



NOTICE AND AGENDA OF PUBLIC MEETING AND POSSIBLE
EXECUTIVE SESSION OF THE BOARD OF DIRECTORS (BOD) AND
THE TRANSIT ADVISORY COMMITTEE (TAC) OF THE NORTHERN
ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION
AUTHORITY ("Mountain Line")

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Board of Directors (BOD) and the Transit Advisory Committee (TAC) of the Northern Arizona Intergovernmental Public Transportation Authority ("Mountain Line") and to the general public that the BOD and TAC will hold a joint meeting on:

Wednesday, May 19, 2021
9:00 AM
Mountain Line Training Room
3773 N. Kaspar Dr.
Flagstaff, AZ 86004

Due to the current public health emergency related to the Coronavirus, this meeting held in the Training Room will not be open to the public. This is a WEB BASED meeting. Members of the Board of Directors and Transit Advisory Committee may attend by telephone or internet conferencing. The public may submit comments to transportation@naipta.az.gov by 8am on the day of the meeting to be read into the record and may observe the meeting by following the instructions at <https://mountainline.az.gov/about-us/board-of-directors/>.

The Board of Directors may vote to hold an executive session for the purpose of obtaining legal advice from Mountain Line's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3). The executive session may be held at any time during the meeting. Executive sessions are not open to the public, pursuant to Arizona Open Meeting Law.

Pursuant to the Americans with Disabilities Act, persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Clerk of the Board of Directors at 928-679-8922 (TTY Service 800.367.8939). Requests should be made as early as possible to allow time to arrange the accommodation.

The agenda for the meeting is as follows:

-pages 1-3

1. CALL TO ORDER
2. ROLL CALL
3. SAFETY MINUTE
-Sam Short, Safety Manager





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4. APPROVAL OF MINUTES 4/21/2021 -pages 4-12

DISCUSSION / ACTION ITEMS:

5. CONSIDER APPOINTMENT TO THE METROPLAN EXECUTIVE BOARD
-Heather Dalmolin, CEO and General Manager -pages 13-15
Staff recommends the Board of Directors appoint a Mountain Line Board member to fill the MetroPlan Executive Board seat vacancy.
6. CONSIDER AND APPROVE THE THIRD FY2021 BUDGET REVISION
-Lauree Battice, Management Services Director -pages 16-20
Staff requests the Board of Directors approve the third FY2021 Budget Revision for a total change not to exceed \$26,959 to make the changes authorized effective October 1, 2020 and January 1, 2021 retroactive to July 1, 2020. The revision will move capacity from contingency to wages and employee related expenses (ERE).
7. CONSIDER THE FY2022 BUDGET -page 21
-Lauree Battice, Management Services Director
The Board may provide direction, but there is no recommendation from staff at this time.
8. REVIEW THE 2020-2025 STRATEGIC PLAN -pages 22-25
-Heather Dalmolin, CEO and General Manager
The Board may provide direction, but there is no recommendation from staff at this time.
9. FLAGSTAFF IN MOTION: A COMMUNITY TRANSIT PLAN
-Bizzy Collins, Transit Planner
Interactive Discussion and Breakout Rooms

PROGRESS REPORTS:

10. SUMMARY OF CURRENT EVENTS -pages 26-27
-Heather Dalmolin, CEO and General Manager

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

June/July/August Working Agenda -page 28

The next TAC meeting will be on June 3, 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 the Mobility On-Demand Microtransit Demo – Close Public Comment Period, FY2022 Budget Approval, Low Income Donation Distribution Plan, Flagstaff in Motion – Review and Discuss Service Priorities, Review Meeting Calendar, EEO Program Review, Fare Capping, Residential/Peer City EcoPASS Discussion, Mobile Ticketing, Service to Medical Center, Procurement Resolution, Grant Resolution, AECOM Task Order Approval, Line of Credit, General Liability Insurance Renewals,

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Workforce Utilization Report, and Delegation of Authority Updates. The June agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the TAC.

The next Board meeting will be on 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 the Mobility On-Demand Microtransit Demo – Close Public Comment Period, FY2022 Budget Approval, Low Income Donation Distribution Plan, Flagstaff in Motion – Review and Discuss Service Priorities, Review Meeting Calendar, EEO Program Review, Fare Capping, Residential/Peer City EcoPASS Discussion, Mobile Ticketing, Service to Medical Center, Procurement Resolution, Grant Resolution, AECOM Task Order Approval, Line of Credit, General Liability Insurance Renewals, Workforce Utilization Report, Delegation of Authority Updates and Executive Session for CEO and General Manager Evaluation Process. The June agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the Board.

11. ADJOURNMENT

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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





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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DATE PREPARED: May 4, 2021

DATE: May 19, 2021

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Consider Appointment to the MetroPlan Executive Board

RECOMMENDATION:

Staff recommends the Board of Directors appoint a Mountain Line Board member to fill the MetroPlan Executive Board seat vacancy.

RELATED STRATEGIC PLAN OBJECTIVE:

- ❖ Guiding Principle: Collaborate to enhance service delivery
- ❖ Guiding Principle: Strive for continuous improvement in all we do
- ❖ Goal: Service Excellence
- ❖ Objective: Develop and improve community partnerships and interagency relationships to enhance transit and improve our ability to meet community needs and deliver public transit services.

BACKGROUND:

As per the FMPO, d.b.a. MetroPlan, Amended and Restated IGA signed in June 2018 (Master IGA), MetroPlan was required to adopt Operating Procedures that govern how it conducts business. On March 7, 2019 and on April 3, 2019, the MetroPlan Executive Board reviewed core issues surrounding the Operating Procedures and provided direction on several items including a decision to add either or both NAU and Mountain Line to the Executive Board and if so, should they be added as voting or non-voting members.

At the Executive Board meeting on April 3, 2019, direction was provided to staff to invite NAIPTA to serve on the Executive Board and provide other options for Mountain Line's structural engagement in MetroPlan. Mountain Line historically has served on MetroPlan's Technical Advisory Committee (TAC) and as of fall of 2020 joined the newly re-engaged Management Committee. Mountain Line has attended Executive Board meetings as a guest and staff expressed interest in becoming a voting member. A couple of regulations and partnerships for funding support staff's interest, including ADOT's directive that COGs and MPOs formulate a stronger relationship with local transit providers. ADOT cited two FTA rulings: May 27, 2016 Federal Register Volume 81: Number 103 and January 18, 2017 Federal Register Volume 82: Number 12 in their directive to MetroPlan and Mountain Line.

Furthermore, enhancing structural relationships between MetroPlan and Mountain Line are supported

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with the long-standing joint efforts including planning, funding, safety plans, asset management, and performance measure goal setting. Coordinated federal funding and regional transit/transportation planning is supported through the following established planning documents, including but not limited to, the Regional Transportation Plan (RTP), NACOG's Regional Transit Plan, the Transportation Improvement Plan (TIP), and the 5310 program – Coordinated Mobility efforts.

Ultimately, MetroPlan invited Mountain Line to participate in the Executive Board as a voting member in spring of 2020. One concern in deciding on an assignment to the MetroPlan Executive Board was that the Board already has three City Councilmembers and two County Supervisors. If the Mountain Line Board were to appoint a member of the City Council or the County Board of Supervisors to the MetroPlan Executive Board, it would create quorum issues for these respective agencies. Accordingly, MetroPlan has expressed a preference to have one of our other members of the Mountain Line Board be appointed.

With the change in CCC's representative on Mountain Line's Board, the MetroPlan assigned membership has been vacated since Director Peru was serving in that role. In addition to the above consideration of quorum concerns, Supervisor Vasquez already holds a seat on the MetroPlan Board representing Coconino County; therefore, he is not eligible to hold Mountain Line's seat. Please consider a nomination to appoint either Mountain Line Board member from NAU or CCC.

ALTERNATIVES:

- 1) Nominate and appoint a Mountain Line Board member from NAU or CCC to fill the MetroPlan Executive Board seat (**recommended**): This appointment will allow for Mountain Line and MetroPlan coordinated efforts in transit/transportation planning and funding.
- 2) Do not nominate and appoint a Mountain Line Board member from NAU or CCC to fill the MetroPlan Executive Board seat (**not recommended**): Appointment of a City Councilmember or County Supervisor could cause quorum issues for their respective organizations.
- 3) Do not nominate and appoint a Mountain Line Board member at all and leave the MetroPlan Executive Board seat vacant (**not recommended**): This would violate the ADOT directive and FTA rulings for MPOs to formulate a stronger relationship with local transit providers.

FISCAL IMPACT:

There is no immediate financial impact by appointing a Mountain Line Board member to the MetroPlan Executive Board. Mountain Line has paid the membership rate currently set at \$5,000 per year.

TAC DISCUSSION:

Due to Joint meeting opportunity in May, this item was not presented to the TAC in a separate meeting.

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Memo prepared by Rhonda Cashman, Clerk of the Board.

SUBMITTED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.

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Mountain Line

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DATE PREPARED: May 5, 2021

DATE: May 19, 2021

TO: Honorable Chair and Members of the Board

FROM: Lauree Battice, Management Services Director

SUBJECT: Consider and Approve the third FY2021 Budget Revision

RECOMMENDATION:

Staff requests the Board of Directors approve the third FY2021 Budget Revision for a total change not to exceed \$26,959 to make the changes authorized effective October 1, 2020 and January 1, 2021 retroactive to July 1, 2020. The revision will move capacity from contingency to wages and employee related expenses (ERE).

RELATED STRATEGIC PLAN OBJECTIVE:

- ❖ The FY2021 budget supports all aspects of the Strategic Plan and Key Objectives

BACKGROUND:

In June, the Board of Directors adopted the FY2021 Budget and, based on staff recommendation, placed in contingency the annualized portion of the approved compensation study for all exempt staff. The action allowed for passage of a budget with capacity for implementation of the full compensation study adjustment while being conservative about commitment to expenses considering unknown impact to income due to COVID-19. Below is a table demonstrating the proposed delay and action available during the fiscal year.

	<u>Action 1</u>	<u>Action 2</u>	<u>Action 3</u>
Pay Plan	50%	50%	retroactive
Measurement Period	30-Sep-20	31-Dec-20	31-Mar-21
Change	1% increase achieved and maintained		
Board Meeting	October	January	April
Effective Date	1-Oct-20	1-Jan-21	1-Jul-20

As reported during the budget process, it was anticipated that a recession due to COVID-19 would have a total impact of reducing the fund balance by more than \$1M over 5 years. We have now completed the third quarter of the fiscal year (Jan 1 to Mar 31, 2021), and we have received updated transit tax revenues projections from the City of Flagstaff.



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City of Flagstaff, Transit Tax							
History of Projections							
3/16/2021							
	FY2019-2020	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025	Total Change
	Estimate			Avg 3 scenarios			
COVID Recession 05/20	\$ 5,642,500	\$ 5,545,400	\$ 5,600,854	\$ 5,712,871	\$ 5,884,257	\$ 6,060,785	\$ 34,446,667
FY2021 Update 03.16.2021	\$ 6,259,698	\$ 6,380,850	\$ 6,414,700	\$ 6,649,800	\$ 6,849,300	\$ 7,054,700	\$ 39,609,048
Total Change COVID to Present	\$ 617,198	\$ 835,450	\$ 813,846	\$ 936,929	\$ 965,043	\$ 993,915	\$ 5,162,381
	10.9%	15.1%	14.5%	16.4%	16.4%	16.4%	15.0%

As illustrated, when comparing current transit tax projections to the COVID recession projections, FY2020 is 10.9% higher, FY2021 is 15.1% higher, and over the next 5 years the total collection is 14.5% higher than the COVID recession projection. These changes support the recommended action of increasing exempt staff wages by 50% of the identified compensation study change effective on January 1, 2021.

If approved, staff will decrease the contingency line item in the FY2021 budget by \$26,959 to increase budget lines for staff wages and employee related expenses (taxes, ASRS, etc.).

FISCAL IMPACT:

The proposed change does not have any additional fiscal impact as the action does not alter the total budget or have an impact on the financial plan as the total cost of the delayed compensation study changes for exempt staff was already accounted for in these figures.

ALTERNATIVES:

- 1) Approve the third FY2021 Budget Revision (**recommended**): By approving the proposed revision to the FY2021 budget, exempt staff will be granted the compensation study wage adjustment retroactively to July 1, 2020. The wage change was identified and approved in the Compensation Plan adopted in February 2020. The revision was identified as a potential action during the FY2021 budget process and is supported by the updated transit tax revenues as reported by the City of Flagstaff for the 3rd quarter ending on March 31, 2021.
- 2) Do not approve the FY2021 Budget Revision (**not recommended**): If the revision is not approved, Mountain Line exempt staff will continue to experience a delay in receiving the identified wage increase. The wage change was identified during the Compensation Study and the change is key to competitive pay for these positions in our community and part of our efforts to mitigate wage compression concerns as the minimum wage in Flagstaff continues to rise.

TAC DISCUSSION:

Due to Joint meeting opportunity in May, this item was not presented to the TAC in a separate meeting.

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SUBMITTED BY:

Lauree Battice
Management Services Director

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

- | | |
|--|----------|
| 1. 3 rd Quarter Revenue Projections, 03.16.2021 | -page 19 |
| 2. FY2021 Budget Memo, Clarify Recommendation | -page 20 |

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City of Flagstaff, Transit Tax
History of Projections
3/16/2021

	<u>FY2019-2020</u> Estimate	<u>FY2020-2021</u>	<u>FY2021-2022</u>	<u>FY2022-2023</u>	<u>FY2023-2024</u>	<u>FY2024-2025</u>	Total Change	
	Avg 3 scenarios							
COVID Recession 05/20	\$ 5,642,500	\$ 5,545,400	\$ 5,600,854	\$ 5,712,871	\$ 5,884,257	\$ 6,060,785	\$ 34,446,667	\$ (1,027,945)
FY2021 Update 03.16.2021	\$ 6,259,698	\$ 6,380,850	\$ 6,414,700	\$ 6,649,800	\$ 6,849,300	\$ 7,054,700	\$ 39,609,048	\$ 607,270
Change	\$ -	\$ 176,970	\$ 105,000	\$ 105,300	\$ 108,400	\$ 111,600	\$ 607,270	
	5.5%	6.3%	9.8%	14.0%	16.0%	18.3%	11.7%	
Total Change COVID to Present	\$ 617,198	\$ 835,450	\$ 813,846	\$ 936,929	\$ 965,043	\$ 993,915	\$ 5,162,381	
	10.9%	15.1%	14.5%	16.4%	16.4%	16.4%	15.0%	
Total Change Pre-COVID to Present	\$ 328,045	\$ 379,946	\$ 570,717	\$ 814,934	\$ 947,139	\$ 1,093,655	\$ 4,134,436	
	5.5%	6.3%	9.8%	14.0%	16.0%	18.3%	11.7%	



MOUNTAIN LINE MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: HEATHER DALMOLIN, CEO AND GENERAL MANAGER
SUBJECT: FY2021 BUDGET CLARIFICATION
DATE: JUNE 17, 2020

To support today's discussion regarding the FY2021 Budget, I have put together the attached spreadsheet to demonstrate what is included in the proposed FY2021 Budget. I understand that Board members want to see clearly and simply what is included in regard to the Compensation Plan.

The budget as proposed does include the Compensation Plan, in its entirety. As discussed in May, a portion of the plan is proposed to be dependent upon revenue triggers and this delayed portion is budgeted within the contingency line item. The Board will retain the authority to implement any delayed portion of the plan after considering updated revenue projections. The triggers are proposed to be defined as follows. The Transit Tax must provide revenues higher than projected in the April 2020 updated and the annual projection increases must:

- By at least 1% as measured at the end of the first quarter, staff affected by the delay will be eligible for 50% of the identified Compensation Plan adjustment effective with the 1st pay period following the end of the measured quarter;
- By at least 1% as measured in 2 consecutive quarters, staff affected by the delay will be eligible for the remainder of the identified Compensation Plan adjustment effective with the 1st pay period following the end of the measured quarter; and
- By at least 1% as measured in 3 consecutive quarters, staff affected by the delay will be eligible for retroactive action to July 1, 2020 for the implemented pay changes.

The delayed portion of the Compensation Plan is proposed to be adjustments identified in the Compensation Study for exempt staff. The FY2021 budget includes correcting wages for all operators and non-exempt staff as per the Compensation Plan adopted earlier this spring.

Our budget does include the whole compensation plan as we are unable to increase the budget during the fiscal year. The proposed plan to budget the delayed portion in contingency allows us to include capacity necessary for the delayed portion of the plan and allow for implementation of additional changes during the year if we can demonstrate that the revenue triggers have been met; the Board will need to authorize that change and additional implementation.

If we reduce the budget, as offered in any of the alternatives, those initiatives cannot be implemented during the fiscal year and would be delayed until next fiscal year.





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DATE PREPARED: May 5, 2021

DATE: May 19, 2021

TO: Honorable Chair and Members of the Board

FROM: Lauree Battice, Management Services Director

SUBJECT: Consider the FY2022 Budget

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE:

❖ FY2022 budget supports all aspects of the Strategic Plan Goals and Key Objectives

BACKGROUND:

Staff will be presenting information on current revenues, revenue projections, the fund balance, financial plan sustainability, and the balance of the FY2022 expenditure budget. As the workforce budget details were presented in April, staff will not focus on these lines in this presentation, however questions can be addressed if there are any that have arisen since that meeting.

FISCAL IMPACT:

There is no fiscal impact directly associated with this FY2022 Budget discussion. The items discussed will impact the final FY2022 budget proposed at the June 2021 meetings.

ALTERNATIVES:

No action is recommended; however, the Board may provide direction on additional information needed or on budget items as presented.

TAC DISCUSSION:

Due to Joint meeting opportunity in May, this item was not presented to the TAC in a separate meeting.

SUBMITTED BY:

Lauree Battice
Management Services Director

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS: None.

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DATE PREPARED: May 5, 2021

DATE: May 19, 2021

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Review the 2020-2025 Strategic Plan

RECOMMENDATION:

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

BACKGROUND:

At the October 3, 2019 Strategic Policy Advance, Mountain Line received guidance from the Board of Directors to develop a comprehensive Strategic Plan that includes goals with accompanying objectives and tasks. The developed and later adopted Mountain Line 2020-2025 Strategic Plan (the Strategic Plan) is the roadmap for guiding the organization over the next 5 years. The Strategic Plan contains a set of Goals and within each of the Goals there are identified Objectives, and actionable Strategies and Tasks, which are initially focused on work products over the immediate 18-months following adoption.

Development of the Strategic Plan was done in consideration of existing community transportation goals, as staff felt it was important to tie Mountain Line's work priorities to the goals for the areas we serve with transit. Policies, workflow, and investments made by Mountain Line will be driven by the Strategic Plan, including setting priorities for the annual budget to ensure we are capturing resources, committing to projects, and pursuing funding opportunities.

Long term, the Strategic Plan is to include key performance indicators (KPI) to measure progress and performance. Discussion regarding what KPIs are needed for the Strategic Plan was tabled at the time the Strategic Plan was adopted and then later it was deferred to the Strategic Plan update that will be done in conjunction with the five-year plan process that has been recently initiated. This will align our Strategic Plan and our 5-Year Transit Plan and provide performance indicators that we can use to measure our progress and provide regular reports to our partners. The Board will have the opportunity to evaluate proposed performance measures as part of the adoption of the new Strategic Plan.

As preparation for the Five-Year Plan discussion at our joint meeting, staff will present an overview of the adopted 2020-2025 Strategic Plan and illustrate items that are complete or provide a brief update on progress being made.

FISCAL IMPACT:

There is no fiscal impact directly associated with this discussion; the Board could provide direction that has future fiscal impact.





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ALTERNATIVES:

No action is recommended; however, the Board may provide direction on additional information needed or on items as presented.

TAC DISCUSSION:

Due to Joint meeting opportunity in May, this item was not presented to the TAC in a separate meeting.

SUBMITTED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. 2020-2025 Strategic Plan

-pages 24-25

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MOUNTAIN LINE 2020 STRATEGIC PLAN

GOAL ONE: Service Excellence

Mountain Line is built upon a culture of excellence and innovation that aims to make transit the preferred mode choice. Convenient and attractive transit is critical to influencing behavior changes, and Mountain Line is committed to implementing the programs, partnerships, and services that make transit an easy choice. Service excellence is about the basics, like putting clean buses on the road and maintaining quality facilities. But, it's also about being forward-thinking in planning how transit should look today and 10 years from today.

Objectives:

1. Deliver service enhancements that are in line with our 5-year transit plan and make transit an attractive mode choice.
2. Invest in capital to improve efficiencies and infrastructure to enhance customer-first service delivery.
3. Develop and improve community partnerships and interagency relationships to enhance transit and improve our ability to meet community needs and deliver public transit services.

GOAL TWO: Stewardship of Resources

Transit is a public investment, and Mountain Line is charged with caring for that investment. Mountain Line demonstrates pride in our transit system, from maintaining quality facilities and buses to delivering on promises made to the voters and stakeholders. In addition to caring for our assets and ensuring they are viable until or beyond their usable life, Mountain Line also has a commitment to environmental stewardship. Public transit is a critical component of the City of Flagstaff's Climate Action Plan, and Mountain Line weaves sustainability into its messaging, facilities, and every day actions.

Objectives:

1. Be exemplary at supporting community goals towards environmental sustainability.
2. Maintain our facilities and equipment to demonstrate our pride in service excellence and maximize their useful life.

GOAL THREE: Investing in Mountain Line Workforce

Employees are the backbone of Mountain Line and hiring and retaining quality employees is imperative to delivering on our mission of "Getting You Where You Want to Go." Although maintaining competitive wages that are appropriate for the cost of living in Flagstaff is important, investing in the workforce goes beyond salaries. It is an investment of time and resources into developing a healthy, empowered, and highly-skilled workforce that is proud to be part of Team Mountain Line every day.

Objectives:

1. Expand and enhance employee Training and Development.
2. Evaluate operational structure to find efficiencies in service delivery and reduce costs.

3. Develop a workplace culture that supports employee development and work-life balance.

GOAL FOUR: Enhanced Safety Culture

Maintaining the safety of Mountain Line employees, riders, and the general public is our highest priority. Safety permeates every level of the organization and is the lens through which all decisions are made. By creating a culture of proactive risk mitigation, Mountain Line can establish a safe working environment and safe delivery of transit service.

Objectives:

1. Develop a holistic safety plan that guides us to effectively and proactively manage risk.
2. Manage transportation facilities and amenities to support a safe environment for staff and customers.
3. Utilize available and emergent technology to enhance existing and future fleet, optimizing safety for all staff and public transportation users.

GOAL FIVE: Community Engagement

Mountain Line's success relies on broad community support from a diverse audience, including riders, non-riders, elected officials, and decision-makers. Whether someone rides the bus every day, or they have never set foot on a bus, both groups must understand the value Mountain Line provides to the community. By creating an educated and passionate network of supporters, Mountain Line will be well-positioned as a service this community needs.

Objectives:

1. Ensure active participation from a supportive network of stakeholders.
2. Increase the community's awareness of Mountain Line's value to the community.

GOAL SIX: Fiscal Responsibility

Planning is the key component of fiscal responsibility. By understanding our current and future needs when it comes to Operations, Capital, and Workforce, Mountain Line will be well-positioned to weather economic downturns and remain financially resilient. The most successful transit agencies are ones with solid fiscal planning, enabling them to be nimble when new opportunities arise, and seek out new funding opportunities.

Objectives:

1. Ensure a sustainable financial future through long-term financial planning.
2. Diversify funding sources to reduce dependency on federal funding for ongoing operations.
3. Expand Mountain Line revenue resources to allow for the full implementation of the 5-year plan, capital plan, and projected increases in costs of providing service.



Mountain Line

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MOUNTAIN LINE MEMORANDUM

DATE: May 19, 2021
TO: Honorable Chair and Members of the Board
FROM: Heather Dalmolin, CEO and General Manager
SUBJECT: Current Events

The monthly Transit Voice is available with highlights of news to know, job well done, note-worthy events, and updates on projects. Some of these were also noted in the Mountain Line Minute.

COVID-19 Updates

- Per the City's decision to begin reopening, Mountain Line will move from Phase 2 to Phase 3. While there are not a lot of changes, we will reopen our lobby fulltime (8a to 5p); however, we will keep social distancing measures in place and continue to offer customers new passes for the same rate as a reloaded pass at our vendor locations. Office staff will be invited to return to the office on a limited schedule and those in shared offices will continue to be asked to work opposing schedules as possible. Also, members of leadership have returned or will return to the office fulltime. We will not discontinue any cleaning protocols at this time.

Operations

- One new trainee started on May 5 with three of four from our March 29 class graduating with their CDL. We continue to be roughly five positions below our ideal 53 fulltime positions however with Route 10 going to summer schedule on May 3 (two buses versus four/five buses when school is in session) will give us some much-needed breathing room to get positions filled and trained.
- We have transitioned from four limited position Detailers to two. We were able to make this change without impacting the schedule for cleaning our buses.
- We have installed operator barriers in all of our paratransit vehicles, offering the operators in these vehicles the same safe and clean driver area as available in our buses.
- Several of the buses are getting new hybrid-batteries as part of the mid-life rehab efforts. The batteries were estimated to last five – six years and the oldest fleet is approaching ten years of useful life.
- Mountain Line partnered with Coconino County to offer free transportation from Sunnyside to the Catholic Church for community vaccination events.

Partnerships and Outreach

- We are thankful for the help from our partners in getting letters of support to us to support our many grant applications over the last several months, specifically staff from the City (Shane Dille and Stacey Brechler-Knaggs), County (Lucinda Andreani and Colleen Knaggs), Flagstaff Unified School District (Mike Penca and Kurt Steele), Northern Arizona University (Dan Okoli, Veronica Tellez-Tapia, and Erin Stam), Coconino Community College (Colleen Smith, April Sandoval,

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Steve Peru, and Giovanna Macry), and MetroPlan (Jeff Meilbeck and Dave Wessel). **We know our success is due in large part to the partners that are committed to Mountain Line's success.**

- Mountain Line has a public comment period open for the Microtransit Pilot Program. We encourage you to share it with your networks and invite feedback. The website is www.mountainline.az.gov/microtransit.
- Mountain Line Board Chair Adam Shimoni is sending letters to community members requesting their participation in the *Flagstaff in Motion: A Community Transit Plan* Citizen Advisory Committee. This group will meet six times over the next several months to provide input and guidance on the development of the plan.

Finance, Compliance, and Procurement

- As mentioned last month, we submitted funding requests to Congressman O'Halleran's and Senator Kelly's offices. We also submitted to Congressman Stanton's office and are excited to report that he has requested funding for our Electric Bus Infrastructure in the Surface Reauthorization Bill. A change since last month is that Congressman O'Halleran has taken the same action to support our Electric Bus Infrastructure.

Employees and Morale

- We recognized Earth Day and offered a friendly competitive scavenger hunt for employees to do at home with their families. Two staff members identified at least 13 of our 16. Items included reusable food containers, dryer balls, rain barrels, compost bins, and environmentally friendly cleaning products, to name a few. Our Leadership Team performed off-site litter clean up after a rousing bout of trivia. Do you know when Earth Day was first celebrated? Do you know who introduced the day?
- Mountain Line is participating in the Flagstaff Biking Organization's Flagstaff Bike Month (the COVID-friendly replacement of Bike to Work Week). Employees are encouraged to ride their bikes for fun, commuting, errands, etc. and log their miles for both an internal Mountain Line challenge and the larger Flagstaff Bike Month challenge. The Wellness Committee provides bikes for employees to use at both the Kaspar headquarters and the Downtown Connection Center.

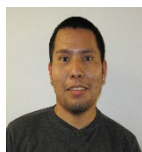
- Anniversaries (May):

Anne Dunno, Capital Project Manager, 7 years



Jimmy Gray, Transit Bus Operator, part-time, 16 years

Rosie Nez, Transit Bus Operator, 6 years



Jeremy Woody, Mechanic, 3 years

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June: TAC Meeting is Thurs, 6/3 Board Meeting is Wed, 6/16

ITEMS:	WHO & WHAT:
Safety Minute	
Mobility On-Demand Microtransit Demo (Close Public Comment Period)	Estella - D/A
FY2022 Budget Approval	Lauree - D/A
Low Income Donation Distribution Plan	Lauree - D/A
Flagstaff in Motion – Review and Discuss Service Priorities	Bizzy - D/A
Review Meeting Calendar	Rhonda - D/A
EEO Program Review	Danelle - D/A
Fare Capping	Heather D - D/A
Residential/Peer City EcoPASS Discussion	Kate/Estella - D/A
Mobile Ticketing	Jacki /Jon - D/A
Service to Medical Center	Kate - D/A
Procurement Resolution	Heather D - C
Grant Resolution	Heather D - C
AECOM Task Order Approval	Kate - C
Line of Credit	Lauree - C
General Liability Insurance Renewals	Sam - C
Delegation of Authority Update - Agreements, Grants, and Procurements	Heather D - PR
Current Events	Heather D - PR
Executive Session – CEO and General Manager Evaluation Process	Adam/Danelle
July/August/September Agenda Calendar	

July: Recess – No TAC or Board Meetings

August: TAC Meeting is Thurs, 8/5 Board Meeting is Wed, 8/18

ITEMS:	WHO & WHAT:
Safety Minute	
Personnel Policy Manual Updates	Danelle - C
Flagstaff in Motion	Bizzy - D/A
Headquarters Master Plan	Anne - PR
Campus Bus Storage Update	Anne - PR
Fare Update – LTK	Heather/Lauree-PR
Annual Safety Report	Sam - PR
Annual Cybersecurity Report	Jon - PR
Annual Maintenance Report	Jim - PR
Delegation of Authority Update – Agreements, Grants and Procurements	Heather D - PR
Current Events	Heather D - PR
Executive Session – CEO and General Manager Evaluation Process	Adam/Danelle
September/October Agenda Calendar	