



Mountain Line

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Transit Advisory Committee Minutes for Thursday, April 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, April 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:

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);
Carol Covington, Citizen Representative, Coconino County, (Zoom);
Michele James, Citizen Representative, City of Flagstaff, (Zoom);
Tiffany Kerr, Health Disparities Program Manager, Coconino County, designee, (Zoom);
Gail Jackson, Economic Development Representative, (ECoNA), (Zoom);
Maria Machelor, President, ASNAU; (Zoom)

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

TAC MEMBERS EXCUSED:

Dave Wessel, Planning Manager, MetroPlan;
Kate Morley, Executive Director, MetroPlan, Alternate

STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager;
Jacki Lenner, Deputy General Manager, (Zoom);
Josh Stone, Management Services Director, (Zoom);
Sam Short, Workforce Director;
Jeremiah McVicker, Maintenance Manager;
Codi Weaver, Human Resources Manager,
Bizzy Collins, Strategic Performance Planner. (Zoom);
LaReina Reyes, Associate Transit Planner, (Zoom)
Heather Higgins, Purchasing and Contracts Officer, (Zoom);
James Olson, Information Technology Technician;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Cameron Stanley, Mountain Line Legal Counsel, (Zoom)

GUESTS PRESENT:

Carlton Johnson, Citizen Representative, City of Flagstaff, alternate (Zoom);
Mandia Gonzales, Transportation Planner, MetroPlan

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

- 2. ROLL CALL

- 3. SAFETY MINUTE
-Sam Short, Workforce Director

Mr. Short reported on distracted driving.

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

Ms. Dalmolin recognized the employees with March milestone anniversaries.

Ms. Dalmolin also said a few words and thanked our outgoing TAC members for their service: Tiffany Kerr with Coconino County and Maria Machelor with Associated Students of Northern Arizona University (ASNAU).

- 5. CALL TO THE PUBLIC

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

- 6. APPROVE TAC MINUTES 3/7/2024

Advisor Stam made a motion to approve the minutes from March 7, 2024. Advisor Covington 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	
Tiffany Kerr	X	
Carol Covington	X	
Michele 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. METROPLAN ROUTE 66 OPERATIONAL ASSESSMENT
-Mandia Gonzales, Transportation Planner, MetroPlan

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This item was skipped briefly while Ms. Cashman located the slides from Ms. Gonzales.

Ms. Gonzales was able to provide her presentation after the FY2023 Financial Audit report. She noted she focused on the Mountain Line Route 8 transit related pieces of the assessment in this presentation.

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. THE METROPLAN AND MOUNTAIN LNE COORDINATED PUBLIC TRANSIT – HUMAN SERVICES TRANSPORTATION PLAN

-Estella Hollander, Planning Manager

Staff recommends the Board of Directors adopt the MetroPlan and Mountain Line Coordinated Public Transit - Human Services Transportation Plan.

There was no TAC discussion.

c. DISCUSSION / ACTION ITEMS:

i. FY2023 FINANCIAL AUDIT REPORT

-Josh Stone, Management Services Director

Staff recommends the Board of Directors approve the FY2023 Financial Audit Report which was completed by Fester and Chapman P.C. and filed as required by March 31, 2024.

Mr. Stone noted that Mountain Line is required to have an annual financial audit done due to the level of funding received. He stated this year's audit was pretty straightforward. There were no deficiencies. He reported the certified audit report was filed on March 29, 2024. He thanked his team and everyone on staff that does any purchasing for their adherence to policy. Chair Clifton offered his thanks to all staff who contributed to this successful audit. Advisor Covington recommended the correction of a date in the staff report. Mr. Stone agreed to update the staff report before it goes to the Board of Directors. There was no further discussion.

ii. FY2025 CAPITAL BUDGET

-Josh Stone, Management Services Director

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

Mr. Stone reported the Capital Budget is reflective of multiple projects totaling over \$70 million, including approximately \$47 million carryover for projects in progress. He reviewed the major projects: First Mile Last Mile, Downtown Connection Center, Kaspar Maintenance Facility, Charging Infrastructure, Bus Stops-New and Refurbished Amenities, and Planning

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Studies, Training, Software, and Administrative Projects. Chair Clifton commented that these are exciting projects and nice visuals. Advisor Jackson asked about the overall cost of electrification of our fleet and if it is Mountain Line's goal to be 100 percent electric. Mr. Stone replied that he thinks the cost is approximately \$17 million over 15 years. Ms. Dalmolin communicated that our Zero Emission Bus Plan was adopted a few years ago, and based on replacing vehicles every 12 years, the age the Federal Transit Administration (FTA) deems the useful life of a bus, our fleet would be all electric by 2035, but we don't always retire a bus at the minimum age. She stated each charger is \$1 million and every electric bus is about \$300,000 more than a hybrid bus. She explained staff are trying to align with community goals and the climate action plan. Chair Clifton stated the City will be replacing their vehicles with electric vehicles. There was no further discussion.

iii. EXPAND THE REDUCED FARE PROGRAM

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors approve expansion of the reduced fare program to add active military, veterans, and low-income as eligible persons.

Ms. Dalmolin stated the reduced fare program is half of the regular price for individuals who qualify. She noted FTA requires the reduced fare program. She explained she is proposing to add monthly passes to the discounted day pass program for equity purposes; up to 100 monthly passes in addition to day passes per approved organization. Advisor Kerr commented that she is very excited about this proposal, and she would be happy to help update and/or review the application when we add low-income to eligible status. Ms. Dalmolin noted that these additional groups mentioned in the recommendation already have qualifying documents they can show for the reduced fare, but others may need or want a reduced fare identification card that Mountain Line can provide. There were no questions.

iv. COMMERCIAL DRIVER'S LICENSE (CDL) COURSE PROJECT CLOSEOUT

-Anne Dunno, Capital Development Manager

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

Mr. Short reported on this item on behalf of Ms. Dunno. He noted this has been a partnership project with Northern Arizona University (NAU) and the CDL course is located on campus. He explained the project was funded by FTA, Mountain Line owns the facility, and has a joint maintenance agreement with NAU. He communicated that the Arizona Public Service (APS) agreement is pending; this was needed due to the course being on an APS easement. He stated the last of the work is to be completed very soon and a ribbon cutting ceremony will be held on May 22nd. He shared a diagram of the course layout. He noted that Mountain Line will control the course scheduling and third parties will be able to reserve the course for use with a proposed \$50 rental fee per day. There was no discussion.

b. **PROGRESS REPORTS:**

There were no questions related to the progress reports.

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- i. MOUNTAIN EXPRESS PERFORMANCE REPORT
-Bizzy Collins, Strategic Performance Planner
- ii. TRAINING UPDATE
-Sam Short, Workforce Director
- iii. OPERATIONS DIRECTOR UPDATE
-Heather Dalmolin, CEO and General Manager
- iv. WASHINGTON, D.C. TRIP
-Heather Dalmolin, CEO and General Manager
- v. DELEGATIONS OF AUTHORITY UPDATE
-Heather Dalmolin, CEO and General Manager
- vi. SUMMARY OF CURRENT EVENTS
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- Mountain Line staff have visited Washington, D.C. three times in the last 18 months and our legislators are getting to know our projects.
- We have six trainees, four were shown in the snow photo with the bus.
- Operations Supervisor, Nick Johnson, took first place in the 35-foot bus division of the Bus Rodeo in Tucson last month with only about three days to prepare for the competition. Mountain Line would like to get back to sending staff to compete in future bus rodeo events. Staff are considering holding our own bus rodeo as well.
- Flagstaff Unified School District (FUSD) semester pass use data was reviewed. This may not be exclusively FUSD, but there has been a significant increase in K-12 pass use since January. Staff will be discussing with FUSD how to better track pass use in the future.
- Ms. Morley with MetroPlan has crafted a lot of the new language for the Arizona State Match Advantage for Rural Transportation (SMART) Fund which has passed and is awaiting signature by the Governor. Staff are thankful and this will help rural transit systems statewide that are not operated by a municipality.
- The Downtown Connection Center (DCC) is coming along – there are walls, windows, and doors!
- One other April anniversary was recognized.

ITEMS FROM COMMITTEE AND STAFF:

Chair Clifton offered his congratulations to all the employees with April anniversaries and the Bus Rodeo win.

Advisor Jackson voiced her gratitude for Mountain Line stepping in to help FUSD in January. Ms. Dalmolin stated that Mountain Line staff want to be available for future outreach efforts with FUSD.

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Chair Clifton reminded TAC members that the joint meeting will be held at the Aquaplex in May. Ms. Dalmolin reviewed the list of upcoming agenda items for the May meeting.

8. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

April/May Working Agenda

The next Board and TAC Joint meeting will be May 15, 2024, and it will be an in-person only meeting based in Flagstaff in the Community Room at the Flagstaff Aquaplex, 1702 N. Fourth St., Flagstaff, AZ 86004 at 10am. The public is invited to attend. Lunch will be served. May agenda items may include but not be limited to Review of the Strategic Plan, the Budget Presentation, Future Vehicle Procurement, Electric Vehicle Charging Update/Downtown Connection Center Phase Two, Bus Stop Acquisition Policy, 2024 Transit Tax Update, Triennial Review Update, Workforce Utilization Mid-Year Report, and Delegation of Authority Updates. The May 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 and TAC.

The next TAC meeting will be June 6, 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. June agenda items may include but not be limited to the Procurement Resolution, Grant Resolution, Budget Adoption, Equal Employment Opportunity (EEO) Program, Bus Procurement, Triennial Review Report, Route 7 Timepoint Change, Mobility as a Study, Line of Credit, General Liability Insurance, Meeting Calendar Review, Personnel Policy Manual Updates, Annual Cybersecurity Report, Rider Satisfaction Survey Results, and Delegation of Authority Updates. The June 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 11:15am.

Greg Clifton, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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