



Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

Transit Advisory Committee Minutes for Thursday, January 4, 2024

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, January 4, 2024, 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:

Kurt Stull, (Vice Chair/Acting Chair), Executive Director of Facilities and Security, CCC, designee, (Zoom);
Erin Stam, Director, Campus Operations, Transit Services, NAU, designee, (Zoom);
Dave Wessel, Planning Manager, MetroPlan, (Zoom);
Carol Covington, Citizen Representative, Coconino County, (Zoom);
Gail Jackson, Economic Development Representative, (ECoNA), (Zoom);
Michele James, Citizen Representative, City of Flagstaff, (Zoom);
Andy Bertelsen, Deputy County Manager, Coconino County, alternate, (Zoom)
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Greg Clifton, (Chair), City Manager, City of Flagstaff;
Jeff Bauman, Traffic Engineer, City of Flagstaff, alternate;
Tiffany Kerr, Health Disparities Program Manager, Coconino County, designee;
Maria Machelor, President, ASNAU

STAFF IN ATTENDANCE:

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

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

GUESTS PRESENT:

None.

1. CALL TO ORDER -Vice Chair Stull called the meeting to order at approximately 10:02am.

2. ROLL CALL

3. SAFETY MINUTE
-Sam Short, Workforce Director

Mr. Short reported on Winter Weather Driving. He noted the driving danger increases dramatically in winter weather. He provided winter weather driving tips.

4. MILESTONE ANNIVERSARIES

Ms. Dalmolin recognized the employees with December and January milestone anniversaries, as well as one retirement.

5. CALL TO THE PUBLIC

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

6. APPROVE TAC MINUTES 11/2/2023

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

NAME	YES VOTE	NO VOTE
Kurt Stull	X	
Erin Stam	X	
Dave Wessel	X	
Andy Bertelsen	X	
Carol Covington	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**

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

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.

i. MOUNTAIN LINE TITLE VI POLICY

-Codi Weaver, Human Resources Manager

Staff recommends the Board of Directors adopt updates to Mountain Line's Title VI Policy to incorporate changes that reflect legal and regulatory requirements as well as Mountain Line's actual Title VI practices to stay compliant with the Federal Transit Administration.

There was no presentation of this consent item. Advisor Covington recommended providing some context for this item; perhaps, some examples could be shared through the staff report under the section: Related Strategic Plan Objectives. There were no further comments or questions.

b. DISCUSSION / ACTION ITEMS:

i. BUS STOP IMPROVEMENT PRIORITIES

-Estella Hollander, Planning Manager

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

Ms. Hollander noted that an interactive exercise was done at the October Board and TAC Advance involving prioritization of bus stop amenities for 29 sign stops. She stated there was very little discrepancy between the four groups' priorities. She reported staff has re-evaluated and ranked 42 bus stops, the 29 sign stops, plus 13 logo stops, for feasibility to upgrade. She shared that the feasibility considers constructability, budget, right of way, and the Arizona Department of Transportation's (ADOT's) jurisdiction, noting that stops within ADOT's jurisdiction are more challenging to upgrade. She reported that the City received a Safe Streets for All grant and Mountain Line may be able to coordinate with City capital projects on improvements. Ms. Hollander noted the next steps are to develop an implementation strategy, identify funding opportunities, and consider a transit easement acquisition procedure. There were several questions or requests related to overall project budget, need for description of the different kinds of stops, and possible reconsideration due to the recent development with Flagstaff Unified School District's (FUSD's) discontinued bus service for many students, which should increase students riding on Mountain Line. Ms. Hollander replied that the current bus stop rehabilitation budget is \$150,000, but there is otherwise no funding for improvements; funding may be considered for the FY2025 budget. She responded that she would add a description of the different types of bus stops for the Board presentation. Ms. Hollander noted that Mountain Line has bus stops close to the middle schools and high schools, but staff can take another look; out of the 600 students affected by FUSD's change to bus service, 200 students have already claimed semester passes. Ms. Dalmolin stated staff will be closely monitoring the FUSD ridership and will come back with more information.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

ii. FY2024 EMPLOYEE ENGAGEMENT SURVEY RESULTS

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin explained that TransPro is the consultant team that provided the support for this anonymous employee engagement survey. She noted the survey was again only offered online, questions were added related to the new core values, and a different scoring method was used. She reviewed the results by section, key take aways, and a few of the comments received. She noted the next steps are to communicate the results to each level within the agency and to continue developing strategies to address important factors such as to continue to listen and encourage employee feedback, build capacity in the operations department, and possibly conduct a compensation study. There was a comment of appreciation for doing the employee survey, noting similar topics are currently applicable across most organizations.

b. PROGRESS REPORTS:

i. FY2023 COMPLETION AND FY2024 FINANCIAL UPDATE

-Josh Stone, Management Services Director

There was one comment about confusion as to why 2023 results and a 2024 update were in the same report, specifically noting November in the 2024 portion instead of 2023. Ms. Dalmolin responded that we report by fiscal year and that November 2023 is in the current 2024 fiscal year, hoping that might answer her question.

ii. METROPLAN AND MOUNTAIN LINE COORDINATED PLAN UPDATE

-Estella Hollander, Planning Manager

iii. 2024 TRANSIT TAX UPDATE

-Jacki Lenner, Deputy General Manager

iv. DOWNTOWN CONNECTION CENTER PROJECT UPDATE

-Anne Dunno, Capital Development Manager

v. COMMERCIAL DRIVER'S LICENSE (CDL) PROJECT UPDATE

-Anne Dunno, Capital Development Manager

vi. FY2025 MEETING DATES

-Rhonda Cashman, Executive Assistant and Clerk of the Board

vii. DELEGATIONS OF AUTHORITY

-Heather Dalmolin, CEO and General Manager

viii. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

Ms. Dalmolin shared the following highlights:

- Mountain Express service ran daily from December 26th through January 1st and will continue to run on weekends in January and February. She noted Arizona Snowbowl is offering a \$10 resort voucher to each Mountain Express rider.
- Staff are ready for snow. Mountain Line and City staff have been collaborating on plans for snow removal efforts.
- Staff are working closely with Flagstaff Unified School District (FUSD) students and families to assist with bus passes and trip planning.
- Mountain Line has received our 2024 Triennial Review Notice from the Federal Transit Administration (FTA) and a site visit will be scheduled sometime between March and September 2024. This will be our 8th Triennial Review since 2001.
- Ms. Hollander has been promoted to Planning Manager. Her position was redefined to focus on her strengths in this position.
- December and January anniversaries were recognized.

ITEMS FROM COMMITTEE AND STAFF:

8. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

February/March Working Agenda

The next TAC meeting will be February 1, 2024, 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. February agenda items may include but not be limited to the City of Flagstaff Regional Plan 2045 Update, Workforce Budget Overview, Recruitment and Retention Update, Safety Plan Update, GMV Syncromatics Corp Update, Kaspar Maintenance Facility Update, Contract Template Changes, Flagstaff Unified School District (FUSD) Service Status, 2024 Transit Tax Update, First / Last Mile Update, and Delegation of Authority Updates. The February 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 -Vice Chair Stull adjourned the meeting at approximately 10:56am.

Kurt Stull, Vice Chair/Acting Chair of the Mountain Line Transit Advisory Committee

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

Getting you where you want to go

