



Transit Advisory Committee Minutes for Thursday, March 7, 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, March 7, 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);
Tiffany Kerr, Health Disparities Program Manager, Coconino County, designee, (Zoom);
Maria Machelor, President, ASNAU; (Zoom)

**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, (Zoom), left approximately 11am;
Jacki Lenners, Deputy General Manager;
Josh Stone, Management Services Director, (Zoom);
Sam Short, Workforce Director;
Anne Dunno, Capital Development Manager;
Jeremiah McVicker, Maintenance Manager;
Codi Weaver, Human Resources Manager,
Estella Hollander, Planning Manager;
Bizzy Collins, Strategic Performance Planner;
LaReina Reyes, Associate Transit Planner;
Bernice Tullie; Assistant Operations Manager, arrival at 10:05am;
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);





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Luke Taylor, Program Manager, 5311 Program Administrator, ADOT (Zoom), left at approximately 10:56am;

Chris Mindes, (Chris Fernandez - same person confirmed), Manager, Business and Development, UZURV, The Adaptive Transportation Network Company

1. CALL TO ORDER -Chair Clifton called the meeting to order at approximately 10:01am.

2. ROLL CALL

3. SAFETY MINUTE
-Sam Short, Workforce Director

Mr. Short reported on ladder safety.

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

On behalf of Ms. Dalmolin, Ms. Lenner recognized the employees with March 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 2/1/2024

Advisor Wessel made a motion to approve the minutes from February 1, 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	
Dave Wessel	X	
Tiffany Kerr	X	
Carol Covington	X	
Michele James	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**

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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. PURCHASING POLICY CLERICAL EDITS

-Heather Higgins, Purchasing and Contracts Officer

Staff recommends the Board of Directors approve and adopt Mountain Line's Purchasing Policy, updated to incorporate clerical changes that reflect current Mountain Line staff approval levels for purchases and contracts, and authorize the CEO and General Manager to approve future updates that do not alter the intent of the Purchasing Policy.

There was no TAC discussion.

b. **DISCUSSION / ACTION ITEMS:**

i. FY2025 OPERATING BUDGET

-Josh Stone, Management Services Director

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

Mr. Stone reviewed the proposed FY2025 Operating Budget with an estimated increase of ten percent. He explained the budget increase is related to increases in cost for liability insurance, fuel, vehicle parts and supplies, and facilities supplies and contracts. He noted most other expenses are staying flat. He stated Mountain Line is still gathering data on the two electric buses related to electricity cost versus fuel cost. He noted the County helps fund the County Taxi Program and the Vanpool Program; due to decreased taxi ridership some of those funds are being reallocated to vanpools, based on requests. He stated the Downtown Connection Center (DCC) is slated to be open for one month at the end of FY2025 and staff are estimating maintenance costs. He reported that his department is using a new budgeting tool which is helpful. Some members concurred that they are facing similar budgeting issues. Another member asked about the cost of electricity at the current level of use. Ms. Lenners responded that Ms. Collins would most likely address that question in a later presentation.

ii. AMENDED MOUNTAIN LINE SAFETY PLAN

-Sam Short, Workforce Director

Staff recommends the Board of Directors approve the amended Mountain Line Public Transportation Agency Safety Plan (the Safety Plan) as required by the Federal Transit Administration.

Mr. Short reported that the safety plan is a Federal Transit Administration (FTA) requirement and Mountain Line staff chose to develop our own plan versus having the Arizona Department of Transportation (ADOT) develop the plan for us. He noted the Board approved the safety plan in November 2020. He outlined the components of the plan. He also addressed the revisions to the plan going to the Board for approval: 1) Add email to be used

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for safety risk reporting, 2) Add Battery Electric Buses, and 3) Add Battery Electric Bus training. There were no questions.

iii. LINDA VISTA PROPERTY LOT MODIFICATION 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 an update on the lot modification process. She shared an exhibit of the three Kaspar parcels with color coding for easy reference. She explained the proposed realignment and its benefits. She reviewed the next steps for the lot modification and stated that sometime after June the Board will decide if the eastern parcel will be sold. Chair Clifton asked about the pink sliver of land in the exhibit. Ms. Dunno replied that it is currently part of the beige parcel (existing developed parcel with bus storage building), but it is proposed to become part of the orange parcel which is zoned for high density residential and will likely be disposed of at some point in the future. There were no further questions.

iv. BIANNUAL PERFORMANCE REPORT

-Bizzy Collins, Strategic Performance Planner

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

Ms. Collins shared current performance data. She noted that decreased service due to operator shortages has led to ridership being lower than the goal, but ridership in the first two quarters of FY2024 is up eight percent over the same time period in FY2023. She explained the programs. Chair Clifton acknowledged the increase in ridership as a good trajectory. Ms. Collins reviewed peer comparisons for bus from FY2022 (the most current data across peers), including some aspirational peers. She also shared peer data for the paratransit and vanpool programs. There was a question about peer agencies operating taxi programs and asking to include in the peer review in the future. Ms. Collins replied that she would look into it. She reported on the Strategic Plan FY2024 Scorecard related to each Key Performance Indicator (KPI). There was a comment about the reduction of employee injuries being positive. There was a question about what may have led to the accidents. Mr. Short replied that the accidents were mainly attributed to weather and construction, but most were very minor. Another member commented on the nice report and said that he was impressed with the level of reporting which should serve Mountain Line well for a long time. There was no further discussion.

v. ELECTRIC BUS PERFORMANCE REPORT

-Bizzy Collins, Strategic Performance Planner

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

Ms. Collins reported that Mountain Line has two electric vehicles and one charger. She stated the buses are each a different kilowatt size as they are from different manufacturers. She noted staff are tracking many KPIs but are only reporting on some to the Board. She explained kilowatts versus mile per hour are not apples to apples. She shared some data from September-December. She was happy to report Mountain Line was number two out of 20 Zero Emissions Bus Resource Alliance (ZEBRA) members for efficiency. She asked if the

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energy cost per mile addressed Advisor Johnson's question earlier during the budget discussion and he said it did. She reviewed the next steps including preparation for a summer bus procurement, address on-route charging delays to support electric buses and determine a staff recommendation to present to the Board prior to procurement. Chair Clifton commented on the informational presentation and his interest in more data in future months, stating this is exciting and encouraging. There were no other comments or questions.

b. PROGRESS REPORTS:

There were no questions related to the progress reports.

i. TRIENNIAL REVIEW UPDATE

-Bizzy Collins, Strategic Performance Planner

ii. FY2025 MEETING DATES – MARCH 2025 BOARD MEETING

-Rhonda Cashman, Executive Assistant and Clerk of the Board

iii. DELEGATIONS OF AUTHORITY

-Heather Dalmolin, CEO and General Manager

vi. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Lenners shared the following highlights on behalf of Ms. Dalmolin:

- Ms. Dalmolin is in Washington D.C. with the Community Transportation Association of America (CTAA) talking to our elected officials. She has met with Arizona delegation: Senators Kelly and Sinema, as well as Representative Crane. She reported the bill passed for funding.
- She welcomed LaReina Reyes, Associate Transit Planner, to Mountain Line. She came from the City's Parks, Recreation, Open Space, and Events (PROSE) Department.
- We have six operators in training, two already have Commercial Driver's Licenses (CDLs)
- Mr. Wagner's retirement party will be on Thursday, April 18th and they will all receive more information about the event.
- There will be a CDL Course ribbon cutting event on May 22nd, but staff will begin using it sooner. There will be more information about the event soon.
- March anniversaries were reviewed.

ITEMS FROM COMMITTEE AND STAFF:

Chair Clifton offered his congratulations to all the employees with March anniversaries.

8. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

April/May Working Agenda

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The next TAC meeting will be April 4, 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. April agenda items may include but not be limited to the Coordinated Plan, FY2023 Financial Audit, Capital Budget Overview, Modify Mountain Line Fare Program, Commercial Driver's License (CDL) Course Closeout, Mountain Express Performance Report, Training Update, Status of Operations Director Position, and Delegation of Authority Updates. The April 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 11:23am.

Greg Clifton, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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