



Mountain Line

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Transit Advisory Committee Minutes for Thursday, November 2, 2023

NOTE: IN ACCORDANCE WITH PROVISIONS OF THE ARIZONA REVISED STATUTES THE SUMMARIZED MINUTES OF NAIPTA TAC MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITHIN QUOTATION MARKS ARE VERBATIM. AUDIO RECORDINGS OF NAIPTA TAC MEETINGS ARE ON FILE IN THE NAIPTA CLERK'S OFFICE.

The Transit Advisory Committee met in Regular Session on Thursday, November 2, 2023, at 10:00am in a WEB BASED meeting. Members of the TAC and Mountain Line staff attended in person, by internet conferencing, or by telephone. Some staff were present in the Mountain Line VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004. The public was invited to attend.

TAC MEMBERS PRESENT:

Erin Stam, (Chair), Director, Campus Operations, Transit Services, NAU, designee, (Zoom);
Dave Wessel, Planning Manager, MetroPlan;
Tiffany Kerr, Health Disparities Program Manager, Coconino County, designee, (Zoom);
Carol Covington, Citizen Representative, Coconino County, (Zoom);
Kurt Stull, Executive Director of Facilities and Security, CCC, designee, (Zoom);
Gail Jackson, Economic Development Representative, (ECoNA), (Zoom), joined at approximately 10:03am;
Michele James, Citizen Representative, City of Flagstaff, (Zoom);
Maria Machelor, President, ASNAU, (Zoom)
**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

STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager, (In Person/Zoom);
Jacki Lenners, Deputy General Manager;
Josh Stone, Management Services Director, (Zoom);
Sam Short, Workforce Director, (Zoom);
Anne Dunno, Capital Development Manager;
Jeremiah McVicker, Maintenance Manager;
Dave Doss, Operations Manager, (Zoom);
Codi Weaver, Human Resources Manager,
Estella Hollander, Mobility Planner, (Zoom);
Heather Higgins, Purchasing and Contract Officer, (Zoom);
James Olson, Information Technology Technician;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Kris Beecher, Mountain Line Legal Counsel, (Zoom)

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GUESTS PRESENT:

Rafy Rivera, Assistant Director of Shuttle Services, NAU, alternate, (Zoom);
Carlton Johnson, Citizen Representative, City of Flagstaff, alternate, (Zoom), joined at approximately 10:02am

1. CALL TO ORDER -Chair Stam called the meeting to order at approximately 10:00am.

2. ROLL CALL

3. SAFETY MINUTE
-Sam Short, Workforce Director

Mr. Short shared Winter Walking safety tips with TAC members.

4. MILESTONE ANNIVERSARIES

Ms. Dalmolin recognized the employees with November milestone anniversaries.

5. CALL TO THE PUBLIC

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

6. APPROVE TAC MINUTES 9/7/2023

Advisor James made a motion to approve the minutes from September 7, 2023. Advisor Wessel seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Erin Stam	X	
Dave Wessel	X	
Tiffany Kerr	X	
Carol Covington	X	
Kurt Stull	X	
Michelle James	X	
Gail Jackson	X	

7. REVIEW OF THE DRAFT BOARD BUSINESS AGENDA

The TAC reviewed the draft Board Business Agenda and discussed staff reports, in order to provide recommendations to the Board. Specific comments and recommendations are noted in these minutes.

a. **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

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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.

i. UPDATED PERSONNEL POLICIES

-Josh Stone, Management Services Director

Staff recommends the Board of Directors adopt updates to Mountain Line's personnel policies to incorporate changes that reflect legal and regulatory requirements as well as Mountain Line's actual employment practices.

TAC members did not have any questions regarding this agenda item.

b. **DISCUSSION / ACTION ITEMS:**

i. 2024-2025 LEGISLATIVE PRIORITIES

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors approve and adopt the 2024-2025 Legislative Priorities.

Ms. Dalmolin stated she took feedback from the Board and TAC Advance. She explained staff decided to drop the South West Transit Association priority to seek new funding programs since last month and focus on transit appropriations related to the Bipartisan Infrastructure Law (BIL). There are now three federal priorities. She noted transit is facing many challenges; seeking the support of the Federal Transit Administration (FTA) to accommodate needed changes in regulations. There are four State priorities and three are carryover. There are two local priorities. Ms. Dalmolin stated staff will be asking the Board to approve these proposed legislative priorities at the Board meeting later this month. There was no discussion.

ii. UPDATE THE 12-18 MONTH WORKPLAN

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors approve the new 12–18 month workplan as an accompaniment to the 2020-2025 Strategic Plan.

Ms. Dalmolin communicated that some changes have been made to the proposed 12-18 month workplan since the Board and TAC Advance in October. She noted she would focus on the items added in her presentation. Each of the six goals were reviewed with their corresponding objectives and tasks noted as ongoing in continuation from prior workplan. There was one comment from a TAC member that she would have liked to have seen the proposed changes in writing in advance of the meeting, in addition to the presentation at the meeting. She also suggested labeling the bulleted items as objectives to easily navigate the document. There was no further discussion.

iii. APPROVE WAGE INCREASE FOR NON-EXEMPT HOURLY STAFF

-Heather Dalmolin, CEO and General Manager

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Staff recommends the Board of Directors approve an off-budget wage increase of sixty cents (\$0.60) per hour for all hourly positions effective January 1, 2024, in order to keep Mountain Line wages competitive with local minimum wage which is increasing by same amount.

Ms. Dalmolin stated she plans to ask the Board to approve a wage increase for hourly employees due to the forthcoming minimum wage increase per the City of Flagstaff. She shared the fact that the last wage study was done in 2019 and approved in March 2020. She reviewed the history of Mountain Line wage changes. She noted, in October 2021, the Board approved an across the board \$3.00 per hour increase to remain competitive in the Flagstaff labor market, allowing Mountain Line to get ahead of the wage curve. She explained that annual evaluations with pay for performance increases were suspended in 2020 for equity reasons and an annual longevity increase is now offered. Additionally, there are several non-based building bonus programs offered for performance above standards, 100 Percent Club (drivers), and accident free (drivers). She reported the cost of this increase is approximately \$56,000 for the current fiscal year, January 1-June 30, 2024; the cost will be built into future budgets. There was a TAC member question about this just being added. Ms. Dalmolin replied that the FY2024 budget has about \$30,000 capacity and the other \$26,000 is not covered, but there should be some other savings to offset the wage increase. She noted this is an off-budget request for Board consideration.

iv. 2024 BOARD OFFICERS

-Rhonda Cashman, Executive Assistant and Clerk of the Board

Staff recommends the Board of Directors enact Rules of Procedure, Section 5.3 Election and Re-election of Officers, (e) Continuity Extension, for the calendar year of 2024.

Ms. Cashman explained Vice Chair Vasquez is currently the Chair of the County Board of Supervisors and is slated to become the Chair of MetroPlan and the Chair of Mountain Line. She stated when staff became aware of this situation, staff inquired if Chair Williams and Vice Chair Vasquez may be willing to continue in their current officer position for another year under the continuity extension allowed under the Rules of Procedure, then the rotation would resume; both members were agreeable. She reported that the Board will have the option to enact the continuity extension for calendar year 2024 and allow Vice Chair Vasquez some time to fulfill his commitment as Chair of the Board of Supervisors before stepping in as Chair of the Mountain Line Board in 2025.

v. BATTERY ELECTRIC BUS (BEB) PILOT UPDATE

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin reviewed the timeline for our Battery Electric Buses from the grant award in December 2019 to the training in March and April 2023. She provided a performance update for each vehicle. She reported both companies have been quick to respond to issues with the buses. She noted staff are confident that battery electric buses can be successful in Flagstaff, but there is still a lot to learn, and technology is changing quickly. She communicated that the current practice is to return to base with a 30 percent charge. She reviewed some current stats with TAC members. She reported the next steps are to remain

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flexible with fleet decisions as on-route charging will be necessary, conduct procurement since we have funding for four buses now, and apply for more funding as we will need to replace all buses by 2032. She noted staff will continue to advocate for policy changes to the spare ratio with the Federal Transit Administration (FTA) and for electric rate considerations with Arizona Public Service (APS). She shared that staff would continue to bring back reports with more information. Chair Stam commented she was glad Mountain Line is going first with changing systems and learning along the way. There was a question about the relationship between the two battery electric bus companies as to whether they are preparing staff to handle maintenance. Ms. Dalmolin replied that there have been some delays due to distance and staffing issues; our staff are getting set up for electric vehicle training; going hybrid to electric is not as big an issue as it would be to go from diesel to electric. Mr. McVicker stated that the demand for training will increase as more electric vehicles come on the market. There were no further questions.

b. PROGRESS REPORTS:

There were no questions regarding the progress reports.

- i. FY2025 BUDGET SETTING TIMELINE
-Josh Stone, Management Services Director
- ii. KASPAR HEADQUARTERS MAINTENANCE PROJECT UPDATE
-Anne Dunno, Capital Development Project Manager
- iii. EQUAL EMPLOYMENT OPPORTUNITY (EEO) WORKFORCE UTILIZATION ANALYSIS, FEDERAL FISCAL YEAR 2023
-Codi Weaver, Human Resources Manager
- iv. DELEGATIONS OF AUTHORITY
-Heather Dalmolin, CEO and General Manager
- iv. SUMMARY OF CURRENT EVENTS
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- The non-milestone November anniversaries were recognized.
- A photo was shared of the Halloween Costume contest participants. Treats were provided by Human Resources for all to enjoy.
- The Stuff the Bus event for Flagstaff Family Food Center was held on Saturday, November 11th at the University Safeway. Photos were shared.

ITEMS FROM COMMITTEE AND STAFF:

8. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS
January/February Working Agenda

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The next TAC meeting will be January 4, 2023, and it will be a hybrid in-person and Zoom meeting based in Flagstaff in the Mountain Line VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. January agenda items may include but not be limited to Bus Stop Infrastructure, Title VI, Budget Message, Organizational Structure Update, Employee Satisfaction Survey, 2024 Transit Tax Update, Confirm Board Leadership Roles, Budget Process Kickoff, Employee Satisfaction Survey, 2024 Transit Tax Update, Downtown Connection Center (DCC) Update, Meeting Calendar Review, and Delegation of Authority Updates. The January agenda will be available for review on Mountain Line's website and at Mountain Line's public posting places (listed on the Mountain Line website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the TAC.

9. ADJOURNMENT -Chair Stam adjourned the meeting at approximately 10:59am.

Erin Stam, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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