



## Mountain Line

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### Board of Directors Minutes for Wednesday, March 23, 2022

**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, March 23, 2022, 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);

Tony Williams, (Vice Chair), Dean of Student Affairs, CCC, designee, (Zoom);

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

Jeronimo Vasquez, Board of Supervisors, Coconino County, (Zoom), left at approximately 11:25am and rejoined at approximately 11:29am;

Josh Maher, Associate VP for Community Relations, NAU, alternate, (Zoom), left at approximately 10:59am and rejoined at approximately 11:08am

*\*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);

Jim Wagner, Operations Director, (Zoom);

Josh Stone, Management Services Director, (Zoom);

Jacki Lenners, Marketing and Communications Director, (Zoom);

Sam Short, Safety Manager, (Zoom);

Jon Matthies, Information Technology Manager;

Jeremiah McVicker, Maintenance Manager, (Zoom);

Anne Dunno, Capital Project Manager, (Zoom);

Bizzy Collins, Transit Planner, (Zoom);

Estella Hollander, Mobility Planner, (Zoom);

Rhonda Cashman, Executive Assistant and Clerk of the Board;

Scott Holcomb, Mountain Line Attorney, (Zoom), left at approximately 11:05am and rejoined at approximately 11:09am

#### *GUESTS PRESENT:*

Mark Reavis, Heritage Preservation Officer, City of Flagstaff, (Zoom);

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Jordan Hollinger, Associate Planner, Comprehensive Planning, City of Flagstaff, (Zoom);  
 Cheryl Barlow, District 4 Director for Supervisor Begay, Coconino County, (Zoom), left at approximately 11:34am;  
 Areina Contreras, District 2 Director for Supervisor Vasquez, Coconino County, (Zoom);  
 Carla McCord, Director of Marketing and Community Relations, Loven Contracting, (Zoom), left at approximately 10:35am;  
 Jon Hansen, Project Director, Loven Contracting, (Zoom), left at approximately 10:35am

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

Mr. Short reported on COVID-19 Guidelines and the new Centers for Disease Control (CDC) metrics. Coconino County is now considered an area of low transmission.

4. APPROVAL OF MINUTES 2/16/2022:

Director Maher moved to approve the minutes for February 16, 2022. Director Sweet 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	
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. UPDATE USER FEE SCHEDULE  
-Heather Dalmolin, CEO and General Manager  
Staff recommends the Board of Directors update the adopted User Fee Schedule to reflect the most current advertising fees for selling advertisement space on the bus and delegate authority to the CEO and General Manager to update the User Fee Schedule with future advertising rate updates as appropriate for the current market conditions.

Ms. Dalmolin stated this is a consent item so there is no prepared presentation, but she is happy to answer any questions the Board may have. There was a question about why some of the advertising

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fees went up and some went down. Ms. Dalmolin deferred to Ms. Lenners to answer the question. Ms. Lenners reported she did an audit of our peers within the last few years and our pricing was in line with our transit peers. Director Vasquez made a motion to approve the consent agenda item to update the user fee schedule regarding the advertising fees and allow the CEO and General Manager to update future advertising rates based on current market conditions. Vice Chair Williams 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	
Tony Williams	X	

### DISCUSSION / ACTION ITEMS:

#### 6. REOPENING PLAN: REMOVING THE MASK MANDATE

-Sam Short, Safety Manager

Staff recommends the Board of Directors move to Phase 4 of the Reopening Plan.

Mr. Short stated Mountain Line has been following the Transportation Security Administration (TSA) Security Directive which was set to expire on March 18<sup>th</sup>. It was extended to April 18<sup>th</sup> to allow TSA time to determine guidance for transportation when the mask mandate is lifted. The City of Flagstaff is moving to Phase 4 of their reopening plan effective April 11<sup>th</sup>. Currently, Operators are experiencing an increase in challenging encounters and some cause service delays. The fiscal impact is approximately \$1,500 per month to supply masks to our passengers since most other businesses are not requiring a mask any longer. Mr. Short communicated that a move to Phase 4 would align with our partners and when the mask mandate expires, it should improve the situation with challenging encounters for Operators. Director Maher reported Northern Arizona University (NAU) is still requiring masks on the buses on campus. He noted NAU plans to follow what Mountain Line does for ease of use across systems. Chair Shimoni stated his concern over the new variant coming and potentially lifting the mask requirement too soon, but he said he would not stand in the way of progress. He asked for others to share their thoughts. Mr. Short explained TSA is working on a plan for transportation in case COVID-19 peaks again; more guidance is to come. Ms. Dalmolin explained Mountain Line plans to be reactive and follow City, County, and CDC guidance. She stated her appreciation for NAU's efforts to be consistent across our ridership. Mr. Holcomb recommended not listing a date certain for the lifting of the mask mandate in the motion. Director Maher made a motion for Mountain Line to move to Phase 4 of the Reopening Plan on April 11<sup>th</sup> and lift the mask mandate when the TSA Security Directive expires. Director Vasquez seconded. There was no further 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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Tony Williams	X	
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### 7. FY2021 FINANCIAL AUDIT REPORT

-Josh Stone, Management Services Director

Staff recommends the Board of Directors approve the FY2021 Financial Audit Report as completed by Fester and Chapman P.C. and authorize staff to file report as required by March 31, 2022.

Mr. Stone explained the history, and process done annually, regarding the Financial Audit. The Report to the Board was dated February 28, 2022. He reported there were no findings, no deficiencies, and no material weaknesses identified this year. Chair Shimoni congratulated Mr. Stone and his team. Ms. Dalmolin communicated her appreciation of all staff following policies. She also noted the audit included the federal testing piece due to Mountain Line receiving federal funding. Vice Chair Williams moved to approve the FY2021 Financial Audit Report. Director Maher 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	
Tony Williams	X	

### 8. AWARD REQUEST FOR PROPOSAL (RFP) 2022-140 CONSTRUCTION MANAGER AT RISK (CMAR)

-Kate Morley, Deputy General Manager

Staff recommends the Board of Directors award the procurement, RFP 2022-140 Construction Manager at Risk (CMAR) for the Downtown Connection Center and authorize the CEO and General Manager to approve contract(s) with Loven Contracting.

Ms. Dunno presented on this item on behalf of Ms. Morley. Ms. Dalmolin explained this item really fits under the Delegation of Authority, but it was a substantial procurement so staff is requesting Board approval; the contracts of various phases will be handled under the Delegation of Authority. Ms. Dunno shared information regarding the procurement process and noted after careful deliberation, Loven Contracting was determined to be the best value for Mountain Line. Mr. Hansen commented that Loven Contracting is a local company and they are appreciative of the opportunity to be a part of this important and impactful community project. Ms. Dunno explained Loven Contracting will work closely with the design team and Nation's Group, the project management company. She reviewed the different phases of the project: pre-construction, demolition and temporary facility, the building, and the bus bays. She shared the overall construction estimate is \$25 million. Mr. Holcomb commented this was difficult negotiating with state and federal requirements and staff put a lot of effort into doing this right. Chair Shimoni shared his appreciation of the great work. Vice Chair Williams moved to approve the CMAR procurement award and authorize the CEO and General Manager to approve contracts with Loven Contracting. Director Vasquez seconded. There was no discussion. All approved, none opposed. Motion carried.

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

### 9. FY2023 OPERATING BUDGET

-Josh Stone, Management Services Director

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

Mr. Stone stated the FY2023 Budget is being broken down into three segments, with this being the second segment presentation. He noted the overall operating budget is increasing by 12.7 percent, of which the workforce makes up 70 percent. He said the remainder is an increase of approximately 17.4 percent due to five expense categories: Fuel, up by 71.4 percent and equivalent to about \$300,000; Parts, up by 10.4 percent due to supply chain issues and the age of our buses; Insurance, up 26.1 percent, significantly rising over the last few years; Legislative Liaison, up 42 percent due to contracting state level representation which will hopefully bring more funding; and Vehicle Cleaning, a shift from staff positions to additional janitorial services. He communicated that all other program expenses are down approximately four percent. Chair Shimoni thanked staff for the presentation and noted no action is needed. There were no questions.

### 10. FLAGSTAFF REGIONAL PLAN PRESENTATION

-Mark Reavis, Heritage Preservation Officer, City of Flagstaff and Jordan Holliger, Associate Planner, Comprehensive Planning, City of Flagstaff

Mr. Reavis shared a PowerPoint presentation with Board members and explained the focus of the Flagstaff Regional Plan Chapter 10 is on Transit and Transportation. He communicated that this is very early in the process of working on the 2045 Plan. Mr. Hollinger stepped in to engage Board members in the Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis. There was a lengthy discussion among Board members and City staff following the rating process. Ms. Dalmolin noted the Mountain Line Leadership Team and a few other staff members completed the SWOT exercise yesterday. She said she appreciated the opportunity to participate and ensure transit is considered. Chair Shimoni expressed his enthusiasm for the projects the City and Mountain Line are partnering on, such as the Downtown Connection Center (DCC), the airport microtransit pilot, and the Northern Arizona Healthcare (NAH) development. He said he is supportive of holding the City accountable to transit and it feels like some headway is being made.

### PROGRESS REPORTS:

There were no questions regarding the progress reports.

### 11. OPERATIONS STATUS REPORT

-Jim Wagner, Operations Director

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### 12. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- Josh Stone was promoted to Management Services Director after an open recruitment process.
- Employee Appreciation Day and Transit Employee Appreciation Day were combined into one celebration on March 18<sup>th</sup>. Photos were shown of employees and decorated bus-shaped cookies. Thanks to Ms. Lenners for coordinating the treats and the social media campaign.
- Mountain Line GO! Airport launched on March 1<sup>st</sup>. There have been 44 boardings and 30 completed trips. This is a pilot program and staff are looking for funding to continue the program.
- February anniversaries were reviewed.
- The Operations Manager position has been reopened due to the prior candidate pulling out based on the cost of housing.
- State funding is still in process and staff will be working with the Governor's Budgeting Office on the \$6 million funding bill for the DCC.
- Federal Funds:
  - Mountain Line was notified this week of our 5339 grant award for approximately \$1.3 million for electrification infrastructure; the one selected out of 70 projects.
  - Mountain Line was also notified this week of a Congressionally Directed Spending (CDS) award for approximately \$3 million to support the CDL testing and training site being developed in partnership with NAU. Thank you to Bob Holmes, our liaison in Washington, D.C.

### **ITEMS FROM COMMITTEE AND STAFF:**

Vice Chair Williams commented that he appreciates Ms. Dalmolin's recognition of employees in the Current Events report.

Chair Shimoni stated the cookies looked really good and he communicated his appreciation for our employees.

Chair Shimoni confirmed the next Board meeting will be held on Wednesday, April 20<sup>th</sup> via Zoom. Ms. Dalmolin noted the mask mandate is set to expire on April 18<sup>th</sup>, but that is not enough time to change the meeting format. She said she is hopeful the May joint meeting may be able to be in-person; a hybrid approach will be offered in the future.

Chair Shimoni informed Mountain Line staff that NAH is in the forefront of conversation and they plan to present to City Council again in August.

Director Vasquez reported there would be a County Redistricting Review of Maps that evening at 6pm. This will affect Coconino Community College (CCC). Choose your map preference. The realignment will be in effect for the next 10 years.

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### SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

#### April/May Working Agenda

The next Board meeting will be April 20, 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. April agenda items will include but not be limited to Regional Transportation Plan Presentation, The Coordinated Plan, FY2023 Budget – Capital, Kaspar Headquarters Master Plan, Mountain Line GO! Airport Update, Downtown Connection Center Artists Team Presentation, Flagstaff in Motion, Mountain Express Update, and Delegation of Authority Updates. The April 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.

13. ADJOURNMENT -Chair Shimoni adjourned the meeting at approximately 11:44am.

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Adam Shimoni, Chair of the Mountain Line Board of Directors

ATTEST:

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Rhonda Cashman, Executive Assistant and Clerk of the Board

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