



Mountain Line

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Board of Directors Minutes for Monday, November 22, 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 Monday, November 22, 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 and staff 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);
Miranda Sweet, City Councilor, City of Flagstaff, (Zoom);
Jeronimo Vasquez, Board of Supervisors, Coconino County, (Zoom);
Josh Maher, Associate VP for Community Relations, NAU, alternate, (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:

Tony Williams, Dean of Student Affairs, CCC, designee;
Kurt Stull, Executive Director of Facilities and Security, CCC, alternate

MOUNTAIN LINE STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager, (Zoom);
Kate Morley, Deputy General Manager, (Zoom);
James Wagner, Operations Director, (Zoom), left at approximately 11:23am;
Jacki Lenners, Marketing and Communications Manager;
Samuel Short, Safety Manager, (Zoom);
Jeremiah McVicker, Maintenance Manager, (Zoom);
Anne Dunno, Capital Projects Manager, (Zoom), joined at approximately 10:04am;
Estella Hollander, Mobility Planner, (Zoom), joined at approximately 10:22am;
Joshua Stone, Financial Analyst, (Zoom);
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Scott Holcomb, Mountain Line Attorney, (Zoom);

GUESTS PRESENT:

Chris Lininger, Facility Program Development Director, Northern Arizona Healthcare, (Zoom), left at approximately 10:46am;
Barney Helmick, Airport Director, City of Flagstaff, (Zoom), left at approximately 10:58am;
Cynthia Nemeth, Parks and Recreation Director, Coconino County, (Zoom), left at approximately 10:46am;

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Dan Folke, Community Development Director, City of Flagstaff, (Zoom), joined at approximately 10:03am and left at approximately 10:58am;
Judy Begay, Board of Supervisors-District 4, Coconino County, alternate, (Phone);
Cheryl Barlow, District 4 Director, Coconino County, (Zoom), joined at approximately 10:15am;
Andrew Iacona, Interim Manager, Office of Sustainability, NAU, (Zoom); joined at approximately 11:35am

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

Mr. Short reported on cold stress hazards. Such hazards as frostbite or hypothermia need to be addressed individually. Suggested care includes removing wet clothing and drinking warm liquids.

4. APPROVAL OF MINUTES:
 - a. Special Meeting 10/13/2021
 - b. Board and TAC Advance 10/20/2021
 - c. Special Meeting 10/27/2021

Director Sweet moved to approve the minutes for all three meeting dates. Director Vasquez seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Miranda Sweet	X	
Jeronimo Vasquez	X	
Josh Maher	X	

DISCUSSION / ACTION ITEMS:

5. SERVICE TO PROPOSED NORTHERN ARIZONA HEALTHCARE CAMPUS
-Kate Morley, Deputy General Manager
The Board may provide direction, but there is no recommendation from staff at this time.

Ms. Morley stated this item was brought back in follow up as requested by the Board to understand the Northern Arizona Healthcare (NAH) development timeline and potential interest from other partners. Mr. Lininger presented the new site as a complete health and wellness campus. He reviewed the site plan explaining the land use, density, and possible timeline for each phase. He noted several impact analyses are being done. Mr. Folke spoke to the findings: 1) Consistent with the goals and policies of the Regional Plan, 2) Service in place to support, and 3) Consistent with zoning code. He confirmed this is a project with Regional Plan

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impact. Ms. Morley reviewed the costs for 20 minutes service, as well as each of the funding options 1-5. Staff recommended a plan be put in place for transit service as part of the development agreement. There was a brief discussion regarding the timeline for Planning and Zoning and a suggestion to present to the Transportation Commission, Bicycle Advisory Committee, and Pedestrian Advisory Committee. There was a request to explain the special taxing district option. Ms. Morley stated this is based on specific geographic boundaries and all within the area would pay for service; this would be implemented by the City and has been done elsewhere, much like a utility bill. Board members were generally supportive of this option to allow for shared cost of bringing transit service to the area and supportive of further research into this option with City staff. Board members directed staff to draft a letter to the City Council asking that NAH be required to have a clear plan for transit in the development agreement. The letter should be reviewed by Board members prior to being sent.

6. TRANSIT TAX DISCUSSION

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin provided an explanation of the current taxing structure. She noted the tax base was established in 2000 and costs have increased significantly. She reviewed the proposed service expansion list. She communicated her recommendation to wait until 2024 for a tax question based on several factors. After a brief discussion, all Board members supported the recommendation due to timing for completion of studies, other potential questions on the 2022 ballot, and allowing more time to prepare a clear message. Board members directed staff to draft a letter to the City Council asking for the City to prioritize a Mountain Line tax question in 2024. The letter should be reviewed by Board members prior to being sent before the end of the year.

7. DOWNTOWN CONNECTION CENTER UPDATE

-Kate Morley, Deputy General Manager

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

Ms. Morley stated the Downtown Connection Center (DCC) is on the City Council agenda for Tuesday, December 7th and the Planning and Zoning agenda on Wednesday, December 8th. She described the layout of the site. She proposed Mountain Line pay a parking displacement fee and leave the parking management to ParkFlag. This is a good strategy for Mountain Line, and it is good for use of grant funds. She explained if Mountain Line managed an allotted number of parking spots any revenue would be required to go to transit. This solution is good for all involved and it's in line with transportation demand management strategies. She reviewed the renderings and noted recent changes to the project. She stated staff are hoping for shovels in the ground by fall of 2022, but it depends on the weather. Some concern was raised over the different access points to the building. Ms. Morley explained this has to do with rise over run for the ramp and lack of space between building and bus bays to accommodate the required maximum grade. There was a brief discussion regarding the civic space and maintaining it, as well as the art being funded by the Arts Council. There were suggestions for art that inspires use of transit and the need for more bike racks. Ms. Morley stated she would

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pass this information along. Overall, the Board was supportive of the building design and parking solution.

8. RECRUITMENT AND RETENTION STRATEGIES

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin provided an update on the strategies Mountain Line is using to recruit and retain employees. She noted the flyer is targeted to CCC students graduating from their Commercial Driver's License (CDL) program. She shared a recruitment video and an audio clip with Board members. She confirmed jobs were offered to four of five applicants that were interviewed at our Job Fair and one other dropped by looking for office work but there were no openings. A training class is in process, and another will start in December. There was a brief discussion regarding the other strategies and marketing with QR codes in advertisements. Overall, the Board was appreciative of staff efforts to implement the presented strategies.

9. SAFETY PLAN IMPLEMENTATION

-Samuel Short, Safety Manager

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

Mr. Short reported he has been working to implement the Safety Plan over the last year. The goal has been to improve staff and public reporting of safety issues. The Safety Committee was formed in 2019 and has representation from all divisions. Safety reports can be made in writing on a form or using the See Say Now app; the report can be anonymous, if the person chooses. QR codes are also now available to report a safety concern. He stated he has reported annual updates to the Board and TAC the last two years. Safety Minutes are done at most meetings and open safety discussions are held with various staff groups. The recent Triennial Review had no safety findings. There were no questions.

10. CHIEF EXECUTIVE OFFICER (CEO) AND GENERAL MANAGER CONTRACT AMENDMENT

-Danelle Knight, Human Resources Manager

Staff recommends the Board of Directors adopt the amendment to the CEO and General Manager Contract.

Ms. Dalmolin reported that Ms. Knight was out of the office that day. She noted the contract amendment was per her performance evaluation and discussion in the executive session on October 27th. There were no questions. Director Maher moved to approve the CEO and General Manager contract. Director Vasquez seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Miranda Sweet	X	
Jeronimo Vasquez	X	
Josh Maher	X	

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PROGRESS REPORTS:

11. MOBILE TECHNOLOGY UPDATES

-Jacki Lenners, Marketing Manager and Jon Matthies, IT Manager

Chair Shimoni commented that he has concern over the people represented in the video. He stated he would prefer to see a representation of locals on the app. He suggested use of QR codes. He also recommended posting this information on social media to attract new riders.

12. REVIEW OF THE BUDGET SETTING PROCESS

-Heather Dalmolin, CEO and General Manager

Chair Shimoni was appreciative of the report. There were no questions.

13. CAMPUS BUS STORAGE FACILITY UPDATE

-Anne Dunno, Capital Project Manager

Ms. Dunno and Mr. Iacona from Northern Arizona University (NAU) reviewed a few PowerPoint slides of facility renderings with the Board. They will be in the final design stage within the next couple months. The phases of the project construction were reviewed. Mr. Iacona stated the facility would be silver at a minimum, up to platinum level, with regard to sustainability; there is a conscious effort to minimize the footprint and removal of trees. Ms. Dunno reported staff are working on an intergovernmental agreement (IGA) with NAU and waiting to hear about a construction grant to be awarded in April or May 2022. She noted information will be brought back to Board and TAC at project milestones.

14. PARKFLAG / ECOPASS PROMOTION

-Jacki Lenners, Marketing and Communications Manager

Chair Shimoni stated the advertisements need Spanish translation and potentially other languages, as well as QR codes. He also suggested promotion of bringing your bike on the bus and showing how to do this. Ms. Lenners said the group met on Friday and Director Sweet was present as a downtown business owner. She stated she would send Chair Shimoni the meeting notes; they have received good feedback on the program.

15. EQUAL EMPLOYMENT OPPORTUNITY (EEO) WORKFORCE UTILIZATION ANALYSIS, FEDERAL FISCAL YEAR 2021

-Danelle Knight, Human Resources Manager

Chair Shimoni was appreciative of the report. There were no questions.

16. DELEGATIONS OF AUTHORITY

-Heather Dalmolin, CEO and General Manager

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There were no comments or questions.

17. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- She thanked Ms. Lenners for covering IT needs for this meeting.
- A Stuff the Bus event was held with community partners.
- The Infrastructure Investment and Jobs Act (IIJA) provides funding for a five year surface transportation program, \$91 billion over 2022-2026, which is an increase of \$12 billion. She thanked all public officials and partners for their support.
- Mountain Line is participating in the Aerobic Winter Challenge with 38 employees and family members joining the challenge. She thanked Ms. Cashman and Ms. Hill for their outreach efforts to get team members signed up.

ITEMS FROM COMMITTEE AND STAFF:

There was an exchange of Happy Holidays between Board members and staff as the next meeting will be after the new year begins.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

January/February Working Agenda

The next Board meeting will be January 19, 2022 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. January agenda items will include but not be limited to Elect New Vice Chair, Fares, Fare Capping, and Fee Schedule Review/Discussion, FY2023 Budget-Staff Strategy, Flagstaff in Motion, Mountain Line Go! Quarterly Update, Kaspar Headquarters Master Plan, Proposed FY2023 Board and TAC Meeting Dates, Strategic Plan Review, Milton Corridor Master Plan (CMP), and Delegation of Authority Updates. The January 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.

18. ADJOURNMENT

-Chair Shimoni adjourned the meeting at approximately 11:55am.

Adam Shimoni, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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