain Line's exceptional standards of quality and service. As part of this program, Mountain Line's shelters are designed with an expected 8-year life cycle. At the end of this period, each bus stop undergoes a thorough inspection.

Based on the condition of the shelter at the time of inspection, one of three actions is taken:

1. Rehabilitation: If the shelter is still in a condition that can be brought up to the desired standards with necessary repairs and upgrades, it will undergo rehabilitation. This process involves adding 8 more years to its life cycle, ensuring it remains functional and aesthetically pleasing for passengers.
2. Replacement: If the shelter is deemed to be in a state of disrepair, beyond what rehabilitation can address, or if it has reached the end of its useful life, it will be replaced with a new shelter. This ensures that passengers continue to have access to safe and comfortable bus stops.
3. Nothing: if the shelter is still in a state of good repair, the shelter will be inspected every year after its useful life until one of the above conditions is required.

By following this systematic approach, Mountain Line ensures that its bus stops are well-maintained and provide a positive experience for passengers throughout their daily commute.

FY2023 Bus Stop Rehabilitation Program Recap:

Throughout FY2023, our focus was on repairing and replacing bus stop infrastructure to extend their useful life and ensure they remain in a state of good repair. Mountain Line's team prioritized bus stops based on their asset condition, and the final rehabilitation list was determined by our budget capacity for the year. We are delighted to report that the total budget for the shelter rehabilitation program in FY2023 amounted to \$135,000. Through diligent efforts and efficient management, we successfully completed the rehabilitation of the full list below, enhancing the transit experience for our valued passengers.

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FY2024 Bus Stop Rehabilitation Program Preview:

As we look ahead to FY2024, we have identified four shelters that require rehabilitation. Due to the unique nature of these shelters, we are currently working to finalize the exact costs for the project. However, we are optimistic that the FY2024 budget for the Bus Stop Rehabilitation Program will be approximately \$150,000. Our team remains committed to maintaining the quality and accessibility of our bus stops, ensuring they represent Mountain Line high standards and meet the expectations of our community.

Procurement:

Since 2016, we have operated under a single contract to implement our annual bus stop rehabilitation program. RFP 2016-108 was awarded to Southwest Fabrication, LLC on June 15, 2016, for a 5-year term, which concluded on June 15, 2021. In 2021, during an extensive review process, our staff determined that Southwest Fabrication was the only vendor capable of fulfilling the scope of work required. As a result, we made the decision to proceed with a sole source contract, entrusting Southwest Fabrication with the responsibility of continuing the essential task of bus stop amenity fabrication, installation, and rehabilitation. On June 1, 2021, a contract was executed with Southwest Fabrication for an initial one-year term, with the option to extend the contract for up to five additional one-year terms to ensure continuity and efficiency in our efforts. Mountain Line recently approved the second amendment to the contract for an additional one-year term through July 1, 2024.

FY2023 BUS STOP REHABILITATION PROGRAM:

Mountain Line rehabilitated the following three shelter bus stops, and fifteen Logo stops have been removed and pending reinstallation:

Shelter Replacements:

Inbound (IB): The bus is heading towards the Downtown Connection Center on its route. This means that passengers boarding the bus will be traveling towards the central hub or downtown area.

Outbound (OB): The bus is heading away from the Downtown Connection Center on its route.

Passengers boarding the bus in this direction will be traveling away from the central hub or downtown area.

- Fort Valley Rd at the Pioneer Museum OB removed and disposed of existing shelter. Install new small shelter, bench, bike rack, and trash can.
- Kaspar Dr at Mountain Line IB removed and disposed of existing shelter. Install new standard shelter, bench, bike rack, and trash can.
- Soliere Ave/Fox Lair Dr west end IB removed and disposed of existing shelter. Install new small shelter, bench, bike rack, and trash can.

Logo Stop Rehabilitation:

- San Francisco St/Elm Ave OB removed, rehabilitation of existing Logo stop and then reinstall.
- Butler Ave at Burger King OB removed, rehabilitation of existing Logo stop and then reinstall.

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- Butler Ave/ Ponderosa Pkwy IB removed, rehabilitation of existing Logo stop and then reinstall.
- Santa Fe Ave/ Parks St OB removed, rehabilitation of existing Logo stop and then reinstall.
- Aspen Ave at City Hall IB removed, rehabilitation of existing Logo stop and then reinstall.
- Thorpe Rd at the Adult Center OB removed, rehabilitation of existing Logo stop and then reinstall.
- Thorpe Rd at the Ball Fields OB removed, rehabilitation of existing Logo stop and then reinstall.
- Thorpe Rd/ Bonito St OB removed, rehabilitation of existing Logo stop and then reinstall.
- Thorpe Rd/ Bonito St IB removed, rehabilitation of existing Logo stop and then reinstall.
- Thorpe Rd at Clark Homes OB removed, rehabilitation of existing Logo stop and then reinstall.
- Thorpe Rd at the Ball Fields IB removed, rehabilitation of existing Logo stop and then reinstall.
- Huntington Dr at the Aquaplex IB removed, rehabilitation of existing Logo stop and then reinstall.
- Huntington Dr at the Aquaplex IB removed, rehabilitation of existing Logo stop and then reinstall.
- Forest Meadows St at Forest Meadows Apt removed, rehabilitation of existing Logo stop and then reinstall.
- Butler Ave at Little America OB removed, rehabilitation of existing Logo stop and then reinstall.

The above list of FY2023 bus stop amenities improvements cost \$133,561.

FY2024 BUS STOP REHABILITATION PROGRAM:

Mountain Line is planning to rehabilitate the following four bus stop shelters.

Shelter Rehabilitation:

- Beulah Blvd at Olive Garden IB rehabilitation of existing bus stop shelter and then install new bench, bike rack, and trash can.
- Beulah Blvd at Walmart OB rehabilitation of existing Mountain Link bus stop Shelter and then Install new bench, bike rack, and trash can.
- San Francisco St/ Birch St OB rehabilitation of existing Mountain Link bus stop Shelter and then Install new bench, bike rack, and trash can.
- Beaver St/ Birch St IB rehabilitation of existing Mountain Link bus stop Shelter and then Install new bench, bike rack, and trash can.

FISCAL IMPACT:

Funding available for Mountain Line's FY2023 bus stop rehabilitation program was \$135,000 which included local funds and federal Surface Transportation Block Grant (STBG) funds. The FY2023 program was under budget by \$1,439.

Funding available for Mountain Line's FY2024 bus stop rehabilitation program is \$150,000 which includes local funds and federal Surface Transportation Block Grant (STBG) funds. The total cost of the project is unknown. Mountain Line is waiting on contractor pricing.

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MOUNTAIN LINE MEMORANDUM

DATE: July 21, 2023
TO: Honorable Chair and Members of the Board
FROM: Jeremiah McVicker, Maintenance Manager
SUBJECT: Annual Fleet Report

Mountain Line's Annual Fleet Report contains a brief overview of revenue vehicle maintenance and fuel consumption for Fiscal Year (FY) 2023. During this period, the Fleet division consisted of six staff members: a Maintenance Manager, one Fleet Supervisor, three Mechanics, and one Mechanic Assistant. Mountain Line's Fleet Division has been short one Mechanic for the entirety of this fiscal year. Fleet staff is charged with ensuring safety, security, maintenance, proper utilization, and appearance of Mountain Line's fleet of vehicles. Oversight includes revenue vehicles, service vehicles, and support vehicles. Mountain Line has twenty-eight hybrid electric buses and one Battery Electric Bus. In the fleet, twenty-three are 35-foot (Gillig) buses and six 60-foot articulated (New Flyer) buses. Mountain Line paratransit consists of seven cutaway buses. Staff are also responsible for seventeen support vehicles. This fiscal year Mountain Line contracted with our janitorial services contractor for the daily cleaning and sanitizing of our revenue vehicles.

The information below is the total and average of various FY2023 maintenance metrics including fuel usage for Mountain Line's revenue vehicles.

Bus:

- Hybrid Buses
 - 887,642 miles driven.
 - 190,669 gallons of fuel used.
 - Average fuel consumption: 4.5 mpg for 35-foot and 3.5 mpg for 60-foot buses
- Electric Bus
 - 7560 Kilowatts of electricity used.
 - Average Miles per Kilowatt: 2.26 mpk
- The average age of the bus fleet is 10 years old.
 - The oldest unit is 16 years old.
 - The newest unit is Less than 1 year old.
- The average lifetime cost of maintenance is \$0.21 per mile.
 - The highest cost is \$0.32 per mile (attributable to our oldest unit)
 - The lowest cost is \$0.01 per mile.

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- Lifetime maintenance cost excludes cost of tires and fuel.

Paratransit:

- 72,165 miles driven.
- 10,269 gallons of fuel
- Average fuel consumption: 7 mpg
- The average age of the paratransit fleet is 7 years old.
 - The oldest unit is 10 years old.
 - The newest unit is 2 years old.
- The average lifetime cost of maintenance is \$0.09 per mile.
 - The highest cost is \$0.21 per mile (attributable to our oldest unit)
 - The lowest cost is \$0.01 per mile.
 - Lifetime maintenance cost excludes cost of tires and fuel.

Information on our support vehicles is available upon request.

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MOUNTAIN LINE MEMORANDUM

DATE: August 16, 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

ADOT Section 5310

Mountain Line received Section 5310 grant funds from Arizona Department of Transportation (ADOT). This grant program funds mobility management and transportation programs for older adults and people with disabilities. Mountain Line received \$129,273 total for Mobility Management, \$210,000 total for ADA Plus, and \$124,000 total for the Mountain Line Taxi Programs.

ADOT Section 5311

Mountain Line received Section 5311 grant funds, which supports rural transit programs in the state. This grant program funds our vanpool program. Mountain Line received our full grant award request which includes \$28,598 total for vanpool administration and \$76,800 total for vanpool service contract. This grant award provides the opportunity to grow the vanpool program from 10 vanpools to 22 vanpools.

FTA Bus and Bus Facilities Grant

The Federal Transit Administration (FTA) announced that Mountain Line will receive \$16.3 million through the Bus and Bus Facilities Grant to build a new maintenance facility. This funding will be for construction of this new facility. Mountain Line previously secured design funds from ADOT. The new facility will improve and expand maintenance capabilities, and create the capacity for Mountain Line's transition to a zero-emission fleet.

Procurement Authority – Resolution 2023-110

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RFP 2023-1110, Job Order Contract Services, Horizontal Construction

RFP 2023-1110, Job Order Contract Services, Horizontal Construction was released February 17, 2023, and closed April 7, 2023; two vendors submitted proposals, Kinney Construction Services and Banicki Construction. Mountain Line staff reviewed both proposals and determined that both are qualified to perform the services and recommend awarding contracts to both vendors. The contract duration is through June 30, 2028, with renewal up to two additional month periods. Mountain Line will initiate Job Orders for projects by requesting proposals from both awarded contractors for a specific scope of work. Contractors will provide unit costs based on the Job Order scope of work and apply a contractor coefficient to calculate the total value of the Job Order. Selection per Job Order will be based on best value to Mountain Line in terms of cost and schedule for that project. Mountain Line's CEO & General Manager may authorize one or more Job Orders annually up to total value of not to exceed annual approved budget capacity for programmed projects.

Amendment #2 to Southwest Fabrication Contract, Bus Shelter Fabrication, Installation, and Rehabilitation

In 2021, Mountain Line staff reached out to several vendors in the Northern Arizona area and beyond in order to determine if there are other vendors available to perform the required work. None of the contacted vendors held the correct licensing or had the ability or capacity to perform the required work. Mountain Line staff concluded that Southwest Fabrication was the only vendor available to perform the scope of work required for this project and executed a sole source contract, to be re-evaluated annually to ensure that the sole source contract remains appropriate. Staff have conducted the annual review and determined that the sole source is still appropriate. Amendment #2 was executed July 1st, 2023, for a total value of not to exceed annual approved budget capacity for programmed projects.

Contract No. 2022-140, Construction Manager at Risk Change Order #5

Change Order #1 was executed June 6, 2023, to add additional HAZMAT Abatement services to the scope of the contract. The value of the Change Order is \$36,172.78, this brings the cumulative total of the contract to \$505,627.82.

Contract No. 2022-170, NAU Campus Bus Storage and CDL Course, Amendment #2, GMP #2

The Campus Bus Storage Phase 1 CDL Project is a partnership with NAU to construct a 60,000 square foot concrete course to provide operator training and testing site for Mountain Line, NAU transit and incidental users such as Coconino Community College. GMP No. 1 was executed in February 2023 for construction of the CDL course in amount of \$3,553,585. GMP No. 2 scope of work is for the access road improvements on NAU Campus to enable access to the CDL course. Amendment #2 was executed July 1, 2023, for a total value of not to exceed \$1,438,136. This brings the total cumulative value of the contract to \$5,034,718.00.

RSOQ 2022-400, DCC Civil Engineering Change Order #2 to Task Order #1

Change Order #2 was executed July 5, 2023, to add additional scope of entry ramp revisions, retaining wall package for City of Flagstaff and coordination for the Downtown Mile project. The value of the Change Order is \$47,560. This brings the total cumulative value of the contract to \$401,285.00.

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RSOQ 2022-400, DCC Civil Engineering Task Order #2

Task Order #2 was executed July 1, 2023, to add deliverables including meetings with ADOT, DCC and Downtown Mile teams, traffic engineering TIA update to model the proposed improvements in accordance with ADOT TIA requirements, and development of concept level layouts of the proposed Milton/Phoenix Avenue improvements. The value of the Task Order is \$65,400. This brings the total cumulative value of the contract to \$466,685.00.

Agreements and Contracts Authority – Resolution 2020-100

Flagstaff Alliance for the Second Century Intergovernmental Agreement, Resource Sharing

Mountain Line and The City of Flagstaff entered into a cooperative procurement agreement dated November 19, 2020, to address area-wide issues in the greater Flagstaff area and to better leverage the resources of Alliance members for the benefit of the community. Through the Alliance IGA, the Parties are permitted to enter into additional agreements for the purpose of using and sharing resources in a manner consistent with the terms set forth within the Alliance IGA. This additional agreement under the original agreement is to share the City resources of clean fill and crushed rock; the City needs to dispose of up to 50,000 cubic yards of clean fill (“dirt”) as part of the Beulah/University Drive Realignment Project, and Mountain Line needs to purchase dirt in amount of approximately 11,540 CYs for its Commercial Driving License course project (“the CDL Project”) and approximately 18, 500 CYs for its Downtown Connection Center (“the DCC Project”). The City agrees to sell, and Mountain Line agrees to purchase surplus dirt from City, at the negotiated price of \$356,121, plus taxes of 5.968% (\$21,253), for a total of \$377,347 for 30,040 cubic yards of fill.

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MOUNTAIN LINE MEMORANDUM

DATE: August 16, 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

- Mountain Line has partnered with our contractor, Spare Labs, to introduce and pilot a call center for customers to schedule paratransit and Microtransit services. The call center is estimated to save us the equivalent of one fulltime staff member at the front desk. We spent most of July educating our customers on the call center and introducing the available app that allows them to book, change, and track their rides efficiently and with ease. The call center goes live August 1st. Congratulations to our operations team on identifying this opportunity and being open to new ways to provide excellent customer care and transit services.
- We have decided to cancel the Route 10 Efficiency Trial that was scheduled in September. The purpose of this trial was to test the idea of grouping Route 10 buses together to align better with NAU's class schedule. Due to staffing shortages and construction at the Downtown Connection Center, staff have decided to cancel this trial. When conditions are better, staff will reevaluate the timing and conduct the test at a later date.
- As we approach the start of the fall service schedule, we are making a few changes.
 - We have introduced two new stops on Huntington at Grant Street; on the south side of Huntington, we will stop at Holiday Inn Express and on the north side we will stop at APS. These stops were triggered by the opening of the new Flagstaff Shelter Services transitional housing development.
 - Additionally, we have modified the Route 2 deviation window to better align with Basis School start times.

Partnerships and Outreach

- The Facilities team initiated a fire-wise clean-up project along Mountain Line's property line adjacent to Mount Elden Villas. The HOA manager expressed gratitude for how quickly our facilities team responded to their request to clean-up pine needles and small brush along the fence line.
- City and Mountain Line staff will meet in August to talk about the City of Flagstaff's adoption of Flagstaff in Motion A Community Transit Plan. Bizzy Collins has been working with Community Development on the best way to present the plan to City Council, as we are not a City department, and ensure staff and Council can reference the plan in future development

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conversations. This is a big step forward in collaboration and a final item to the Board adoption of the plan. Thank you to Bizzy for getting us this far.

- Our facilities team has added a new bench to bus stop 17 on Route 5, at The Peaks, in response to a public comment received about riders wanting a place to rest and wait.
- Mountain Line participated in registration events at BASIS on July 31 and August 1 to answer questions and were successful in selling some student bus passes.

Finance, Compliance, and Procurement

- We have applied to Arizona Department of Transportation (ADOT) for statewide 5307 and 5339 federal funding. Our request is for \$12M in federal funding to support the Downtown Connection Center Phase 2 (the bus plaza) and for security/technology upgrades. We should know about the award by the end of fall 2023. Congratulations to Estella, Mitch, and the team who supported their efforts to make this application.
- Our phone system is changing! While externally it will look the same, we are moving away from physical handsets on our desks to a cloud based phone system that brings calls to staff via our computers, through Teams. This will reduce capital investment in handsets and servers, improve connectivity for staff when working remotely, and offer our IT team a system that is more resilient to failures and improves the administrative burden.

Staffing

- As you may recall, the October Employee Survey results revealed that staff appreciated the in-person meetings that had been moved to an online environment during COVID. I am pleased to share that we held in-person meetings the week of July 10th and were able to schedule 85% of our team members to attend one of the offered meetings. Thank you to Dave Doss and Ken Lesinski for getting these meetings back on our schedule.
- Mountain Line 101, a training course for all team members on Mountain Line's Why and the connection between their jobs and our Mission, Vision, and Core Values was completed on July 17th and 18th. Thank you to the Board and TAC for input on the updated Vision and Core Values. It was a great opportunity to talk about and renew energy on Mountain Line's Why.
- We held our annual Summer BBQ on Thursday July 20, from 11:00 am to 2:30 pm. It was a fun event for employees and their families, and we are grateful to the TAC and Board members that could join us.
- Congratulations to staff that recently started at Mountain Line or received a promotion.
 - Three new operators graduated in July and 4 more continue to work through Mountain Line's training program. We anticipate these team members will graduate in late August and help us in restoring our operations team staff needed for service.
 - Congratulations to David Doss on his latest promotion to Operations Manager which has been vacant since December 2021. Dave started working for Mountain Line in March 2021, as an operator. He was promoted to Operations Supervisor in May 2022, and then promoted to Assistant Operations Manager in November 2022. We are very excited to have Dave fill this key role! Congratulations Dave!
 - Congratulations to Sheldon Yazzie. Sheldon was recently promoted to HR Generalist from Human Resources Technician. Sheldon had been performing the duties of the

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generalist position since December of 2022, following the departure of other Human Resources staff. We are very grateful that Sheldon stepped in when needed and provided helpful resources to all staff.

- Happy Anniversary to our July and August anniversaries.

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September: TAC Meeting is Thurs, 9/7

Board Meeting is Wed, 9/20

ITEMS:	WHO & WHAT:
Safety Minute	Sam
Milestone Anniversaries	Heather D
Biannual Performance Report	Bizzy - D
Mountain Line Annual Report	Josh S - D/A
Grant Status Report	Estella - D
Maintenance Facility Design Kick Off	Anne - D
Project Plan	Anne/Jim - D
Flagstaff in Motion (FIM) City Adoption	Bizzy - D
FY2024 Meeting Calendar Change (Juneteenth Holiday)	Rhonda - PR
Delegation of Authority Update – Agreements, Grants, and Procurements:	Heather D - PR
Possible Executive Session for CEO and General Manager Contract	Heather D/Chair
Possible Action Item for CEO and General Manager Contract	Board Chair
October/November Agenda Calendar	

October: No TAC Meeting

Board and TAC Advance is Wed, 10/25

ITEMS:	WHO & WHAT:
Safety Minute	Sam
Milestone Anniversaries	Heather D
Bus Stop Infrastructure	Jeremiah/Anne - D
Legislative Priorities	Heather D - D
Delegation of Authority Update – Agreements, Grants, and Procurements:	
November 2023/January 2024 Agenda Calendar	