



## Mountain Line

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### Board of Directors Minutes for Wednesday, January 20, 2021

**NOTE:** IN ACCORDANCE WITH PROVISIONS OF THE ARIZONA REVISED STATUTES THE SUMMARIZED MINUTES OF NAIPTA BOARD MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITHIN QUOTATION MARKS ARE VERBATIM.

The Board of Directors met in Regular Session on Wednesday, January 20, 2021 at 10am in the Mountain Line Training Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004.

This was a WEB BASED meeting. Members of the Board attended by telephone or internet conferencing only. The public was invited to observe by electronic means only, due to the current public health emergency related to the Coronavirus.

#### **BOARD MEMBERS PRESENT:**

Steve Peru, (Chair) Chief External Affairs Officer, CCC, designee, (Zoom);  
Dan Okoli, VP of Capital Planning and Campus Operations, NAU, designee, (Zoom);  
Adam Shimoni, City Councilor, City of Flagstaff, (Zoom);  
Miranda Sweet, City Councilor, City of Flagstaff, (Zoom)  
*\*Three of our five Board member seats must be present to constitute a quorum.*  
*\*\*The City of Flagstaff holds two seats.*

#### **BOARD MEMBERS EXCUSED:**

Liz Archuleta, Board of Supervisors, Coconino County;  
Patrice Horstman, Board of Supervisors, Coconino County, alternate

#### **MOUNTAIN LINE STAFF IN ATTENDANCE:**

Heather Dalmolin, CEO and General Manager, (Zoom);  
Kate Morley, Deputy General Manager, (Zoom), left at approximately 11:15am;  
Jim Wagner, Operations Director, (Zoom, left at approximately 11:15am);  
Lauree Battice, Management Services Director, (Zoom);  
Danelle Knight, Human Resource Manager, (Zoom);  
Sam Short, Safety Manager, (Zoom);  
Jon Matthies, IT Manager, left at approximately 11:17am and returned at approximately 11:34am;  
Anne Dunno, Capital Project Manager, (Zoom) left at approximately 11:15am;  
Bizzy Collins, Transit Planner, (Zoom), left at approximately 11:15am;  
Rhonda Cashman, Executive Assistant and Clerk of the Board;  
Scott Holcomb, Mountain Line Attorney, (Zoom)

#### **GUESTS PRESENT:**

Rick Tadder, Management Services Director, City of Flagstaff, joined at approximately 10:02am and left at approximately 11:15am

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

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### 2. ROLL CALL

### 3. SAFETY MINUTE

-Sam Short, Safety Manager

Mr. Short shared information on winter hazards related to poor driving conditions.

### 4. WELCOME NEW MEMBERS

Chair Peru communicated appreciation for Ms. Dalmolin's 19 years of service to Mountain Line. Congratulations! He welcomed our new Board members attending the meeting: Councilmember Shimoni, moving from the alternate position, and Councilmember Sweet. They each said a few words about how honored they are to be working with Mountain Line. Chair Peru also acknowledged Councilmember McCarthy's service to Mountain Line over the last several years as a Board member; noting his comments and words of wisdom were always appreciated. And he welcomed Supervisor Archuleta as the new County member, with Supervisor Horstman being the alternate. They were not able to attend this meeting due to prior commitments.

### 5. APPROVAL OF THE MINUTES FOR 12/11/2020:

Director Shimoni moved to approve the December 11, 2020 minutes. Director Sweet seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Steve Peru	X	
Dan Okoli	X	
Adam Shimoni	X	
Miranda Sweet	X	

### CONSENT AGENDA:

All matters under 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.

### 6. CONSIDER THE CONSENT AGREEMENT WITH CARTER OIL COMPANY INCORPORATED (INC.)

-James Wagner, Operations Director

Staff recommends the Board of Directors consent, acknowledge, and agree to the assignment with Carter Oil Company Inc.

Director Shimoni moved to approve the consent agenda item. Director Sweet seconded. There was no discussion. All approved, none opposed. Motion carried.

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NAME	YES VOTE	NO VOTE
Steve Peru	X	
Dan Okoli	X	
Adam Shimoni	X	
Miranda Sweet	X	

### DISCUSSION / ACTION ITEMS:

#### 7. REVIEW FY2021 MEETING DATES AND APPROVE FY2022 MEETING DATES

-Rhonda Cashman, Executive Assistant and Clerk of the Board

Staff recommends the Board of Directors review the FY2021 meeting dates and approve the FY2022 meeting dates.

Ms. Cashman explained the Board of Director's March meeting is often in conflict with the Coconino Community College, Northern Arizona University, and Flagstaff Unified School District spring break, and the County Board of Supervisor's spring recess. New in FY2022, a December recess is proposed for Board and TAC. Chair Peru proposed moving the upcoming March meeting to the following week after spring break, from March 17<sup>th</sup> to March 24<sup>th</sup>. Board members were polled, and each member present noted they are available to attend a March 24<sup>th</sup> meeting. Chair Peru also recommended the March meeting date be changed to a week later, the 4<sup>th</sup> Wednesday of the month, anytime it conflicts with spring break in the future. Director Sweet moved to approve the amended dates as noted for FY2021 and FY2022. Director Okoli seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Steve Peru	X	
Dan Okoli	X	
Adam Shimoni	X	
Miranda Sweet	X	

#### 8. CONSIDER ADOPTION OF THE TITLE VI PROGRAM

-Kate Morley, Deputy General Manager

Staff recommends the Board approve the updated Title VI Civil Rights Policy and Program and authorize the CEO and General Manager to approve clerical corrections in the future.

Ms. Morley reviewed a PowerPoint presentation with the Board regarding the updated Title VI Program. She provided background, components of the program, and highlighted what has changed. It was noted that the program is based on minimum federal requirements, but Mountain Line can and does exceed them. Staff are seeking approval of the program and resolution today. The new Five-Year Transit Plan will examine the policy as related to our transit system and we anticipate a potential update to system-wide service standards and policies. Director Shimoni asked about the outreach plan. Ms. Morley stated that Mountain Line follows the MetroPlan public outreach policy, due to the annual transportation improvement program requirements that are conducted by this agency, and confirmed Mountain Line goes above and beyond to ensure stakeholders have an opportunity to

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comment. Director Shimoni moved to approve the program as presented. Director Sweet seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Steve Peru	X	
Dan Okoli	X	
Adam Shimoni	X	
Miranda Sweet	X	

### 9. CONSIDER MCCONNELL MULTIMODAL IMPROVEMENTS PROJECT CLOSE-OUT

-Anne Dunno, Capital Project Manager

Staff recommends that the Board of Directors close-out the McConnell Multimodal Improvements Project.

Ms. Dunno stated this item is coming before the Board as the project is ready for close-out. The partnership with Northern Arizona University (NAU) was to develop a multimodal solution at the Social and Behavioral Sciences (SBS) building on south campus. This location is the second busiest stop for our system, next to the Downtown Connection Center (DCC). She provided further background and shared a PowerPoint slide with the design concept for the south campus transportation hub. The design went to the MetroPlan TAC for future consideration in the Regional Transportation Plan. The partners, the Arizona Department of Transportation, the City of Flagstaff and NAU, have confirmed that there are currently no funds for further design and construction at this time. The project does have remaining federal funds and reallocation of the remaining design funds held by Mountain Line will need to be addressed this spring. Director Okoli moved to approve the close-out of this project. Director Shimoni seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Steve Peru	X	
Dan Okoli	X	
Adam Shimoni	X	
Miranda Sweet	X	

### 10. CONSIDER ADOPTION OF THE ZERO EMISSIONS BUS (ZEB) TRANSITION PLAN

-Bizzy Collins, Transit Planner

Staff recommends the Board adopt the Zero Emissions Bus Transition Plan.

Ms. Collins shared a detailed PowerPoint presentation with the Board regarding the steps completed during the two phases of the development of the recommended ZEB Transition Plan. In Phase I, the consultants considered how fleet technologies would impact Mountain Line with regard to service provision, emissions, and cost. The Board approved the policy recommendation of battery-electric fleet versus other types of zero emission technologies available. Phase II included completion of an implementation plan. Ms. Collins reviewed the fleet technology options and the bus replacement schedule. She noted several community goals and plans that this plan would align with if adopted. The savings in greenhouse gas emissions were noted at full fleet transition to be the equivalent of taking 282 cars off the road

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in each subsequent year. She spent considerable time explaining some graphs regarding the fuel (electricity) costs and reviewing the costs as both one-time investment and reoccurring. The greatest concern is the cost of peak charging times related to the need to charge vehicles in route during the service day. Implementation will be considered with each bus purchase. The full ZEB Transition Plan is available on the Mountain Line website for review. Ms. Collins confirmed that the grant awarded for the DCC construction included funding for two electric buses. These buses are planned for purchase as a way to test actual performance of this technology on our routes before full implementation of charging stations at the new DCC or purchase of additional buses. Overall, the Board was supportive of proactively planning for this fleet technology and infrastructure though recognize we need to be cognitive of extra expenses that deter from overarching goal of increased frequency as the priority. Ms. Collins confirmed the intention is to apply for future grants to help fund the transition to electrification. This transition will affect all aspects of Mountain Line operations. The TAC asked about solar panels at the DCC and staff explained that it is anticipated that the solar panels will be able to only supply power to the building, not the buses. Mountain Line is planning for eight charging stations at the DCC, two at the main office on Kaspar Dr. and additional options are planned at a future bus storage facility on NAU's campus. The DCC design allows for the footprint of the charging infrastructure. The electrical costs for peak charging are approximately 81 percent unfunded and we will need the rate to be reduced by about 30 percent to make this transition feasible. To that end, Mountain Line staff are participating in the Arizona Statewide Transportation Electrification Plan (AZTE Plan). The third and final workshop will be held on February 10<sup>th</sup>. The AZTE Plan will be presented to the Arizona Corporation Commission (ACC) and they will make the decision regarding any rate change. Director Shimoni stated he appreciated the excellent presentation and asked if staff are hoping rates will go down. Ms. Collins replied that there are many examples out there of rates being reduced. Director Shimoni recommended adding this information and process to City plans and Director Sweet concurred. Ms. Collins stated the Arizona Transit Association is in full support of our request, with several member agencies interested in electrification. AzTA will lead the effort and unify the message for transit in Arizona. Currently Tucson is the only other service with electric buses; however, Sedona is very interested in the option of introducing new service with electric fleet. Board members generally offered support and consensus to work together. Director Sweet moved to approve that ZEB Transition Plan as presented. Director Okoli seconded. There was no further discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Steve Peru	X	
Dan Okoli	X	
Adam Shimoni	X	
Miranda Sweet	X	

### PROGRESS REPORTS:

There were no questions regarding the progress reports.

11. NO SERVICE CHANGES FOR AUGUST 2021  
-Bizzy Collins, Transit Planner

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12. REVIEW THE BUDGET SETTING PROCESS  
-Lauree Battice, Management Services Director
13. UPDATE ON GENERAL CONSULTING SERVICES CONTRACT  
-Kate Morley, Deputy General Manager
14. DOWNTOWN CONNECTION CENTER (DCC) PROJECT UPDATE  
-Kate Morley, Deputy General Manager
15. GRANT AWARD NOTIFICATION  
-Estella Hollander, Mobility Planner
16. SUMMARY OF CURRENT EVENTS  
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights with the Board:

- With the anticipation of more snow on the way, Mountain Express will allow for social distancing by limiting passenger loads on vehicles.
- Thank you to Ms. Hollander for her successful grant writing related to the ADOT award for pedestrian and bike improvements near transit stops and a grant award to fund the 5-Year Transit Plan. She is also one of the first in the nation to earn a Transportation Demand Management certification.
- Two articulated buses have been down for repair and the manufacturer, New Flyer, was unable to send a technician due to COVID-19. Fleet staff decided to order the necessary tools and our mechanics completed the repairs. These buses are now back on the road and we have both the tools and skills to handle this repair in the future.
- Board member orientation meetings will be scheduled for all incoming Board members and alternates. Additionally, staff will be presenting education items, like policies and resolutions, on future agendas.

Chair Peru wanted to recognize staff as they serve while struggling with employees facing COVID-19 illness themselves or amongst family members, and the loss of loved ones.

At approximately 11:15am, Director Shimoni made a motion to move into an executive session. Director Okoli seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Steve Peru	X	
Dan Okoli	X	
Adam Shimoni	X	
Miranda Sweet	X	

### EXECUTIVE SESSION

Executive sessions are closed to the public.

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The Board considered a motion to convene an executive session pursuant to A.R.S. § 38-431.03(A)(3) and (4) for the following purpose:

1. Discussion and consultation with Mountain Line's attorney for legal advice and with Mountain Line's attorney and designated representatives, regarding the Papanastasopoulos v. NAIPTA litigations. ARS § 38-431.03(A)(3) and (4).

Following the conclusion of the Executive Session, the Board reconvened the public meeting at approximately 11:34am.

Chair Peru provided closing comments: he thanked participants and staff and offered another welcome to our new Board members.

### ITEMS FROM COMMITTEE AND STAFF:

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

February/March Working Agenda

The next Board meeting will be February 17, 2021 and it will be a Zoom meeting based in Flagstaff in the Mountain Line Training Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. February agenda items will include but not be limited to the Board Election of Vice Chair, FY2020 Financial Audit Report, Second Quarter Revenue Report, Bus Stop Improvement Report/New Job Order, Board Education Opportunity, Application and Execution of 5339(c) Low or No Emission Program Grant, Quarterly Performance Report, New Paratransit Van Delivery, 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 Board.

22. ADJOURNMENT -Chair Peru adjourned the meeting at approximately 11:36am.

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Steve Peru, Chair of the Mountain Line Board of Directors

ATTEST:

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Rhonda Cashman, Executive Assistant and Clerk of the Board

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