



Mountain Line

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Board of Directors Minutes for Wednesday, March 24, 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, March 24, 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), left at approximately 11am;
Dan Okoli, VP of Capital Planning and Campus Operations, NAU, designee, (Zoom);

Adam Shimoni, (Vice Chair), City Councilor, City of Flagstaff, (Zoom);

Miranda Sweet, City Councilor, City of Flagstaff, (Zoom);

Jeronimo Vasquez, Board of Supervisors, Coconino County, (Zoom), joined at approximately 10:04am

**Three of our five Board member seats must be present to constitute a quorum.*

***The City of Flagstaff holds two seats.*

BOARD MEMBERS EXCUSED:

None.

MOUNTAIN LINE STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager, (Zoom);

Kate Morley, Deputy General Manager, (Zoom), left at approximately 11:28am;

Jim Wagner, Operations Director, (Zoom), left at approximately 11:28am;

Lauree Battice, Management Services Director, (Zoom), left at approximately 11:28am;

Danelle Knight, Human Resource Manager, (Zoom), left at approximately 11:28am;

Sam Short, Safety Manager, (Zoom);

Anne Dunno, Capital Project Manager, (Zoom) left at approximately 11:28am;

Bizzy Collins, Transit Planner, (Zoom), left at approximately 11:28am;

Robert Martinez, Technical Specialist, left at approximately 11:33am;

Rhonda Cashman, Executive Assistant and Clerk of the Board;

Scott Holcomb, Mountain Line Attorney, (Zoom);

Jody Corbett, Mountain Line Attorney, (Zoom), joined at approximately 11:24am

GUESTS PRESENT:

Josh Maher, Associate VP for Community Relations, NAU, alternate, joined at approximately 10:17am and left at approximately 11:28am;

Todd Shaffer, Owner's Representative, Nation's Group, (Zoom), joined at approximately 10:07am and left at approximately 11:28am;

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Cheryl Barlow, District Director for District 4 Supervisor Judy Begay, (Zoom), left at approximately 11:09am;

Naomi Yazzie-Sloan, Community Liaison for District 4 Supervisor Judy Begay, (Zoom), left at approximately 11:28am

1. CALL TO ORDER -Chair Peru called the meeting to order at approximately 10:02am.
2. ROLL CALL
3. SAFETY MINUTE
-Sam Short, Safety Manager

Mr. Short reported on spring cleaning safety and he offered some recommendations.

Chair Peru welcomed Supervisor Jeronimo Vasquez and Supervisor Judy Begay to the Mountain Line Board of Directors.

Vice Chair Shimoni welcomed the new County Board members. He thanked Chair Peru for his service and contributions to Mountain Line and the community over the years. Chair Peru stated it has been an honor to serve and he recalled the origin of transit in our area, known as Pine Country Transit. Ms. Dalmolin thanked Chair Peru on behalf of all staff for his service to Mountain Line and wished him success. She also welcomed the new County Board members.

4. APPROVAL OF THE MINUTES FOR 2/17/2021:

Vice Chair Shimoni moved to approve the February 17, 2021 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	
Jeronimo Vasquez	X	

DISCUSSION / ACTION ITEMS:

5. CONSIDER THE FY2020 FINANCIAL AUDIT REPORT

-Lauree Battice, Management Services Director

Staff recommends the Board of Directors approve the FY2020 Financial Audit Report as completed by Fester and Chapman P.C. and authorize staff to file report as required by March 31, 2021.

Ms. Battice explained the final audit report is still pending, but she is pleased to announce the auditors reported no findings or deficiencies. She noted she will submit the report by the deadline and send the final report to all members. Vice Chair Shimoni moved to approve the

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FY2020 Financial Audit Report. 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	
Jeronimo Vasquez	X	

6. REVIEW FEDERAL RESPONSIBILITIES AND APPROVE FEDERAL PRIORITIES

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors consider Federal Funding Responsibilities and approve the Federal Priorities for 2021.

Ms. Dalmolin noted this item has not been brought to the Board in the past. She felt adoption of federal priorities would provide an opportunity for the Board to direct staff in outreach to our federal representatives. She stated the federal responsibilities are shared by the CEO and General Manager and the Deputy General Manager. She reported they have regular conversations with Bob Holmes at Nexxus Consulting as he has worked on behalf of Mountain Line for approximately 10 years and the relationship has been beneficial. She communicated Mountain Line has memberships in regional and national transit associations to assist staff in moving forward on priorities. She reported one example is the recommendation for the American Rescue Act to base the award on federal formula award criteria. She noted staff are working to arrange virtual meetings with our congressional delegation. Ms. Dalmolin reviewed the federal priorities for Mountain Line in detail. Vice Chair Shimoni asked if Mountain Line could integrate bike and pedestrian improvements. Ms. Dalmolin replied the priorities as proposed are more about funding for transit versus program priorities. She noted Mountain Line is very supportive of multimodal projects as captured in our Strategic Plan and is anticipated to be part of the upcoming 5-year Transit Plan. Chair Peru asked about the funding amounts Mountain Line has received in COVID-19 relief and about the losses sustained. Ms. Dalmolin responded that the Coronavirus Aid, Relief, and Economic Security (CARES) Act brought approximately \$7.3 million to Mountain Line. She reported the second COVID-19 relief bill, the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSA), did not bring any funds to transit in Arizona. She stated staff have estimated the American Rescue Act may bring \$3 million to Mountain Line in the near future. Ms. Dalmolin recognized the loss in fares and the additional costs related to COVID-19 changes related to operations and safety protocols but confirmed the CARES Act funds have been utilized for these impacts and to preserve the Transit Tax funds. At this time, Mountain Line has no deficit related to COVID-19. Director Okoli moved to approve the Federal Priorities for 2021 as presented. Director Sweet 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	

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Miranda Sweet	X	
Jeronimo Vasquez	X	

7. CONSIDER AN OFF-BUDGET APPLICATION TO THE LOW OR NO EMISSION GRANT PROGRAM

-Bizzy Collins, Transit Planner

Staff recommends the Board of Directors approve the application for and execution of a Low or No Emission grant for infrastructure to support two funded battery electric buses in the amount of \$7,352,285.

Ms. Collins reviewed a PowerPoint presentation with the Board that detailed the application as described in the staff report. She explained that while two electric buses have been funded, there is a need for other components, such as charging infrastructure, a maintenance package, and training. She reviewed the proposed request for this grant in detail, including two scaled options in case the grant is not fully funded. She noted there is potential for an APS partnership. The application deadline is April 12th. Vice Chair Shimoni expressed his hope for the full grant request to be awarded. He asked about a public outreach process. He stated this is a big step and it would be exciting to share the information. He also asked about an apprenticeship for the next generation to learn about the technology and maintenance. Chair Peru commented on the ability for employees to work their way up; this would likely be proprietary training due to the technology. He stated this is very exciting and there are lots of future possibilities in this field and education. Director Okoli moved to approve the grant application and execution. Vice Chair Shimoni 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	
Jeronimo Vasquez	X	

8. CONSIDER A FORMAL PAUSE TO THE BUS RAPID TRANSIT (BRT) PROJECT

-Bizzy Collins, Transit Planner

Staff recommends the Board of Directors approve a formal pause on the BRT project development and transfer the remaining design and engineering funds to the Phoenix Avenue signal project at Milton Road.

Ms. Collins reported the recommendation is likely not a surprise as this topic has been discussed at length during updates provided over the last couple years. She noted the BRT is still a high priority, but that the timing for the project has become challenging. The Arizona Department of Transportation (ADOT) Milton Corridor Master Plan (CMP) has been slow to progress; it may be another year before staff know what ADOT will allow for improvements in the corridor. She explained partnerships have been challenging during the pandemic. She shared that the Five-Year Transit Plan will help staff figure out funding possibilities for implementation and operation, whether it be a tax or other methods, and determine a path





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forward. She reiterated the Federal Transit Administration (FTA) is supportive of transferring funds to the Downtown Connection Center (DCC) traffic signal at Milton Road and Phoenix Avenue, as part of the BRT project without prejudice. She noted she would work with AECOM to finalize the documents at which time funds would be shifted. There was a brief discussion, noting this is disappointing, but recognizing that it seems to make sense. It was expressed that the right-of-way impacts remain questionable and that there is a potential phasing option for implementation of the finding of the CMP. Director Sweet moved to approve the formal pause of the BRT and transfer of grant funds as recommended. 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	
Jeronimo Vasquez	X	

9. CONSIDER THE DOWNTOWN CONNECTION CENTER PROGRAMMING

-Kate Morley, Deputy General Manager

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

Ms. Morley shared a PowerPoint presentation with the Board. The Downtown Connection Center (DCC) concept from January was reviewed. She noted since that time staff have had many discussions with City staff and there is concern over the Rio de Flag delay. Mountain Line staff understand the Rio de Flag project is the City's priority. Significant delays to the Rio de Flag project could place Mountain Line opportunities at risk. She shared the latest DCC design concept. Ms. Morley stated staff believe Mountain Line can be viewed as part of the solutions necessary to address parking concerns in downtown. In this updated design, the building has been moved to far west side of the property, along Milton Road, with nearly half the current parking placed along the north and eastern border of the property. There is an option for civic space beyond the bus ingress and egress area on the east side of the property near Beaver Street. She said the building could potentially be constructed within the next year. Ms. Morley summarized the priorities along with reviewing the impact to parking, including a loss of spaces as a result of the constraints of the property. She reiterated that this location makes sense for current route structure and questioned whether parking really needs to be at this location. Mountain Line staff are trying to meet in the middle on all the asks being made of our transit project. Ms. Morley stated that it is unfortunate that the Rio de Flag project prevents multistory building on much of the property. She reviewed the partnership opportunities, other uses, and next steps. She reported Nations Group has been hired as the Owner's Representative and they are in attendance today. The Conditional Use Permit (CUP) process could be done in the fall with the start of construction as early as next summer.

Chair Peru had to leave the meeting. Vice Chair Shimoni took over the Chair responsibilities for the remainder of the meeting.

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There was a lengthy discussion about encouraging support for getting cars off the road to meet the City goal for carbon neutrality; the prime location for the DCC; alternative parking options could be offered elsewhere; and there was Board support to hold individual meetings with Council members prior to the Council meeting. Ms. Morley communicated staff would be presenting to City Council at their work session on March 30th and there will be a meeting with the Army Corps of Engineers in early April.

10. REVIEW POLICY STRUCTURE AND RESOLUTIONS

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin reviewed the various policies Mountain Line uses: The Rules of Procedure, used in connection with Board of Directors and Transit Advisory Committee meetings, were adopted by the Board last year and they dictate how meetings flow; personnel policies are for staff and some are federally mandated; financial management policies outline how we make financial decisions; and system policies are rider policies and outline how to handle addition or reduction of service. She reviewed the types of resolutions in place and some of the history. The Delegation of Signature Authority to assign many of the grant related duties to the CEO and General Manager has been in place since 2006. The Collective Grant Resolution, Procurement Resolution, and Delegation of Authority Resolution were all approved in 2019, allowing Mountain Line to be nimble when action is related to budgeted projects in the Financial Plan, without the potential delay of waiting for Board action since the Board only meets once a month. These resolutions also allow the Board to focus on policy issues and key decisions necessary to advance programs. She noted renewals will be addressed in June for the upcoming fiscal year. Ms. Dalmolin added that any items thought to be contentious are to be brought to the Board, ensuring support as action is taken. Otherwise, staff provides progress reports when action is taken under any of the resolutions and regular updates for longer projects. There was a question about the impact of Proposition 207, the legalization of recreational marijuana in Arizona, on our policies. Ms. Dalmolin replied that there was no change due to the federal requirements Mountain Line must follow. Mr. Holcomb explained Proposition 207 reserved the rights of employers. Going back to the resolutions, he stated staff took the idea of the resolutions as similarly used by other organizations and made it better; it's a major step forward in organizational efficiency. For example, the DCC may have 10 different contracts affiliated with the project and rather than the Board having to vote on each one, the resolution grants the CEO authority to act, which allows for the project to move forward and staff can report back to the Board on these items. There were no other questions.

PROGRESS REPORTS:

11. KASPAR INTERSECTION PROJECT UPDATE

-Anne Dunno, Capital Project Manager

12. BUS STOP REHABILITATION PROGRAM AND JOB ORDER CONTRACTING (JOC) JOB ORDER NO. 2 UPDATE

-Anne Dunno, Capital Project Manager

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13. FY2021 2ND QUARTER PERFORMANCE REPORT
-James Wagner, Operations Director
14. DELEGATIONS OF AUTHORITY
-Kate Morley, Deputy General Manager
15. SUMMARY OF CURRENT EVENTS
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights that have occurred since the agenda packet was sent:

- The Kaspar Intersection project may have a major delay. No responses were received for the construction procurement which closed this week. Staff will look at with City staff and see what we could be doing. Staff will have to work with FTA on a new timeline if the project is delayed. The grant is not in danger of expiring. More details to be provided next month.
- Ms. Hollander has been selected as one of the “Top 20 under 40” in our community by the Arizona Daily Sun. Congratulations to her! It is well-deserved recognition.
- Ms. Collins and Ms. Gregg are constantly shifting and adapting to change. Their attention to detail and review of the data as they evaluate routes is appreciated.

Vice Chair Shimoni expressed his appreciation for Mountain Line staff accomplishments.

Ms. Dalmolin explained the progress reports are for information sharing purposes, but if a Board member has questions, they may ask them or if they would like to request an item be brought back on a future agenda, they may do so. There were no questions regarding the progress reports.

At approximately 11:28am, Director Sweet 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
Dan Okoli	X	
Adam Shimoni	X	
Miranda Sweet	X	
Jeronimo Vasquez	X	

EXECUTIVE SESSION

Executive sessions are closed to the public.

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:

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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 11:52am.

ITEMS FROM COMMITTEE AND STAFF:

Vice Chair Shimoni asked about the \$40,000 bus pass donation as an upcoming agenda item. Ms. Dalmolin replied it would be addressed as part of the budget and pass discussions at the May Joint meeting for the Board and TAC.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

April/May Working Agenda

The next Board meeting will be April 21, 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. April agenda items will include but not be limited to The Coordinated Plan, Board Vice Chair Ascension to Chair and Election of Vice Chair, Mobility On-Demand/Microtransit Demo, 5307/5339 Grant Application and Execution, Congressionally Directed Spending, Kaspar Intersection Plan/Transit Signal Priority (TSP), Board Education Opportunity, FY2022 Workforce Strategies and FY2022 Budget, AECOM Quarterly Update, New Paratransit Van Delivery, Five-Year Transit Plan, 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 Board.

22. ADJOURNMENT -Vice Chair Shimoni adjourned the meeting at approximately 11:53am.

Adam Shimoni, Vice Chair/Acting Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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