



Mountain Line

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Board of Directors Minutes for Wednesday, April 21, 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, April 21, 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:

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

Dan Okoli, VP of Capital Planning and Campus Operations, NAU, designee, (Zoom), joined at approximately 10:04am;

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

Jeronimo Vasquez, Board of Supervisors, Coconino County, (Zoom);

Tony Williams, Dean of Student Affairs, CCC, designee, (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:

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;

Jacki Lenner, Marketing and Communications Manager, (Zoom), left at approximately 11:28am;

Danelle Knight, Human Resource Manager, (Zoom);

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;

Estella Hollander, Mobility Planner, (Zoom), left at approximately 11:28am;

Jon Matthies, IT Manager, left at approximately 11:30am and returned at approximately 11:50am;

Rhonda Cashman, Executive Assistant and Clerk of the Board;

Scott Holcomb, Mountain Line Attorney, (Zoom);

Sam Coffman, Mountain Line Attorney, (Zoom), joined at approximately 11:13am

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GUESTS PRESENT:

Josh Maher, Associate VP for Community Relations, NAU, alternate, left at approximately 10:04am

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

Mr. Short reported on how employee choices at home or after hours can carry over to work and could potentially put the organization at risk. He provided some examples of the close connection of individual decisions that may impact the safety of all employees.

Acting Chair Shimoni welcomed Director Williams from Coconino Community College. Director Williams stated he is looking forward to serving on the Mountain Line Board of Directors.

4. APPROVAL OF THE MINUTES FOR 3/24/2021:

Director Sweet moved to approve the March 24, 2021 minutes. Director Vasquez seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Dan Okoli	X	
Miranda Sweet	X	
Jeronimo Vasquez	X	
Tony Williams	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.

5. CONSIDER THE METROPLAN AND MOUNTAIN LINE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN
-Estella Hollander, Mobility Planner
Staff recommends the Board of Directors adopt the MetroPlan and Mountain Line Coordinated Public Transit-Human Services Transportation Plan.

Director Sweet moved to approve the Coordinated Plan as recommended. Director Okoli seconded. There was no discussion. All approved, none opposed. Motion carried.

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NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Dan Okoli	X	
Miranda Sweet	X	
Jeronimo Vasquez	X	
Tony Williams	X	

DISCUSSION / ACTION ITEMS:

6. CONSIDER VICE CHAIR ASCENSION AND ELECTION OF A VICE CHAIR FOR THE BOARD OF DIRECTORS

-Rhonda Cashman, Executive Assistant and Clerk of the Board

Staff recommends the Board of Directors affirm the ascension of the Vice Chair to the Chair position and elect a Vice Chair for the remainder of FY2021, effective immediately and ending June 30, 2021.

Acting Chair Shimoni suggested to extend the term of the ascension and election through the next fiscal year (FY2022) rather than holding another election in a couple months and for continuity purposes. Mr. Holcomb stated this would be reasonable.

Acting Chair Shimoni confirmed his intent to ascend to the Chair position. Mr. Holcomb advised there is no need to vote to affirm the Vice Chair ascension to the Chair position unless there is opposition. This process is representative of the natural progression outlined in the Rules of Procedure.

Director Vasquez volunteered to accept the Vice Chair position if no one else was willing. Chair Shimoni nominated Director Okoli for the Vice Chair position as the longest standing Board member, as long as his concerns from a couple months ago have been resolved. Director Okoli stated he would be willing to serve in this capacity and he accepted the nomination. Director Vasquez seconded. There was no further discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Dan Okoli	X	
Miranda Sweet	X	
Jeronimo Vasquez	X	
Tony Williams	X	

7. CONSIDER MICROTRANSIT PILOT IN THE HUNTINGTON AND INDUSTRIAL CORRIDOR

-Estella Hollander, Mobility Planner

Staff recommends the Board of Directors: 1) Review the proposed microtransit pilot in the Huntington and Industrial Corridor; and 2) Open public comment period April 21 – June 16.

Ms. Hollander reviewed a PowerPoint presentation with the Board. She explained Mountain Line received the grant funds for this Mobility On-Demand pilot from the Community

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Transportation Association of American (CTAA) in partnership with Transit Planning 4 All (TP4A). The Huntington and Industrial corridor was identified for the microtransit pilot program to fill a gap as transit is difficult to access for the customers of the human service agencies in the area east of Fourth Street. Mobility on-demand programs, such as microtransit, offer flexible, real-time service utilizing emerging technology. She stated Mountain Line will focus on microtransit and the service will be available to the public; paratransit vehicles will be used for the pilot. A stakeholder group was formed for planning and implementation; to provide feedback on various milestones of the planning process. Public outreach was conducted via two surveys, three in-person COVID-safe events were held, and several presentations to community organizations were done. Feedback was used to determine the proposed service area, shown on screen, which will be geofenced to allow pick up and drop off points within its boundaries. This is not final yet. The goal is to increase access to and from the corridor. Ms. Hollander reported a software provider is still needed. The planning phase of the project is October 2020-July 2021, and the pilot should begin in August 2021. She explained Title VI requirements were reviewed and though not required for this project, staff thought it was important to accept public comments. Board members had questions about how to schedule a ride, if rides will only be provided in this area, and if riders would be added along the trip if nearby, and if an individual would be able to see where the vehicle is in relation to their pickup point. Ms. Hollander addressed these questions, stating there will be an app and a phone number option to call to schedule a ride; it is a shared ride so it is possible others could be picked up along the way, depending on timing. She also responded that the service area of the pilot could change slightly; Mountain Line will be procuring a vendor for software which should offer real-time arrival information. All board members were supportive of this exciting opportunity for the microtransit pilot within our community. Vice Chair Okoli moved to open the public comment period for the microtransit pilot program as recommended. Director Sweet seconded. There was no further discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Dan Okoli	X	
Miranda Sweet	X	
Jeronimo Vasquez	X	
Tony Williams	X	

8. CONSIDER DELEGATION OF AUTHORITY TO THE CEO AND GENERAL MANAGER TO EXECUTE FEDERAL GRANTS

-Estella Hollander, Mobility Planner

Staff recommends the Board of Directors: 1) Authorize staff to submit federal funding requests for projects listed below; and 2) Delegate authority to CEO and General Manager to execute contract of award.

Ms. Hollander outlined the identified projects being considered for these grants in a PowerPoint presentation to the Board. She noted these items are not budgeted: Electric Charging Infrastructure, Commercial Driver's License (CDL) Test Course, Maintenance Package, and Operations and Support Vehicles. Funding opportunities were explained, and she noted the Biden Administration has reinstated congressionally directed spending. Ms. Hollander stated the Transit Tax has the capacity to match funds for these grants. She also reviewed





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partnership opportunities with Arizona Public Service (APS) and Northern Arizona University (NAU). Director Sweet made a motion to authorize staff to submit federal funding requests as noted and delegate authority to execute contract of award to the CEO and General Manager. Director Vasquez seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Dan Okoli	X	
Miranda Sweet	X	
Jeronimo Vasquez	X	
Tony Williams	X	

9. CONSIDER THE DOWNTOWN CONNECTION CENTER COUNCIL UPDATE

-Kate Morley, Deputy General Manager

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

Ms. Morley spoke to the recent discussions with the Flagstaff City Council at their work session March 30th and staff follow up conversations regarding the Downtown Connection Center (DCC). The debate was between civic space and parking. She stated there now seems to be agreement that Mountain Line will do concept planning for a parking garage and then the City will be responsible for building it, as well as Mountain Line paying the City for surface parking; Mountain Line will design and build the civic space and then the City will maintain it. Ms. Morley stated there are still some timing challenges related to the Rio de Flag project. She shared she is optimistic the Conditional Use Permit (CUP) can be obtained this fall and we can break ground next summer. She stated community members may see demolition of the existing building on the site and temporary use facilities for the operators. Chair Shimoni commented that it is complicated, but it is a good plan, and he is grateful to staff and leadership for coming to these terms. There were no questions.

10. KASPAR INTERSECTION PLAN AND TRANSIT SIGNAL PRIORITY (TSP)

-Anne Dunno, Capital Project Manager

-Estella Hollander, Mobility Planner

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

Ms. Dunno started off the PowerPoint presentation for the Board. She provided the background and goals of the project. She stated construction procurement is open now. The design plan of the new intersection was shown on screen. She reported the new intersection should accommodate anticipated traffic levels in 2030. The Kaspar road grade will need to drop significantly. The bus stop in front of Mountain Line will move closer to the intersection for Americans with Disabilities Act (ADA) purposes. She explained staff are currently working on an IGA with the City as the project is anticipated to exceed grant funds. She stated construction is planned to start this June and be done in June 2022. Ms. Dunno turned the presentation over to Ms. Hollander. Ms. Hollander explained the goals of Transit Signal Prioritization (TSP): improve travel time reliability, reduce delay at signalized intersections, and provide preference for transit. She explained TSP versus railroad preemption. She stated staff





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are working with AECOM to plan for TSP implementation. She outlined the specific TSP benefits to Mountain Line, using conditional criteria and a distributed system. Next steps were reviewed and should include continued coordination with the City, procurement process for TSP hardware and software, and development of an intergovernmental agreement (IGA) with the City. There were some questions about this possibly being the first TSP in the City, if other cities in the state are using this TSP technology, and if there is a financial ask of the City for the Kaspar Intersection. Ms. Hollander responded that this will be the first intersection with TSP in the City of Flagstaff and other cities in the state are using this technology. Ms. Dunno replied that the City plans to cover the user fees estimated to be \$220,000 for the Kaspar Intersection project. There was no further discussion.

11. REVIEW ORGANIZATIONAL STRUCTURE AND COMPENSATION PLAN

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin noted this is the third of three Board Education presentations. She explained there have been some recent changes and the organizational structure was reviewed in detail by department. She stated she reports to the Board of Directors and she considers advice from the Transit Advisory Committee. Ms. Dalmolin reviewed members of the General Manager's (GM) team, their roles, and the functions within each department, highlighting staffing and duties. There were no questions.

Ms. Dalmolin reported that the Mountain Line compensation philosophy is based on fairness and market sensitivity. The Compensation Plan has two types of ranges for exempt and non-exempt staff with 34 grades. There is a four-step strategy in place, which includes a market study, done every three to five years, giving past experience credit, initial placement, and internal promotion. Redefinition is also a consideration. Adjustments are based on the market, cost of living, performance evaluations, and steps. The operations step table has 10 steps, and two for underfill if no CDL and no transit experience, or if has CDL, but no transit experience. Other pay adjustments methods were noted, as well as a frozen incentive/quarterly bonus program, and a referral program. There was a request to clarify the incentive program. Ms. Dalmolin reviewed the quarterly bonus program as it was previously, noting it is currently frozen until evaluated further. There was not further discussion.

12. REVIEW FY2022 WORKFORCE BUDGET AND STRATEGIES

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin explained the Mountain Line step table for operations is actually set at 10 percent above market. This was done strategically to attract and retain the staff we need most. The rest of staff are on open ranges at market. She outlined the employee benefits available: the Arizona State Retirement System (ASRS) plan, health, dental, vision, and life insurance, stay on bonus, annual pay increase, and incentive programs, as well as the types of leave offered, reward time, recognition cards, and milestone anniversary gifts every 5 years. Other benefits include education/training, Employee Assistance Program (EAP), referral program, CDL assistance for new hires, tool allowance, and a wellness program. Ms. Dalmolin stated she is

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not recommending a cost of living adjustment (COLA), the quarterly bonus program is frozen pending evaluation of criteria, no new benefits, no new types of leave or accruals, no change to leave payout rules; however, she is recommending the annual pay plan for performance based increases. This would allow step plan positions to move 4.5 percent and employees in the open range positions to move 2-4 percent. Ms. Dalmolin reviewed the benefit rate increases to ASRS and the health insurance plans on average; other types of coverage will not increase. Potential new positions were noted for this budget year. Line items for other related workforce items were reviewed. Ms. Dalmolin stated indirect wages and benefits for office/management staff are anticipated to increase by two percent and direct wages and benefits for operations staff are anticipated to increase by seven percent; the overall change is related to implementing the pay plan. There was a question about how many operators are hired already having a CDL. Ms. Dalmolin stated she did not have the data readily available, but she thought only about 25 percent of new hires have a CDL, and many have heavy equipment experience, but not bus experience. She noted the underfill positions were added to address this issue, due to difficulty recruiting operator positions. She explained other local agencies have similar challenges. Chair Shimoni commented on having interns included in the organization structure, worth the investment, and could lead to employment. He asked that Human Resources push for our workforce to represent our community. He also noted it is good for staff to have the ability to move through the pay structure. There was no further discussion.

PROGRESS REPORTS:

There were no questions regarding the progress reports.

13. FIVE-YEAR TRANSIT PLAN
-Bizzy Collins, Transit Planner
14. UPDATE ON GENERAL CONSULTING SERVICES CONTRACT
-Kate Morley, Deputy General Manager
15. NEW PARATRANSIT VAN DELIVERY
-James Wagner, Operations Director
16. SUMMARY OF CURRENT EVENTS
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin noted the complete list is in the agenda packet and she shared the following highlights:

- The open legal claims reported last month, by a passenger, were combined by the Court and have been dismissed.
- The Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant program may be pursued for the Milton Road railroad bridge replacement, which is critical to the Rio De Flag and DCC projects.
- Earlier this week, staff learned Representative Stanton will be requesting Mountain Line's top priority, the electric bus infrastructure, in the surface authorization bill. His support is appreciated.

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- Staff anniversaries were reviewed, along with one upcoming operator retirement.

At approximately 11:28am, Vice Chair Okoli made a motion to move into an executive session. Director Sweet seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Dan Okoli	X	
Miranda Sweet	X	
Jeronimo Vasquez	X	
Tony Williams	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:

1. Discussion and consultation with Mountain Line’s attorney for legal advice and with Mountain Line’s attorney and designated representatives, regarding a potential claim by a terminated employee. 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:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

May/June Working Agenda

The Board and TAC joint meeting will be Wednesday, May 19, 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 9am. The public is invited to attend. May agenda items may include but not be limited to the Third Quarter Revenue Report, Budget Presentation, Review Strategic Plan, “Flagstaff in Motion, A Community Transit Plan,” Fare Update, Headquarters Master Plan, Campus Bus Storage Update, 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 Board meeting will be June 16, 2021 and 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. June agenda items will include but not be limited to Mobility On-Demand Microtransit Demo, FY2022 Budget Approval, Low Income Donation Distribution Plan, Election of Officers, Meeting Calendar Review, Equal Employment Opportunity Program Review, Fare Capping, Residential/Peer City EcoPASS Discussion, Mobile Ticketing, Service to Medical Center, Procurement Resolution, Grant

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Resolution, AECOM Task Order Approval, Line of Credit, General Liability Insurance Renewals, Personnel Policy Manual Updates, 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.

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

Adam Shimoni, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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