



Mountain Line

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Board of Directors Minutes for Wednesday, August 18, 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, August 18, 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);
Dan Okoli, (Vice Chair), VP of Capital Planning and Campus Operations, NAU, designee, (Zoom);
Miranda Sweet, City Councilor, City of Flagstaff, (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:

Jeronimo Vasquez, Board of Supervisors, Coconino County;
Judy Begay, Board of Supervisors, Coconino County, alternate

MOUNTAIN LINE STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager, (Zoom);
James Wagner, Operations Director, (Zoom), left at approximately 11:08am;
Lauree Battice, Management Services Director, (Zoom), left at approximately 11:08am;
Jacki Lenners, Marketing and Communications Manager, (Zoom), left at approximately 11:08am and returned at approximately 11:27am;
Danelle Knight, Human Resources Manager, (Zoom), left at approximately 11:08am and returned at approximately 11:28am;
Samuel Short, Safety Manager, (Zoom);
Bizzy Collins, Transit Planner, (Zoom), left at approximately 11:28am;
Jon Matthies, IT Manager, left at approximately 11:09am and returned at approximately 11:27am;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Scott Holcomb, Mountain Line Attorney, (Zoom);
Jody Corbett, Mountain Line Attorney, (Zoom), joined at approximately 11:00am

GUESTS PRESENT:

Dayna Wasley, AECOM, (Zoom), left at approximately 11:08am;
Deron Lozano, AECOM, (Zoom), joined at approximately 10:02am and left at approximately 11:08am;

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Andrew Ittigson, AECOM, (Zoom), joined at approximately 10:03am and left at approximately 11:08am;
Areina Contreras, Coconino County, (Zoom), left at approximately 11:08am;
Cheryl Barlow, Coconino County, (Zoom), joined at approximately 10:12am and left at approximately 11:08am;

Naomi Yazzie-Sloan, Coconino County, (Zoom), joined at approximately 10:14am and left at approximately 11:08am

1. CALL TO ORDER -Chair Shimoni called the meeting to order at approximately 10:01am.
2. ROLL CALL
3. SAFETY MINUTE
-Samuel Short, Safety Manager

Mr. Short reported on the dangers of flash flooding. He noted signing up for emergency alerts could be helpful. He shared precautions that can be taken to avoid hazardous situations.

4. APPROVAL OF THE MINUTES FOR 6/16/2021:

Director Williams moved to approve the June 16, 2021 minutes. 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	
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. ADOPT THE UPDATED PERSONNEL POLICY MANUAL
-Danelle Knight, Human Resources Manager
Staff recommends the Board of Directors adopt various updates to Mountain Line policies to incorporate changes that reflect both regulatory requirements and Mountain Line's actual practices.
6. ADOPT MOUNTAIN LINE'S UPDATED EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM AND WORKFORCE GOALS
-Danelle Knight, Human Resources Manager
Staff recommends the Board of Directors adopt the proposed update to the three-year Equal Employment Opportunity (EEO) Program and Workforce Goals; authorizing the CEO and

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General Manager to make future changes as suggested upon legal review. Adoption of a three-year EEO Program and Workforce Goals is required for compliance with Federal Transit Administration (FTA) regulations.

Director Williams made a motion to approve the Consent Agenda items 5 and 6 as recommended.

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	
Tony Williams	X	

DISCUSSION / ACTION ITEMS:

7. FLAGSTAFF IN MOTION

-Bizzy Collins, Transit Planner

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

Ms. Collins introduced AECOM staff who are consulting on this project. Mr. Lozano provided and overview of the presentation and noted Board member feedback is welcome. Ms. Wasley explained the process for selecting the peer cities/agencies for this plan: Missoula Urban Transportation District (MUTD) in Missoula, Montana, Connect Transit in Bloomington-Normal, Illinois, Valley Regional Transit in Meridian, Idaho, Cache Valley Transit District in Logan, Utah, Sun Tran in Tucson, Arizona, and Citibus Lubbock in Lubbock, Texas. She noted the six agencies were chosen based on some key similarities such as direct operation of services, a college town, don't receive state funding, do receive Small Transit Intensive Cities (STIC) funding, etc. There was a question about Cache Valley's passenger per hour number, as it looks reflective of the total ridership in the chart. Ms. Wasley will share that number when possible. She explained how passengers per hour is calculated in response to another question. Some other comparison data suggested for plan consideration related to each of these communities are average miles traveled in a car, does that impact transit and mode choice, and population reliant on transit. Board members expressed their appreciation for her detailed report. Mr. Ittigson stated how compact or spread out the service area is can make a difference related to the passenger per hour comparison. He reviewed the six goals: Rider Experience, Accessibility and Mobility, Equity, Sustainability, Investment, and Living Affordability, along with objectives and performance measures for each. He explained that under Accessibility and Mobility connections to bikes and pedestrians could be defined in service standards. He confirmed under Equity, multilingual communication strategies could be considered. He stated under Sustainability the plan for carbon neutrality will be incorporated. There was a suggestion to entice people to make a change to transit by promoting the benefits of moving quicker and cheaper; find a way to make bikes/pedestrians and transit get priority over cars. Under Living Affordability there was a recommendation to look at the performance measure as a percentage or ratio versus one number. Board members expressed their appreciation and support for the plan.

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8. FY2020 TRIENNIAL REVIEW REPORT

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin stated she was pleased to report there were no findings or deficiencies, and no corrective actions necessitating Board approval. She noted her gratitude for the work of all staff involved with the review. She stated she has received the draft report and plans to send the final report for Board member reference when received.

9. REVIEW FY2022 MEETING DATES

-Rhonda Cashman, Executive Assistant and Clerk of the Board

Staff recommends the Board of Directors review the FY2022 meeting dates and consider changing the November Board meeting date to Monday, November 22nd, 10am-12pm, due to a conflict with the Arizona Transit Association (AzTA)/Arizona Department of Transportation (ADOT) Annual Conference being held November 15-19, 2021.

Ms. Cashman explained the recommendation to move the November Board meeting date. She asked for Board member availability to confirm a quorum on the potential November 22nd date. Each of the four Board members present stated they thought they could be available, even though one member would be on vacation for the holiday week. Based on the Board consensus, Ms. Cashman stated she would make the change.

PROGRESS REPORTS:

There were no questions regarding the progress reports.

10. CAMPUS BUS STORAGE FACILITY UPDATE

-Anne Dunno, Capital Project Manager

11. ANNUAL BUS STOP REHABILITATION UPDATE

-Anne Dunno, Capital Project Manager

12. DOWNTOWN CONNECTION CENTER UPDATE

-Kate Morley, Deputy General Manager

13. ANNUAL SAFETY REPORT

-Samuel Short, Safety Manager

14. ANNUAL FLEET REPORT

-James Wagner, Operations Director

15. 2020 ANNUAL CYBERSECURITY REPORT

-Jon Matthies, IT Manager

16. NEW REAL-TIME ARRIVAL APP

-Jon Matthies, IT Manager

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17. 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:

- She received notice today the Transportation Security Administration (TSA) is extending the federal mask mandate until January 18th. She noted Mountain Line must follow this mandate and staff have had very little conflict over requiring masks on the bus. Some masks have been donated to Mountain Line, but we may need to purchase more due to the extension.
- An image of the new shelter light was shared. She explained the red light comes on when a passenger enters the shelter at night which is helpful for the operators to know there is a passenger waiting.
- She stated 168 K-12 and 28 college passes have been sold.
- She noted online pass reloading is underway and our first 3 pass reloading transactions have occurred. Staff are hoping for a significant increase once passengers are aware of and get used to the process of online reloading their pass.
- She stated mobile ticketing is also underway. Staff are working on strategies to communicate this service to the public. No fare-capping is available at this time.
- She explained Mr. Martinez is retiring after 16 years with Mountain Line. He has helped with information technology (IT) needs for the Transit Advisory Committee meetings for several years.
- She noted several anniversaries for staff that attend this meeting, and more are listed in her written report.
- She shared congratulations with Ms. Collins for the Zero Emissions Bus (ZEB) Transition Plan receiving an award from the Arizona Chapter of the American Planning Association.

Board members offered their congratulations on the planning award, retirement, and anniversaries. There were questions about Leadership in Energy and Environmental Design (LEED) certification for the Campus Bus Storage Facility, the open space/park at the Downtown Connection Center (DCC), leveraging student partnerships across the city, and more information was requested on mobile ticketing and the real-time arrival app. Ms. Dalmolin noted more information will be shared on these topics at future meetings. Vice Chair Okoli stated all new construction on campus would support carbon neutrality.

At approximately 11:08am, Director Sweet 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	
Dan Okoli	X	
Miranda Sweet	X	
Tony Williams	X	

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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 the Papanastasopoulos v. NAIPTA litigations. ARS § 38-431.03(A)(3) and (4).

Following the conclusion of the Executive Session, the Board reconvened the public meeting at approximately 11:27am.

ITEMS FROM COMMITTEE AND STAFF:

Future agenda items were reviewed and Chair Shimoni stated he thought a COVID update would be relevant.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

September/October Working Agenda

The next Board meeting will be September 15, 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. September agenda items will include but not be limited to the Mountain Line Annual Report, Strategic Investment Plan, Flagstaff in Motion, Transit to Northern Arizona Healthcare (NAH)/Airport/Fort Tuthill Update, Safety Plan Implementation, Fare Update, Human Trafficking Prevention Program Update, AECOM Update, Reallocation of Grant Funds, and Delegation of Authority Updates. The September 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 11:29am.

Adam Shimoni, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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