



Mountain Line

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Transit Advisory Committee Minutes for Thursday, April 3, 2025

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 3, 2025, 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, (Chair), Executive Director of Facilities and Security, CCC, designee;
Kim Musselman, (Vice Chair), Deputy County Manager, Coconino County, designee, (Zoom), joined at approximately 10:05am;
Carol Covington, Citizen Representative, Coconino County, (Zoom);
Erin Stam, Director, Campus Operations, Transit Services, NAU, designee, (Zoom);
Greg Clifton, City Manager, City of Flagstaff, (Zoom);
Gail Jackson, Economic Development Representative, (ECoNA), (Zoom), joined at approximately 10:12am;
Karli Vander Meersch, President, ASNAU, (Zoom), joined at approximately 10:53am
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Dave Wessel, Planning Manager, MetroPlan, designee;
Kate Morley, Executive Director, MetroPlan, alternate;
Michele James, Citizen Representative, City of Flagstaff

STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager;
Jacki Lenner, Deputy General Manager;
Sam Short, Workforce Director;
Randy Sherping, Operations Director, (Zoom);
Josh Stone, Financial Manager;
Anne Dunno, Capital Development Manager, (Zoom), joined at approximately 10:50am;
Codi Weaver, Human Resources Manager;
Jeremiah McVicker, Maintenance Superintendent; (Zoom);
Heather Higgins, Purchasing and Contracts Officer, (Zoom);
Bizzy Collins, Strategic Performance Planner;
LaReina Reyes, Associate Transit Planner, (Zoom);
James Olson, IT Specialist;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Cameron Stanley, Mountain Line Legal Counsel, (Zoom)

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GUESTS PRESENT:

Michelle McNulty, Planning Director, City of Flagstaff, arrived at approximately 10:20am and left at approximately 10:50am.

1. CALL TO ORDER -Chair Stull called the meeting to order at approximately 10:05am.

2. ROLL CALL

3. SAFETY MINUTE
-Sam Short, Workforce Director

Mr. Short reported that April is Distracted Driving Awareness Month, and he shared some tips on how to stay safe.

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

Ms. Dalmolin recognized one April milestone anniversary.

5. CALL TO THE PUBLIC

There were no members of the public present at the meeting, nor any email comments received.

6. APPROVE TAC MINUTES 3/6/2025

Advisor Stam made a motion to approve the minutes from March 6, 2025. Vice Chair Musselman seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Kurt Stull	X	
Kim Musselman	X	
Carol Covington	X	
Erin Stam	X	
Greg Clifton	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 desired on any particular consent item, that item will be removed from the consent agenda and

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will be considered separately. All items on the Consent Agenda with financial impact have been budgeted.

i. THE METROPLAN AND MOUNTAIN LINE COORDINATED PUBLIC TRANSIT – HUMAN SERVICES TRANSPORTATION PLAN -pages 11-12

-LaReina Reyes, Associate Transit Planner

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

There were no questions regarding this consent item.

b. DISCUSSION / ACTION ITEMS:

i. JULY 2025 SERVICE CHANGES

-Jacki Lenners, Deputy General Manager

Staff recommends the Board of Directors conduct a public hearing and close a public comment period for the proposed July 2025 service enhancements. Staff also recommends the Board of Directors approve the recommended service changes for implementation in July 2025.

Ms. Lenners recapped the proposed service changes. She noted a complete list of public comments received to date was shared at the time the TAC agenda packet was sent. She stated there were two comments against the Route 2 change not going westbound; she will reach out to them directly. She said the plan is to proceed with the change, as it is not efficient with the current road network to offer service westbound on the mesa; the long term plan is to service this area in both directions, once there is a way to turn left off Pine Cliff onto Forest going westbound. She noted there were no comments related to the changes to Routes 4 and 14 to move to two bus stops off Milton, using the new roundabout and bus only lanes on the extension of Beulah Boulevard. She shared that Route 5 received lots of positive comments about the proposed increased frequency, including some requests for later night service. She explained that after a discussion with City staff, moving the Route 7 stop further down the street near the Fourth Street and Dortha crosswalk was not recommended; MetroPlan is evaluating this corridor in the near future and there may be other proposed changes. She communicated that the extension of Route 8 received resounding support and some requests for service to extend further west. She explained that there are plans to extend the service further in the future, but for now the area needs sidewalks, and additional consideration since this is a high speed corridor. She noted staff are planning a safety campaign for West Route 66. She stated she will be asking the Board to close the public comment period and approve the service changes, except for the Route 7 proposed change. There were no questions.

ii. FY2026 CAPITAL BUDGET

-Josh Stone, Financial Manager

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

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Mr. Stone explained this is the third of three presentations in preparation for the budget adoption in June. He stated the Capital Improvement Plan is approximately \$46 million and approximately \$38 million will be a carryforward from FY2025's approved budget; the Downtown Connection Center (DCC) is nearing completion, so it is not included in the figure. He reviewed the capital projects in detail related to First Mile Last Mile, the Kaspar Maintenance Facility, vehicles, bus stops – new and refurbished, the stop improvements needed to support the Route 8 Extension, and Administrative/Information Technology improvements. There were no questions.

iii. MOUNTAIN EXPRESS 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 there were 25 service days total, every day over the winter holiday break, as well as weekends in January and February. There was 30-minute frequency, and it was free for passengers to ride, since the Arizona Snowbowl paid the actual cost to run this route. She noted this route was started in 2015 in an effort to help address congestion on Highway 180. She reported that this route took the equivalent of 99 cars off the road each day and saved 28 metric tons of emissions from entering Flagstaff's air, which is equal to removing seven cars for one year. She shared a graph that correlated the ridership and snowfall, noting that in the 2018/2019 and 2019/2020 seasons the frequency was 20 minute service. Those years were our highest ridership years, exemplifying that higher frequency makes transit an appealing choice. She explained passengers were able to board and alight at the DCC or at the Flagstaff High School - Park and Ride, as well as two regular bus stops northbound and southbound along Route 5. She stated staff look forward to next season. She also noted staff plan to hold a meeting with AZ Snowbowl staff and Coconino County officials to discuss funding strategies. There were no questions.

iv. LAND AVAILABILITY AND SITE SUITABILITY STUDY / CODE ANALYSIS PROJECT

-Bizzy Collins, Strategic Performance Planner

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

This item was moved up ahead of the First Mile Last Mile Partnership Project.

Ms. Collins introduced our guest, Michelle McNulty, Planning Director for the City of Flagstaff. Ms. McNulty explained the primary reasons for this study were to address the City's housing plan and carbon neutrality plan. She said the code concepts are intended to address the highest priority barriers and they are at this stage in the process now. She shared that City staff are reaching out to groups to provide presentations and there is a project website available with resources. She noted there will be a City Council Work Session tentatively scheduled for May 6th and a Town Hall on June 14th. Ms. Collins shared that she has been working on this project with the City and Phase I of the Code Analysis Project (CAP) relates to key outcomes and transit considerations at this point, and Phase II is related to integrating transit into code in the future. She noted that staff will use public feedback from the Town Hall in future considerations. She shared that it is an important time for Mountain Line to be involved with this process. She reviewed Transit-Related Codes Assessment related to Infill

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Development and Compact Land Use Patterns, Sustainable Transportation Networks and Neighborhoods, as well as Electric Mobility. The goal is to make transit the easy choice and it is understood that there are cost impacts. Ultimately, the City Council will be asked to codify the code concepts. Advisor Jackson asked when we would see cost impacts that increase the cost of doing business. She also asked how this project would integrate with Proposition 488. Ms. McNulty stated more will be known after the summer, and further assessments; hoping there is a give and take regarding costs. Ms. Collins replied that many items are not current conditions, we are trying to be part of the City system and determine how transit can serve areas. Ms. Dalmolin stated that Proposition 488 will include funding for Mountain Line to be responsive with transit to new developments within the current activity areas and may not be enough funding to introduce service to new areas, but most importantly updating codes will support transit by addressing access to transit similar to bike lanes, sidewalks, and roads, etc. Ms. McNulty also noted that with transit as part of the Transportation Impact Analysis (TIA) there could be a reduction in cost to potential developments with consideration of a different mode of transportation not considered now. There was no further discussion.

v. FIRST MILE LAST MILE (FMLM) PARTNERSHIP PROJECT

-Anne Dunno, Capital Development Manager

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

This item was presented after the Summary of Current Events.

Ms. Dunno confirmed that this is an update on the project and no action will be requested from the Board. She explained this is a federally funded project and it needs to be proximate to transit. She shared the priority areas relating to bike, pedestrian, and crossings that can be completed in the existing right of way. She reported the funding was received in 2022 for design and construction. She stated the funds are obligated and “placed in buckets” for specific projects. She noted there are a lot of needs in the community. She shared that staff are working with City project management; Mountain Line brought federal funds, and the City is providing the local match, not transit funds. She reported that Mountain Line did the Construction Manager at Risk (CMAR) procurement, asking the contractor to fit improvements into budgets for bike and pedestrian projects. She communicated that it was City staff that identified the Huntington/Fanning sidewalk project as the priority due to Human Services located in that corridor. She shared it is a \$2.5 million project and construction is expected to begin this year; a small section of the identified area is not included in our funded project due to right of way needs. She told the TAC that funds for one or two smaller projects from the list may get to 60 percent design for future build out. There were no questions.

c. **PROGRESS REPORTS:**

There were no questions related to the progress reports.

i. DELEGATIONS OF AUTHORITY UPDATE

-Heather Dalmolin, CEO and General Manager

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ii. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- The City Council approved an amendment to the DCC agreement, the land lease, for the Downtown Connection Center to return some of the leased land back to the City and the Arizona Department of Transportation (ADOT) to dedicate for right of way needs. This change does not interrupt our project or remove needed property for full build out. This agreement was executed using Delegation of Authority and she is providing this update for awareness and will do the same for Board members.
- Mountain Line has moved forward with the order of four hybrid buses instead of battery electric buses as per the update sent via email in March and approved by the Board. Staff has determined it is appropriate to hold off on ordering the additional two vehicles as authorized in the Board action and will continue to work with the Federal Transit Administration (FTA) to ensure action is taken to avoid loss of funds over the coming year.
- Per the emailed update in March Mountain Line has missed the deadline for filing its Annual Financial Audit. A transit colleague suggested filing the extension versus just missing the deadline and staff were able to file that extension request before the reporting deadline. Staff will be back later this year with a corrective action plan to avoid being in this position in a future year.
- The Arizona State Match Advantage for Rural Transportation (SMART) Fund is for rural projects. Mountain Line and MetroPlan worked to get amended to allow transit earlier this year. Mountain Line applied in February and was awarded roughly \$2 million to offset the local match on the Kaspar Maintenance Facility project. Thank you to Ms. Collins and other staff for getting this application for funding submitted within 48 hours of learning there were funds to apply for.
- Ridership continues to increase with the last couple of months averaging approximately 15 percent, compared to same month last year.
- Staff went to Washington, D.C. for the Community Transportation Association of America (CTAA) Legislative Fly-In to thank our legislators for their support of our projects, to share the economic impact of transit, and to support efforts that have begun on reauthorization as the Infrastructure Investment and Jobs Act (IIJA) expires in 2026.
- Transit Employee Appreciation was celebrated on March 18th and riders were asked to use Rate Your Ride through the Transit App. The goal was to show our staff that the public does appreciate our service and our drivers.
- The National Transit Database (NTD) is a required reporting tool, and the data is used for Small Transit Intensive Cities (STIC) funding awards. Our report has just been accepted. Congratulations to Ms. Collins and the team.
- Ms. Collins and Mr. Holliday designed TripQuest, and it was introduced in May 2024. Leadership team members are required to ride the bus at least once per quarter and complete an entry, and all employees are encouraged to ride the bus.
- She shared the latest photos of the DCC building with snow, the interior, and the artwork.
- New staff: three new drivers, three trainees, and three promotions.
- April anniversaries were recognized.

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ITEMS FROM COMMITTEE AND STAFF:

Chair Stull reminded TAC members that the next meeting will be the Joint meeting with the Board on May 21st at the Flagstaff Aquaplex.

8. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

May/June Working Agenda

The Board and TAC Joint meeting will be held on Wednesday, May 21, 2025. It will be held in person at the Flagstaff Aquaplex, in the Community Room, 1702 N. Fourth Street, Flagstaff, AZ 86004 at 10am. Lunch will be offered. The public is invited to attend. May agenda items may include but not be limited to the Budget Presentation, Organizational Structure Review, Compensation Study, Zero Emission Bus Transition Plan, Review Strategic Workplan, Strategic Planning (Proposition 488), Triennial Review Closeout, Kaspar Maintenance Facility Conditional Use Permit (CUP), Workforce Utilization 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 held on June 5, 2025, 10am, and it will be a hybrid meeting based in Flagstaff in the Mountain Line VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ, 86004. The public is invited to attend. June agenda items may include but not be limited to the Budget Adoption, Commercial Driver's License (CDL) Course Use Report, User Fee List for Facility Use, Collective Grant Resolution, Procurement Resolution, Personnel Policy Manual Update, Annual Cybersecurity Report, 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 Board and TAC.

9. ADJOURNMENT -Chair Stull adjourned the meeting at approximately 11:21am.

Kurt Stull

06/05/2025

Kurt Stull, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

Rhonda Cashman

Rhonda Cashman, Executive Assistant and Clerk of the Board

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