



Board of Directors and Transit Advisory Committee Strategic Policy Advance Minutes for Wednesday, October 25, 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 and Transit Advisory Committee met in Joint Session on Wednesday, October 25, 2023 at 9:00am at Roux 66, 2620 N. Steves Boulevard, Flagstaff, AZ 86004. Members of the Board, TAC, guests, and Mountain Line staff attended in person. The public was invited to attend the meeting at the address above.

BOARD MEMBERS PRESENT:

Jeronimo Vasquez, (Vice Chair/Acting Chair), Board of Supervisors, Coconino County;
Miranda Sweet, City Council, City of Flagstaff;
Lori Matthews, City Council, City of Flagstaff;
Josh Maher, Associate Vice President for Community Relations, NAU, alternate, left at approximately 12:50pm;
Kurt Stull, Executive Director of Facilities and Security, CCC, alternate, left at approximately 11:16am;
Judy Begay, Board of Supervisors, Coconino County, alternate

**Three of our five Board member seats must be present to constitute a quorum.*

***The City of Flagstaff holds two seats.*

BOARD MEMBERS EXCUSED:

Tony Williams, (Vice Chair), Acting Meeting Chair, Dean of Student Affairs, CCC, designee;
Deborah Harris, City Council, City of Flagstaff, alternate

TAC MEMBERS PRESENT:

Erin Stam, (Chair), Director of Parking and Shuttle Services, NAU, designee;
Tiffany Kerr, Health Disparities Program Manager, Coconino County, designee;
Andy Bertelsen, Deputy County Manager, alternate;
Michele James, Citizen Representative, City of Flagstaff, left at approximately 11:30am;
Carlton Johnson, Citizen Representative, City of Flagstaff, alternate;
Rafy Rivera, Assistant Director of Shuttle Services, NAU, alternate;
Kate Morley, Executive Director, MetroPlan, alternate;

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

TAC MEMBERS EXCUSED:

Greg Clifton, (Vice Chair), City Manager, City of Flagstaff;
Jeff Bauman, Traffic Engineer, City of Flagstaff, alternate;
Dave Wessel, Planning Manager, MetroPlan;
Carol Covington, Citizen Representative, Coconino County, alternate;





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Gail Jackson, Economic Development Representative, ECoNA
Maria Machelor, President, ASNAU;

MOUNTAIN LINE STAFF PRESENT:

Heather Dalmolin, CEO and General Manager;
Jacki Lenner, Deputy General Manager;
Josh Stone, Management Services Director;
Sam Short, Workforce Director;
Anne Dunno, Capital Development Manager;
Jon Matthies, Information Technology Manager;
Dave Doss, Operations Manager;
Codi Weaver, Human Resources Manager;
Estella Hollander, Mobility Planner;
Ty Holliday, Montoya Fellow;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Scott Holcomb, Mountain Line Attorney;
Kris Beecher, Mountain Line Attorney

GUESTS PRESENT:

Rick Tadder, Management Services Director, City of Flagstaff;
Stephanie Santana, Senior Transportation Engineer, City of Flagstaff

1. CALL TO ORDER -Vice Chair Vasquez called the meeting to order at approximately 9:05am.

2. ROLL CALL AND INTRODUCTIONS

3. SAFETY MINUTE

Sam Short, Workforce Director

Mr. Short reported on Trick or Treat safety tips.

4. MILESTONE ANNIVERSARIES

Heather Dalmolin, CEO and General Manager

Ms. Dalmolin reviewed the Milestone anniversaries.

5. CALL TO THE PUBLIC

Four written comments were received via email and all of them related to Free Mountain Line bus service: Melanie Washburn 86001 on October 4, 2023; Sophie Jacobson 86001 on October 4, 2023; Jill Stephenson 86004 on October 8, 2023; and Leah Atlee 86001 on October 19, 2023. These public comments will be attached to the minutes.

DISCUSSION / ACTION ITEMS:

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6. REVIEW THE 2024-2025 LEGISLATIVE PRIORITIES

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin reviewed three Federal Priorities. There was a question about Mountain Line's status regarding a possible government shutdown in November. Ms. Dalmolin replied that it won't affect us because the local transit tax allows us time to float funds while waiting for reimbursement, but also because the Federal Transit Administration (FTA) and the Arizona Department of Transportation (ADOT) Multimodal division became protected departments after the 2019 federal shutdown to ensure funding and disbursements activities are available for transit. Ms. Dalmolin also reviewed four State Priorities and two Local Priorities. There were no further questions.

7. UPDATE THE 12-18 MONTH WORKPLAN

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin reviewed all six Strategic Workplan goals and their objectives. She reported on which tasks have been completed and which are being carried over. She asked for feedback on which objectives need to have potential new tasks added as she went through her presentation. Several Board and TAC members provided some specific ideas for each goal. Ms. Dalmolin stated the suggestions will be considered and brought back in November to update the tasks.

8. BUS STOP DISCUSSION

-Anne Dunno, Capital Development Manager and Estella Hollander, Mobility Planner

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

Ms. Hollander started off the presentation reviewing poor bus stop designs in multiple photos (these were not Mountain Line stops, but images used to illustrate point) and engaged Board and TAC members by asking what was wrong with the particular bus stops. She distributed handouts for a group activity after lunch. She reported that the Transit Guidelines were adopted in 2019 and have been helpful in providing a more objective evaluation of amenities at bus stops. She reviewed the criteria considered when evaluating improvements to amenities for any given bus stop. She stated that an evaluation of our transit system bus stops revealed 42 stops trigger improvements and the activity after lunch will focus only on current sign stops needing improvement. She noted that Flagstaff in Motion, our 5-year transit plan, was adopted in January 2023 and recommends several new bus stops as result of community improvements and she described potential new stops and route timing. She shared some photos of recent bus stops improvements and shelter partnerships. She explained the funding opportunities through grants and congressionally directed spending. Ms. Dunno took over the presentation to focus on Bus Stop Maintenance, which involves regular bus stop cleaning and preventative maintenance at about \$156,000 per year. She also touched on the bus stop and passenger shelter rehabilitation at about \$150,000 per year. She shared some snow removal photos; snow removal is not part of the preventative maintenance budget. She shared information regarding bus stop development and right of way considerations, as well as constructability considerations and bus stop

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challenges. She explained the typical easement blueprint and some prior successes. She reviewed budget considerations and the transit easement acquisition process. She left the Board and TAC members with some questions to ponder in preparation for the activity to follow the lunch break. Vice Chair Vasquez commented on his desire to see bus stops placed outside the Coconino County Health and Human Services building on King Street and in the Plaza Vieja neighborhood. Director Begay mentioned the County Regional Plan work that is happening, and she encouraged Mountain Line staff to participate in the process.

PROGRESS REPORTS:

There were no questions regarding the progress reports.

9. WASHINGTON, D.C. TRIP
-Jacki Lenner, Deputy General Manager
10. FLAGSTAFF IN MOTION INTERPRETATION AND RESOLUTION
-Bizzy Collins. Strategic Performance Planner
11. DELEGATION OF AUTHORITY UPDATES
-Heather Dalmolin, CEO and General Manager
12. SUMMARY OF CURRENT EVENTS
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights before breaking for lunch:

- October anniversaries were recognized.
- Mountain Line partnered with High Country Humane for a Stuff the Bus event for pet supplies on September 30th.
- In early October, Ms. Dalmolin and Ms. Lenner participated in the South West Transit Association (SWTA) Washington, D.C. Fly In. Additionally, they spent an extra day there and met with all Arizona elected officials and staff for meetings scheduled by Nexus Consulting, our legislative liaison.
- Ms. Dalmolin and Mr. Stone attended the American Public Transportation Association (APTA) conference and expo in Orlando, Florida earlier in October. They participated in several sessions on timely topics. Ms. Dalmolin was a member of a panel that presented succession planning in one of the APTA sessions.
- Mountain Line has kicked off a mobility study. Texas Transportation Institute (TTI) had a site visit on September 18th.
- Ms. Dalmolin attended the Arizona Rural Transportation Summit in Yuma last week. The purpose was to make sure they don't forget transit and she met with key people regarding expansion of eligibility for the SMART grant, as well as support MetroPlan in their local match funding request for Mountain Line's maintenance facility project.
- Mountain Line employee, Jordan Goodwin, was featured in the Quality Connections newsletter this month. He wants to become a mechanic.

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Break for lunch at approximately 11:43am. Back at approximately 12:38pm after lunch.

8. Bus Stop Discussion: continued with a planned activity

Ms. Hollander led a Bus Stop Prioritization activity. She noted the focus of the activity is on the 29 stops that only have Bus Stop signs at present. She reviewed the materials that were supplied for each group for the activity, the criteria, and the bus stops to consider. She advised groups should prioritize improvements in 4 categories: Top Priority (red), High Priority (yellow), Medium Priority (green), and Low Priority (blue). Teams would be asked to report out to entire group the top 5 identified priorities and why. The activity commenced at approximately 12:49pm. The activity concluded at approximately 1:30pm, leaving time for each group to report their top bus stop priorities and strategy used to determine their results.

- Group 1: Advisor Stam reported their priority bus stops were: W-Route 66/Arrowhead Westbound-suggested logo, H-Butler/Lucky Lane Westbound-suggested shelter, X-Route 66/Ponderosa Westbound-suggested logo, Z-Cedar/West Westbound-suggested shelter, and M-Fourth St. (Walgreens) Northbound- suggested shelter. She shared that her group considered ridership and potential ridership, as well as safety, proximity to other stops, and infrastructure around the bus stop. She said they also looked at the Permanent Transit Network (PTN) and if the stop seemed safe and conducive to riding transit, then they looked at other stops as next highest priorities.
- Group 2: Advisor Kerr reported their priority bus stops were: Z-Cedar/West Westbound-suggested shelter, N-Fourth/Cedar Southbound-suggested shelter, O-Fourth/Route 66 Southbound-suggested logo, CC-Butler/San Francisco Eastbound-suggested shelter, and BB-Butler/San Francisco Westbound-suggested shelter. She shared that her group considered stops from an equity standpoint, populations served by the area, access to multiple routes, and destination points accessible from the stop.
- Group 3: Advisor Bertelsen reported their priority bus stops were: Z-Cedar/West Westbound-suggested shelter, CC-Butler/San Francisco Eastbound-suggested shelter, and BB-Butler/San Francisco Westbound-suggested shelter, M-Fourth St. (Walgreens) Northbound- suggested shelter, and W-Route 66/Arrowhead Westbound-suggested logo. He shared that his group considered multiple routes and ridership, once ranked them all, they looked at what routes were served most prominently and ridership. He said they noticed Route 5 did not receive as much love from their group due to less ridership and some difficulty with locations as well.
- Group 4: Advisor Johnson reported their priority bus stops were: O-Fourth/Route 66 Southbound-suggested logo, M-Fourth St. (Walgreens) Northbound- suggested shelter, N-Fourth/Cedar Southbound-suggested shelter, Z-Cedar/West Westbound-suggested shelter, and CC-Butler/San Francisco Eastbound-suggested shelter. He shared that his group seemed pretty similar to others already reported, they looked at areas with potential and also looked at infrastructure that would be more comfortable.

Ms. Hollander stated the results will be compiled and contrasted with a recommendation to be brought back for consideration in January. She noted this activity was the first step and there will be more to come. Ms. Dunno noted some anomalies were identified in the handouts for the Fox





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Glenn/Butler stops G and D, as well as Fourth Street stop M and O. Ms. Hollander said she would recheck those.

Ms. Dalmolin thanked Ms. Hollander, Ms. Dunno, and Mr. Holliday for their presentation and the bus stop activity, great job. Vice Chair Vasquez stated his appreciation for the information, and he suggested developing a proposed budget for logo stops and shelters, which might change the priorities.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

November/January Working Agenda

The next TAC meeting will be Thursday, November 2, 2023 and will be a hybrid in person/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. November agenda items will include but not be limited to the Legislative Priorities Adoption, Update the 12-18 Month Workplan, Possible Wage Adjustment, Confirm Board Leadership Roles, Electric Vehicle Bus Pilot Performance Report, Budget Process Kickoff, Kaspar Maintenance Facility Update, Workforce Utilization Report, and Delegation of Authority Updates. The November agenda will be available for review on Mountain Line's website and at Mountain Line's public posting places (listed on the Mountain Line website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the TAC.

The next Board meeting will be Wednesday, November 15, 2023 and will be a hybrid in person/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. November agenda items will include but not be limited to the Legislative Priorities Adoption, Update the 12-18 Month Workplan, Possible Wage Adjustment, Confirm Board Leadership Roles, Electric Vehicle Bus Pilot Performance Report, Budget Process Kickoff, Kaspar Maintenance Facility Update, Workforce Utilization Report, and Delegation of Authority Updates. The November 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.

13. ADJOURNMENT -Vice Chair Vasquez adjourned the meeting at approximately 1:39pm.

Tony Williams, Chair, Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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