



Mountain Line

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Board of Directors Minutes for Wednesday, June 16, 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, June 16, 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, (Chair), City Councilor, City of Flagstaff, (Zoom);
Jeronimo Vasquez, Board of Supervisors, Coconino County, (Zoom);
Tony Williams, Dean of Student Affairs, CCC, designee, (Zoom);
Josh Maher, Associate VP for Community Relations, NAU, alternate, (Zoom);
Paul Deasy, Mayor, City of Flagstaff, alternate, (Zoom), jointed at approximately 10:24am
**Three of our five Board member seats must be present to constitute a quorum.*
***The City of Flagstaff holds two seats.*

BOARD MEMBERS EXCUSED:

Miranda Sweet, City Councilor, City of Flagstaff;
Dan Okoli, (Vice Chair) VP of Capital Planning and Campus Operations, NAU, designee

MOUNTAIN LINE STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager, (Zoom);
Kate Morley, Deputy General Manager, (Zoom), left at approximately 11:45am;
Jim Wagner, Operations Director, (Zoom), joined at approximately 10:05am and left at approximately 11:45am;
Danelle Knight, Human Resource Manager, (Zoom);
Sam Short, Safety Manager, (Zoom), left at approximately 11:45am;
Anne Dunno, Capital Project Manager, (Zoom), joined at approximately 10:01am and left at approximately 11:45am;
Bizzy Collins, Transit Planner, (Zoom), left at approximately 11:45am;
Estella Hollander, Mobility Planner, (Zoom), left at approximately 11:45am;
Heather Higgins, Purchasing and Contract Specialist, joined at approximately 10:07am and left at approximately 11:45am;
Jon Matthies, IT Manager, left at approximately 11:47am and returned at approximately 11:57am;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Scott Holcomb, Mountain Line Attorney, (Zoom), left at approximately 11:45am

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GUESTS PRESENT:

Steve Eiss, VP of Construction & Real Estate Development, Northern Arizona Healthcare, (Zoom), joined at approximately 10:21am and left at approximately 10:49am;
 Monica Hernandez, AECOM, (Zoom), left at approximately 11:45am;
 Deron Lozano, AECOM, (Zoom), left at approximately 11:45am;
 Robert Peskin, AECOM, (Zoom), left at approximately 11:45am;
 Cheryl Barlow, District Director for District 4 Supervisor Judy Begay, (Zoom), joined at approximately 10:09am and left at approximately 10:57am;
 Naomi Yazzie-Sloan, Community Liaison for District 4 Supervisor Judy Begay, (Zoom), joined at approximately 10:27am and left at approximately 11:45am

1. CALL TO ORDER -Chair Shimoni called the meeting to order at approximately 10:00am.
2. ROLL CALL
3. SAFETY MINUTE
-Sam Short, Safety Manager

Mr. Short reported on bicycle safety. He noted the intersections in Flagstaff that experience the most bicycle accidents. Safety tips were offered related to sharing the road with bicycles.

Chair Shimoni thanked Mr. Short for that safety message, and he asked that we observe a moment of silence in recognition of the bicycle tragedy that occurred on May 28th in which Joanna Wheaton lost her life and several others were severely injured.

4. APPROVAL OF THE JOINT MEETING MINUTES 5/19/2021:

Director Williams moved to approve the May 19, 2021 minutes. Director Vasquez seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Josh Maher	X	
Jeronimo Vasquez	X	
Tony Williams	X	

DISCUSSION / ACTION ITEMS:

5. MICROTRANSIT PILOT IN THE HUNTINGTON AND INDUSTRIAL CORRIDOR
-Estella Hollander, Mobility Planner
Staff recommends the Board of Directors: 1) Review the public comments received to date, 2) Close the public comment period effective June 16th, and 3) Approve the proposed microtransit pilot in the Huntington and Industrial Corridor.

Ms. Hollander reported Mountain Line received a grant from the Community Transportation Association of America (CTAA) to fund this pilot program. She noted it is intended to reduce

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the geographic gap. It is a low density area, but home to many clinics, the homeless shelter, and the food bank. She explained Mobility On-Demand. She stated paratransit vehicles will be used during their down time, much like Uber or Lyft, and the service will be available to the public. The proposed service area map was shown. She noted there may be slight changes once staff have had a chance to review the service area with the software vendor. Ms. Hollander communicated the service hours will coincide with peak times for the human service agencies. She explained the fare will be \$1 per trip with an estimated 30 trips per day, and cash or app payment will be accepted. She stated nine responses to the Request for Proposal (RFP) were received and Spare Labs was the vendor selected. She reviewed a cost comparison between the microtransit pilot and what it would cost to have fixed route service in the area; microtransit is less than half the cost. She reported five positive comments were received during the public comment period and they were shared. Chair Shimoni asked if the hours of operation were sufficient for those going to the food kitchen. Ms. Hollander replied that dinner is usually served 4:30-6:00pm, but they are currently still offering drop off meals. Director Maher made a motion to close the comment period effective today. Director Williams seconded. There was no further discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Josh Maher	X	
Jeronimo Vasquez	X	
Tony Williams	X	

Director Vasquez moved to approve the proposed microtransit pilot program. Director Maher seconded. There was no further discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Josh Maher	X	
Jeronimo Vasquez	X	
Tony Williams	X	

6. FY2022 PROPOSED BUDGET

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors approve the FY2022 Proposed Budget for a total expense budget of \$39,409,945, operating of \$9,984,966 and capital of \$29,424,978.

Ms. Dalmolin stated staff are seeking Board approval of the FY2022 budget. She noted budget presentations and discussions have taken place over the last couple months. She reviewed the budget request with changes to operating and capital; noting there is some carryover from FY2021 within capital programs. The fund balance is higher than usual pending the results of the battery-electric bus pilot prior to potential fleet electrification and results of the Flagstaff in Motion: Five-Year Transit Plan regarding any route or service changes. Chair Shimoni asked for a breakdown of the marketing budget. Ms. Dalmolin provided the information requested. Director Maher moved to approve the FY2022 budget as recommended. Director Vasquez seconded. There was no further discussion. All approved, none opposed. Motion carried.

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NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Josh Maher	X	
Jeronimo Vasquez	X	
Tony Williams	X	
Paul Deasy	X	

Chair Shimoni requested to renumber the agenda and move up the Northern Arizona Healthcare item to allow Board members to ask questions of Mr. Eiss.

7. SERVICE TO PROPOSED NORTHERN ARIZONA HEALTHCARD CAMPUS

-Kate Morley, Deputy General Manager

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

Ms. Morley stated she wanted to initiate a discussion with the Board regarding the Northern Arizona Healthcare (NAH) proposed relocation and development. She noted the NAH development has the potential to change that area and be a significant trip generator. She explained the importance of transit to the area for access to vital services; equity and climate goals; staff use of the ecoPASS program; potential increased paratransit cost, especially if there is no fixed route; and that this will be viewed as a Mountain Line issue in the future, if not addressed upfront. She stated the route is currently estimated to be 45 minutes; with three buses they would likely receive 20-minute frequency at approximately \$1.5 million per year in operating cost, plus paratransit and capital costs. She reviewed the next steps with the goal of exploring how transit can be provided and how it will be paid for, potentially through a development agreement with the City. There was some discussion regarding the phasing of the development, the vision of public transit in the area, NAH being a driver to that area, suggested discussion with the Arizona Department of Transportation (ADOT) due to concern about congestion on Milton leading to the area, whether funds could be reallocated from the old area to the new, and the route to potentially include the airport and Fort Tuthill. Ms. Morley noted Mountain Line wants to be a good partner and she appreciated being included early in the conversations. Chair Shimoni agreed and he thanked Mr. Eiss for making transit a priority in the NAH development process. There was no further discussion.

8. COVID-19 REOPENING PLAN

-Kate Morley, Deputy General Manager

Staff recommends the Board of Directors adopt revisions to the COVID-19 Reopening Plan.

Ms. Morley explained there have been some changing conditions in Phase 3 for Mountain Line and the City. She reviewed the proposed revisions allowing some travel and professional visitors on-site, encourage staff to come back to the office, the federal mask mandate, and less stringent cleaning practices. There was discussion regarding the importance of local control and continuing to follow best practices. Clarification on the federal mask mandate was requested and a response was provided. Ms. Dalmolin voiced some concern over being out of sync with the City's potential move to phase 4 reopening of their plan when the federal mask mandate is lifted if waiting for a Board meeting to happen. She suggested the mask requirement be moved to Phase 4, as the plan states Mountain Line would follow the City's





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move to Phase 4, even though Mountain Line is held to the federal mask mandate until it is lifted. The Board decided a modification of the recommendation was needed. Ms. Dalmolin offered the following language, “The Board of Directors adopt revisions to the COVID-19 Reopening Plan as recommended, except the lifting of the mask mandate is moved to Phase 4 of the plan or it is brought back to the Board.” Chair Shimoni so moved. Director Williams seconded. There was no further discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Josh Maher	X	
Jeronimo Vasquez	X	
Tony Williams	X	
Paul Deasy	X	

9. FY2022 TASK ORDERS TO AECOM TECHNICAL SERVICES, INC.

-Kate Morley, Deputy General Manager

Staff recommends the Board of Directors authorize the CEO and General Manager to redistribute prior approved Task Order valuations as FY2022 carry forward in value of \$860,456 for AECOM Technical Services, Inc. contract.

Ms. Morley explained there is a need to carryover some of the task orders with AECOM to FY2022 to complete projects. Director Vasquez moved to authorize the CEO and General Manager to redistribute prior task order valuations. Director Maher seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Josh Maher	X	
Jeronimo Vasquez	X	
Tony Williams	X	
Paul Deasy	X	

10. FLAGSTAFF IN MOTION SERVICE PRIORITIES

-Bizzy Collins, Transit Planner

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

Ms. Collins introduced the AECOM team members present. Mr. Lozano noted the new plan is going to further the planning process of the 2017 plan with goals, objectives, and key performance indicators. He proposed some SMART goals related to: Ridership Experience, Accessibility, Mobility, Sustainability, Investment, and Living Affordability. There was a discussion about what Mountain Line’s primary goal should be. Board members were able to narrow it to two primary goals: Ridership Experience and Sustainability, but members noted they are all interrelated. Mr. Peskin explained the commitment to these goals will require additional funding. He reviewed some broad-based transit funding options, for example the Bed, Board, and Booze (BBB) Tax, Property Tax, marijuana sales, etc. He noted the level of reliance would need to be considered. Director Deasy stated the BBB Tax is not an option due

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to the passing of a State 2018 ballot initiative that limits changes to existing taxes. Chair Shimoni asked about the NAU piece of Proposition 421 that did not pass in 2018. Ms. Collins responded that if it passed, NAU would have contributed \$1 million annually for a UPass for all students. There was further discussion about potential ballot measures in 2022 and 2024. All members voiced concern over voter fatigue and collaboration was recommended. Ms. Dalmolin clarified that NAU had agreed to pay \$1.5 million annually, an increase of \$1 million over the current \$500,000 for all students to ride all routes versus just Route 10, if the 2018 ballot measure would have passed. Mr. Lozano explained there is an education component to the plan. A website has been developed: FlagstaffInMotion.com, along with a dedicated email and phone number. The website is anticipated to be live through December. Board members suggested outreach to students as they are significant users of transit, as well as a tutorial video on the website. There was no further discussion.

11. KASPAR HEADQUARTERS MASTER PLAN

-Anne Dunno, Capital Project Manager

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

This item was skipped due to timing. Further updates will be provided in the coming months.

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.

12. RESOLUTION 2022-100: FY2022 COLLECTIVE GRANT RESOLUTION AND THE FY2021-FY2025 TRANSIT PROGRAM FROM THE TRANSPORTATION IMPROVEMENT PROGRAM

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors: 1) Approve Resolution 2022-100: FY2022 Collective Grant Resolution for federal and state transit grant applications and subsequent executions as necessary to support transit programs within the 10-year financial plan; and 2) Approve the amended Transit Program from the FY2021-FY2025 regional Transportation Improvement Program.

13. RESOLUTION 2022-110: FY2022 PROCUREMENT RESOLUTION

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors approve Resolution 2022-110: FY2022 Procurement Resolution to authorize the CEO and General Manager to 1) approve and award procurements and 2) execute contracts that support projects that are within the approved fiscal year budget, the 10-year financial plan, and which may be related to the approved annual Collective Grant Resolution.

14. LINE OF CREDIT RENEWAL FROM WELLS FARGO FOR \$500,000

-Heather Dalmolin, CEO and General Manager

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Staff recommends the Board of Directors authorize Mountain Line CEO and General Manager to renew and activate the Wells Fargo credit line in an amount of up to \$500,000 to provide cash flow assistance, if necessary, to meet cash flow commitments during fiscal year 2021-2022.

Director Maher moved to approve Consent Agenda items 12-14 as recommended. Director Vasquez seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Josh Maher	X	
Jeronimo Vasquez	X	
Tony Williams	X	
Paul Deasy	X	

PROGRESS REPORTS:

There were no questions regarding the progress reports.

15. MOBILE TICKETING
-Jon Matthies, Information Technology Manager
16. FARE STRATEGIES: PHASE II OF THE FARE STUDY
-Heather Dalmolin, CEO and General Manager
17. EQUAL EMPLOYMENT OPPORTUNITY (EEO) WORKFORCE UTILIZATION ANALYSIS, FEDERAL FISCAL YEAR 2021
-Danelle Knight, Human Resource Manager
18. DELEGATION OF AUTHORITY
-Heather Dalmolin, CEO and General Manager
19. 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:

- Staff are working on a Welcome Back Rider Campaign; video filmed earlier this week.
- Staff learned the House Transportation and Infrastructure Committee has earmarked approximately \$1.4 million for electrification infrastructure at the Mountain Line Kaspar facility to support our previously two awarded electric buses to be ordered.
- Please congratulate Rhonda Cashman, Clerk of the Board, on her 10-year anniversary, yesterday. Others are listed in the written report.
- Due to the federal mask mandate in force through September 13, 2021, she recommended continuing virtual meetings until the mandate is lifted.

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- The mobile ticketing soft launch has not happened yet, due to some items still in progress. It is now expected to start on July 6th.

At approximately 11:45am, Director Vasquez made a motion to move into an executive session. Director Williams seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Josh Maher	X	
Jeronimo Vasquez	X	
Tony Williams	X	
Paul Deasy	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)(1) for the following purpose:

1. CEO and General Manager's Evaluation Process

Following the conclusion of the Executive Session, the Board reconvened the public meeting at approximately 11:57am.

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

July/August/September Working Agenda

The next Board meeting will be August 18, 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. August agenda items will include but not be limited to Personnel Policy Manual Updates, Downtown Connection Center (DCC) Update, Flagstaff in Motion, Equal Employment Opportunity (EEO) Program Review, Campus Bus Storage Update, Annual Safety Report, Annual Cybersecurity Report, Annual Maintenance Report, and Delegation of Authority Updates. The August 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.

20. ADJOURNMENT -Chair Shimoni adjourned the meeting at approximately 11:57am.

Adam Shimoni, Chair of the Mountain Line Board of Directors

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ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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