



## Mountain Line

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# Transit Advisory Committee Minutes for Thursday, February 1, 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, February 1, 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:**

Greg Clifton, (Chair), City Manager, City of Flagstaff, (Zoom);  
Kurt Stull, (Vice 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;  
Carol Covington, Citizen Representative, Coconino County, (Zoom);  
Michele James, Citizen Representative, City of Flagstaff, (Zoom), joined at approximately 10:09am;  
Carlton Johnson, Citizen Representative, City of Flagstaff, alternate, acting member until Advisor James joined (Zoom);  
Tiffany Kerr, Health Disparities Program Manager, Coconino County, designee, (Zoom);  
Maria Machelor, President, ASNAU; (Zoom), joined at approximately 10:07am  
*\*Five of our eight TAC member seats must be present to constitute a quorum.*

### **TAC MEMBERS EXCUSED:**

Gail Jackson, Economic Development Representative, (ECoNA);

### **STAFF IN ATTENDANCE:**

Heather Dalmolin, CEO and General Manager, (In Person/Zoom);  
Jacki Lenners, Deputy General Manager, (Zoom);  
Josh Stone, Management Services Director, (Zoom);  
Sam Short, Workforce Director, (Zoom);  
Anne Dunno, Capital Development Manager, (In Person/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)

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## GUESTS PRESENT:

Sara Dechter, Comprehensive Planning Manager, City of Flagstaff, left at approximately 10:38am;  
Carlton Johnson, Citizen Representative, City of Flagstaff, alternate (Zoom)

1. CALL TO ORDER -Chair Clifton called the meeting to order at approximately 10:03am.

2. ROLL CALL

3. SAFETY MINUTE  
-Sam Short, Workforce Director

Mr. Short reported it is American Heart Month. Healthy heart tips were shared.

4. MILESTONE ANNIVERSARIES  
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin recognized the employees with February milestone anniversaries and one retirement.

5. CALL TO THE PUBLIC

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

6. APPROVE TAC MINUTES 1/4/2024

Advisor Covington made a motion to approve the minutes from January 4, 2024. Advisor Wessel seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Greg Clifton	X	
Kurt Stull	X	
Erin Stam	X	
Dave Wessel	X	
Tiffany Kerr	X	
Carol Covington	X	
Carlton Johnson	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. CITY OF FLAGSTAFF REGIONAL PLAN 2045 UPDATE PRESENTATION  
-Sara Dechter, Comprehensive Planning Manager, City of Flagstaff

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TAC members were appreciative of Ms. Dechter sharing this presentation. Ms. Dechter stated that Mountain Line should not be dismayed by transit falling in tier two of the priorities, as many of the improvements that come with infill in tier one will be complimentary to transit and support Flagstaff in Motion.

### b. 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.

i. AMENDMENT TO THE RULES OF PROCEDURE-CODE OF CONDUCT AND CONFLICT OF INTEREST STATEMENTS FOR THE TRANSIT ADVISORY COMMITTEE (TAC) AND THE BOARD OF DIRECTORS (BOD)

-Rhonda Cashman, Executive Assistant and Clerk of the Board

Staff recommends the Board of Directors approve the amendment to the Rules of Procedure related to the Code of Conduct and Conflict of Interest statements.

There was no TAC discussion.

### c. DISCUSSION / ACTION ITEMS:

i. FY2025 BUDGET MESSAGE

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin reported this message is meant to provide information on the approach to the budget from a sustainability perspective with three parts listed in the staff report. Mr. Stone will provide more detail in future presentations. She noted staff took a look at transit tax revenues, the fund balance, and federal government contributions through the Bipartisan Infrastructure Law (BIL); overall, revenues are anticipated to be flat, and staff are working on a fiscally constrained budget. She communicated there are inflationary factors to consider, which are expenses we have no control over, such as increased fuel cost, increased electricity and water costs, and increased cost of liability insurance. She stated the latter is anticipated to increase by approximately 25 percent this year and it is not due to claims; this is despite our staff doing a good job to minimize risk. She shared that staff have developed some goals for this year's budget related to staffing, improved customer service, and the 2024 Transit Tax effort. There were questions regarding the election impact on the FY2025 budget and state revenue forecasting. Ms. Dalmolin stated the FY2025 budget is based on current funding; any newly approved revenues would likely not be available until future budget years and staff would have to build out the capital program required to support Flagstaff in Motion. She reminded TAC members that Mountain Line does not receive any state funding; all 5-10 year projections are provided by the City related to the transit tax and

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on the federal level there is an assumption of BIL funding as it exists today and expectation of at least a renewal. Chair Clifton stated he is aware of the State budget discussions; there is a possibility they may burden local government with any shortfall.

### ii. FY2025 WORKFORCE BUDGET REVIEW

-Josh Stone, Management Services Director

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

Mr. Stone stated the Workforce budget is approximately two thirds of the overall operating budget. He noted that all hourly staff members received a 60 cent an hour pay increase in conjunction with the Flagstaff minimum wage increase. He explained the pay plan has been in place for several years now. He noted a compensation study for some positions would be done this spring; there will be a new procurement for a consultant. He shared that there have been some retirements of long term employees which reduces costs as the newer employees have a lower base pay. He communicated some notable changes in FY2025 to be a new holiday, Indigenous People's Day, the second Monday in October; a recent experiment in paying overtime at two times instead of one and a half times per hour is estimated to cost \$158,000, an average over three years to be budgeted; insurance benefits through Northern Arizona Public Employees Benefit Trust (NAPEBT) and each agency sets the employee subsidy – Mountain Line pays the single rate, and NAPEBT decided to use some reserves to keep the increased cost lower, and the employer cost will go up slightly so employees are not impacted; the Arizona State Retirement System (ASRS) has a minimal change; and a deferred compensation plan is offered. He reviewed workforce development strategies such as leave and recognition, continuing education and ongoing training opportunities, 12 visits under the Employee Assistance Program (EAP), wellness activities and resources, additional bonus programs, and housing assistance (on a reimbursement basis). He stated the total increase in the workforce budget is \$407,226. There were no questions.

### iii. RECRUITMENT AND RETENTION

-Codi Weaver, Human Resources Manager

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

Ms. Weaver reviewed a list of recruitment strategies. There was a question about the Navajo Nation chapter houses that are within a one hour radius. Ms. Weaver explained that it is meant to reflect travel time to make it to work shifts for those who might be interested in working for Mountain Line. Next, she reviewed a list of retention strategies. There was a recommendation to split the retention strategies slide information into several slides. There was a question about local community gift card give aways. Ms. Dalmolin responded that the gift cards are a \$5 value meant to offset the cost for a break near the Downtown Connection Center (DCC). There was no further discussion.

### iv. MAINTENANCE FACILITY PROJECT UPDATE

-Anne Dunno, Capital Development Project Manager

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

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Ms. Dunno shared some history on this project. She reviewed Phase 1 of the Maintenance Facility Project from the Master Plan and shared design concepts. She communicated the next steps. A TAC member had a suggestion for the graphics and a correction in the staff report. Another TAC member asked where things stand related to the budget. Ms. Dunno replied that she will add a bullet point related to this project now being fully funded with \$2 million for design and \$20 million for construction. There were no further questions.

v. DOWNTOWN CONNECTION CENTER (DCC) UPDATE

-Anne Dunno, Capital Development Project Manager

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

Ms. Dunno provided some photos of the project progress with some description of what TAC members saw and scale. She shared that the cross laminated timber is being manufactured in Portland, Oregon with delivery expected in early April-the first of its kind in Flagstaff. She reported Phase 1 is on schedule to receive a certificate of occupancy in May 2025; Phase 2a, the interim phase due to the Rio de Flag construction, the operations hub will require Arizona Public Service (APS) lines to go underground; and Phase 2b, electric capacity will be needed for the operations hub and it is in process, and the civic space is estimated to commence in 2028 when the Rio de Flag construction is expected to be completed. TAC members shared their excitement for the DCC project and noted both the DCC and maintenance facility are complex projects. They thanked Ms. Dunno for the presentation. There was no discussion.

**b. PROGRESS REPORTS:**

There were no questions related to the progress reports.

i. FLAGSTAFF UNIFIED SCHOOL DISTRICT (FUSD) UPDATE

-Jacki Lenners, Deputy General Manager

ii. FIRST MILE LAST MILE PROJECT UPDATE

-Estella Hollander, Planning Manager

iii. GMV SYNCROMATICS UPDATE

-Jon Matthies, Information Technology Manager

iv. DELEGATIONS OF AUTHORITY

-Heather Dalmolin, CEO and General Manager

vi. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- She reported she has been involved in a State education effort in the last few weeks. There are two bills that have unanimous support on the House side. One is to revise eligibility for funding for rural transportation projects under the SMART grant, which left out tribal and transit ability to receive funds under this program. MetroPlan has led the

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effort to make this language change. She testified at the capital. The second is related to the Rural Transportation Advocacy Council (RTAC) bill with regard to many infrastructure projects in rural Arizona totaling almost \$40 million and the hope is to move to budget discussions; Flagstaff falls under this rule. MetroPlan has coordinated three asks, and one is on behalf of Mountain Line which would reduce our local match from \$4 million to \$2 million for the Kaspar Maintenance facility, reducing use of the local transit tax and helping with our fund balance.

- Kinney Construction Services (KCS) video of the concrete pour for the Commercial Driver's License (CDL) testing and training course was shown. Staff are planning a ribbon cutting ceremony for late spring.
- TRIPQUEST – Ty Holliday, our Montoya Fellow, developed a tool for staff to use when riding the bus with a customer experience focus.
- Refresher training will be offered to operators in the coming weeks thanks to Mr. Lesinski, our scheduler, making it work in the operator's schedules.
- Reduced Overtime = Reduced Accidents
- There are 38 Transit Operators on staff that are accident free.
- Four staff members joined The 100 Club this month. Random evaluation of these drivers' skills and customer service were done without their knowledge. They will each receive a bonus.
- February anniversaries were reviewed.

### ITEMS FROM COMMITTEE AND STAFF:

#### 8. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

March/April Working Agenda

The next TAC meeting will be March 7, 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. March agenda items may include but not be limited to the Operating Budget Overview, Financial Audit, Safety Plan Update, Lot Modification of Adjacent Land Parcel, Biannual Performance Report, Electric Bus Performance Report, 2024 Transit Tax Update, Triennial Review Update, and Delegation of Authority Updates. The March 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 Clifton adjourned the meeting at approximately 11:51am.

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Greg Clifton, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

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Rhonda Cashman, Executive Assistant and Clerk of the Board

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