



Mountain Line

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NOTICE AND AGENDA OF PUBLIC MEETING AND POSSIBLE EXECUTIVE SESSION OF THE BOARD OF DIRECTORS (BOD) OF THE NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY

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

Wednesday, June 15, 2022

10:00am

Mountain Line VERA Room

3773 N. Kaspar Dr.

Flagstaff, AZ 86004

Unless otherwise noted, meetings held in the conference room are open to the public. This is a WEB BASED meeting. Members of the Board of Directors may attend in person, by internet conferencing, or by telephone. Public may observe and participate in the meeting at the address above.

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 1-4

1. CALL TO ORDER
2. ROLL CALL
3. SAFETY MINUTE
-Sam Short, Safety Manager
4. CALL TO THE PUBLIC
5. APPROVAL OF MINUTES
 - a. REGULAR BOARD MEETING 4/20/2022
 - b. BOARD AND TAC JOINT MEETING 5/18/2022

-pages 5-11

-pages 12-19

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DISCUSSION / ACTION ITEMS:

6. FY2023 PROPOSED BUDGET -pages 20-36
-Josh Stone, Management Services Director
Staff recommends the Board of Directors approve the FY2023 Proposed Budget for a total expense budget of \$66,310,504, with operating of \$11,244,557 and capital of \$55,065,947.
7. AMENDED RULES OF PROCEDURE (ROP) FOR THE TRANSIT ADVISORY COMMITTEE (TAC) AND BOARD OF DIRECTORS (BOD) -pages 37-74
-Rhonda Cashman, Executive Assistant and Clerk of the Board
Staff recommends the Board of Directors approve the amended Rules of Procedure related to TAC and BOD officer rotation by agency and change in effective date.
8. ELECTION OF VICE CHAIR OF THE BOARD OF DIRECTORS -pages 75-77
-Rhonda Cashman, Executive Assistant and Clerk of the Board
Staff recommends the Board of Directors affirm the ascension of Vice Chair to the Chair position and perform the election of the Vice Chair position, effective July 1, 2022.
9. MOUNTAIN LINE GO! REPORT -pages 78-82
-Estella Hollander, Mobility Planner
 1. Staff recommends the Board of Directors approve the continuation of Mountain Line GO! – Huntington after June 30, 2022, and to align fares with fixed route fares to allow for fare integration between both modes.
 2. Staff recommends the Board of Directors discontinue the Mountain Line GO! – Airport pilot on June 30, 2022, and reevaluate service options through the Flagstaff in Motion plan.
10. ZERO EMISSION BUS TRANSITION PLAN -pages 83-84
-James Wagner, Operations Director
The Board may provide direction, but there is no recommendation from staff at this time.
11. DOWNTOWN CONNECTION CENTER UPDATE -pages 85-86
-Kate Morley, Deputy General Manager
The Board may provide direction, but there is no recommendation from staff at this time.
12. ANNUAL INFORMATION TECHNOLOGY UPDATE -pages 87-94
-Jon Matthies, Information Technology Manager
The Board may provide direction, but there is no recommendation from staff at this time.

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

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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.

13. RESOLUTION 2023-100: FY2023 COLLECTIVE GRANT RESOLUTION AND THE FY2023-FY2027 TRANSIT PROGRAM FROM THE TRANSPORTATION IMPROVEMENT PROGRAM
-Kate Morley, Deputy General Manager -pages 95-98
Staff recommends the Board of Directors: 1) Approve Resolution 2023-100: FY2023 Collective Grant Resolution for federal and state transit grant applications and subsequent executions as necessary to support transit programs within the 5-year capital improvement plan and 10-year financial plan; and 2) Approve the amended Transit Program from the FY2023-FY2027 regional Transportation Improvement Program.
14. FY2023 PROCUREMENT RESOLUTION -pages 99-108
-Josh Stone, Management Services Director
Staff recommends the Board of Directors approve Resolution 2023-110: FY2023 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 5-year capital improvement plan, the 10-year financial plan, and which may be related to the approved annual Collective Grant Resolution.
15. LINE OF CREDIT RENEWAL FROM WELLS FARGO FOR \$500,000 -pages 109-110
-Josh Stone, Management Services Director
Staff recommends the Board of Directors authorize Mountain Line Management Services Director 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 2022-2023.
16. UPDATED PERSONNEL POLICIES -pages 111-112
-Josh Stone, Management Services Director
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.

PROGRESS REPORTS:

17. NO SERVICE CHANGES FOR AUGUST 2022 -pages 113-114
-Bizzy Collins, Transit Planner
18. INITIATE CEO AND GENERAL MANAGER EVALUATION PROCESS -page 115
-Heather Dalmolin, CEO and General Manager
19. REVIEW FY2023 MEETING DATES -pages 116-117
-Rhonda Cashman, Executive Assistant and Clerk of the Board
20. DELEGATIONS OF AUTHORITY -page 118
-Heather Dalmolin, CEO and General Manager

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21. SUMMARY OF CURRENT EVENTS

-pages 119-121

-Heather Dalmolin, CEO and General Manager

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

August/September Working Agenda

-page 122

The next Board meeting will be August 17, 2022 and will be a Zoom meeting based in Flagstaff in the Mountain Line VERA 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 Downtown Connection Center (DCC) Intergovernmental Agreement (IGA) with City of Flagstaff, Kaspar Headquarters Master Plan Adoption/Vacant Land Use – Lot Line Modification, Strategic Plan Update, Flagstaff in Motion, Commercial Driver's License (CDL) Course Construction, State Funding Report, Northern Arizona Healthcare (NAH) Update, Reallocation of Grant Funds from Kaspar/Route 66 Intersection, Electric Vehicle (EV) Implementation, Annual Safety 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.

22. ADJOURNMENT

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Board of Directors Minutes for Wednesday, April 20, 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, April 20, 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);
Josh Maher, Associate VP for Community Relations, NAU, alternate, (Zoom);
Judy Begay, Board of Supervisors, Coconino County, alternate, (Zoom), joined at approximately 10:18am and left at approximately 11:44am

**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

MOUNTAIN LINE STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager, (Zoom);
Kate Morley, Deputy General Manager, (Zoom), left at approximately 11:44am;
Jim Wagner, Operations Director, (Zoom), left at approximately 11:44am;
Josh Stone, Management Services Director, (Zoom), left at approximately 11:44am;
Jacki Lenner, Marketing and Communications Director, (Zoom), left at approximately 11:44am;
Sam Short, Safety Manager, (Zoom), joined at approximately 10:18am;
Jon Matthies, Information Technology Manager, left at approximately 11:46am, returned at 11:54am;
Jeremiah McVicker, Maintenance Manager, (Zoom), left at approximately 11:44am;
Anne Dunno, Capital Project Manager, (Zoom), left at approximately 11:44am;
Bizzy Collins, Transit Planner, (Phone), left at approximately 11:44am;
Estella Hollander, Mobility Planner, (Zoom), left at approximately 11:44am;
James Olson, IT Technician, left at approximately 11:46am, returned at 11:54am;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Kris Beecher, Mountain Line Attorney, (Zoom), left at approximately 11:44am;
Scott Holcomb, Mountain Line Attorney, (Zoom), joined at approximately 10:43am

GUESTS PRESENT:

Colleen Smith, President, CCC, (Zoom), left at approximately 10:23am;





Cheyenne Grabiec, Community Outreach Coordinator, CCC, (Zoom), left at approximately 10:23am;
Nat White, District Governing Board Member, CCC; (Zoom), left at approximately 10:23am;
Mandy Metzger, Co-Chair, Political Action Committee - Thriving CCC, (Zoom), left at approximately 10:23am;

Dave Wessel, Planning Manager, MetroPlan, (Zoom), left at approximately 11:44am;

Barney Helmick, Airport Director, City of Flagstaff, (Zoom), left at approximately 11:44am;

Cheryl Barlow, District 4 Director for Supervisor Begay, Coconino County, (Zoom), left at approximately 11:44am;

Linda Curley, District 4 Community Liaison, Coconino County, (Zoom), left at approximately 11:44am;

Torsten Schmudde, Architect/Project Manager, HDR, (Zoom), left at approximately 11:37am;

Jana Weldon, Beautification, Arts and Sciences Project Administrator, City of Flagstaff, (Zoom), joined at approximately 10:26am and left at approximately 11:37am;

Laura Haddad, Artist/Owner, Haddad-Drugan, (Zoom), joined at approximately 10:33am and left at approximately 11:37am;

Tom Drugan, Artist/Owner, Haddad-Drugan, (Zoom), joined at approximately 10:33am and left at approximately 11:37am

1. CALL TO ORDER -Chair Shimoni called the meeting to order at approximately 10:03am.

2. ROLL CALL

3. SAFETY MINUTE

-Sam Short, Safety Manager

Mr. Wagner reported on fire preparedness in Mr. Short's absence. The Coconino County Ready, Set, Go fire safety process was explained.

4. APPROVAL OF MINUTES 3/23/2022:

Vice Chair Williams moved to approve the minutes for March 23, 2022. Director Maher seconded. There was no discussion. All approved, none opposed. Motion carried.

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

5. PROPOSITION 438 PRESENTATION

-Cheyenne Grabiec, Community Outreach Coordinator, Coconino Community College (CCC)

Mr. Grabiec reviewed a PowerPoint presentation with Board members. He explained CCC has the lowest property tax rate among community colleges in Arizona and even with the reset of the property tax rate, it will still be the lowest rate in the state. Mail in ballots should be sent out soon for the May 17th election. Mr. White provided more detail on how and why the Arizona Legislature is allowing this special election and he explained the CCC Governing Board did not





request the maximum property tax rate allowed. He encouraged support for this basic level of consistent funding. Ms. Metzger stated she is part of the political action committee (PAC) asking for a “yes” vote to pass the property tax reset for CCC. She explained how important it is to our community. Board members appreciated the presentation and all CCC does for the community.

6. REGIONAL TRANSPORTATION PLAN PRESENTATION

-Dave Wessel, Planning Manager, MetroPlan

Mr. Wessel shared a PowerPoint presentation with Board members. He reviewed the big issues facing our area and the process for developing this 20-25 year transportation plan. He shared the public outreach statistics and highlights from the random sample survey. Mr. Wessel stated the final plan is anticipated to be done in October 2022. Board members shared comments related to current and future conditions, recommended working closely with sustainability staff, acknowledged real safety concerns, and consideration of the next generation. They also mentioned the high cost of parking could design a change, desire to move people holistically, pleased to hear equity being addressed, need for greater community involvement in the congestion discussion, and happy to have the data. There was no further discussion.

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.

7. 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 Maher made a motion to approve the consent agenda. 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	
Judy Begay	X	
Josh Maher	X	
Tony Williams	X	

DISCUSSION / ACTION ITEMS:

8. FY2023 CAPITAL BUDGET

-Josh Stone, Management Services Director





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

Mr. Stone reported that several projects are moving to design and construction phases; about half of the FY2022 approved budget will be carried over to FY2023. He stated the Downtown Connection Center is the largest project. He explained City Council recently approved a pedestrian/bike project intergovernmental agreement with Mountain Line for almost \$7 million. Mr. Stone noted Ms. Morley and planning staff provide regular updates regarding the listed projects. Chair Shimoni thanked Ms. Hollander for writing the First/Last Mile grant. There were no questions.

9. KASPAR MASTER PLAN UPDATE

-Anne Dunno, Capital Project Manager

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

Ms. Dunno stated Project Manager, Torsten Schmudde with HDR, was in attendance and she shared a PowerPoint presentation with the Board. She reviewed proposed changes to existing buildings to accommodate maintenance and bus storage in the long term after the majority of administrative staff move to the new DCC building downtown. Concepts A and C were reviewed in detail. Concept C involves development of the currently vacant parcel owned by Mountain Line. She noted a recent staff workshop favored Concept A, believed to be the most efficient and cost effective use of space versus Concept C. Ms. Dunno reviewed the next steps and asked for feedback. At first, the Board discussion was leaning toward a public/private partnership to develop the vacant parcel – affordable housing seemed appealing to Board members. Ms. Dalmolin added information regarding federal payback on the occupied parcel (related to land to be dedicated to City for potential Linda Vista extension behind the bus storage area) and the benefit of local match for the sale of the vacant parcel in an effort to provide context the Board may want to consider before additional investment is made into looking at Concept C. She also emphasized that while the vacant parcel does offer an opportunity for a public-private partnership, the proposed storage or parking would be a distance from our existing buildings that does not contribute to operational efficiency. Board members then concurred that Concept A makes the most sense for operations. Ms. Dunno thanked the Board for their direction to look into the lot line revision and disposition of the land.

10. MOUNTAIN LINE GO! AIRPORT UPDATE

-Jacki Lenner, Marketing & Communications Director

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

Ms. Lenner explained this report is regarding the airport marketing and not program utilization. She stated she has worked with the Discover Flagstaff team to develop traditional ads and online ads through Datafy, as well as reaching out to the local tourism industry; Economic Vitality contributed the banner at the airport. She shared a video of the Economic Collaborative of Northern Arizona (ECoNA) Chief Executive Officer (CEO) and her family to demonstrate the ease of use of the app and this service; it was recorded when facemasks were required. She reviewed Datafy results. She noted ridership is slowly increasing, which is good since Mountain Line is experiencing some staffing issues. She stated positive comments have been received regarding the service. There was a question about how the marketing will change





once the airport starts charging for parking at the airport. Ms. Lenner reiterated this is a pilot program ending on June 30th and noted Mountain Line staff support paid parking as a strategy of transportation demand management (TDM).

11. ART AT THE DOWNTOWN CONNECTION CENTER (DCC)

-Kate Morley, Deputy General Manager

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

Ms. Morley introduced Ms. Weldon, representing our partnership for artwork at the DCC. Ms. Weldon stated a robust outreach effort has been done over the last year and she asked Board members to complete the comment cards Ms. Cashman will email to them following the meeting and return them to her. She introduced the artists Ms. Haddad and Mr. Drugan. Ms. Haddad shared their inspiration for the artwork came from the Southside neighborhood, the San Francisco Peaks, the Mountain Line identity, as well as local industry and cultural influences. She noted there are five art concepts in total, the glass façade over the entry, crosswalk art, rotating art near bus bays, a civic space sculpture, and some interpretive art on the Rio Bridge. She shared the finer details of the glass façade over the entry with backlit designs of the mountain lion, pine trees, and the peaks. Mr. Drugan reviewed the finer details of the civic space sculpture representing twinkling pine trees with one being a telescope, among other features. Chair Shimoni suggested adding chimes of some sort to add a sound dimension to the sculpture. Overall, the Board was supportive of the artwork presented.

PROGRESS REPORTS:

There were no questions regarding the progress reports.

12. MOUNTAIN EXPRESS SERVICE FOR 2021-2022

-Brody Smith, Associate Transit Planner

13. DELEGATIONS OF AUTHORITY

-Heather Dalmolin, CEO and General Manager

14. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Due to shortness on time, Ms. Dalmolin shared the following highlights, and she will email other information:

- She quickly reviewed all March anniversaries, including Ms. Collins – 3 years, and Ms. Lenner – 10 years.
- The mask mandate has expired. Staff are encouraged to wear a mask to their comfort level; about one-third to one-half of passengers are still wearing a mask.
- The May Joint meeting will stay in virtual format. Our IT staff are working on a solution to improve the audio in the training room, so the June meetings will be held in the VERA Room.

At approximately 11:44am, Director Maher made a motion to convene an executive session. Director Sweet seconded. All approved, none opposed. Motion carried.





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NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Miranda Sweet	X	
Judy Begay	X	
Josh Maher	X	
Tony Williams	X	

EXECUTIVE SESSION

Executive sessions are closed to the public.

The Board convened an executive session at approximately 11:46am 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 Riggs v. NAIPTA Notice of Claim. ARS § 38-431.03(A)(3) and (4).

Following the conclusion of the Executive Session, the Board reconvened the public meeting.

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 May 18, 2022, and it will be a Zoom only meeting based 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 Downtown Connection Center (DCC) Intergovernmental Agreement (IGA) with the City of Flagstaff, FY2023 Budget Presentation, Flagstaff in Motion, Future of Microtransit, Zero Emission Bus Transition, Future Ridership Discussion, Transit Policies, Strategic Plan 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 15, 2022 and will be a Hybrid: In-Person/Zoom meeting based in Flagstaff in the Mountain Line VERA 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 Budget Adoption, Affirm Chair and Vice Chair Election, Mountain Line GO! Update, Downtown Connection Center Update, Commercial Driver's License (CDL) Course Construction, Annual Cybersecurity Report/Information Technology (IT) Update, Procurement Resolution, Grant Resolution/Transportation Improvement Program (TIP) Table, Line of Credit, Policy Updates, Initiate CEO and General Manager Evaluation Process, Meeting Calendar Review, 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

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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.

15. ADJOURNMENT -Chair Shimoni adjourned the meeting at approximately 11:56am.

Adam Shimoni, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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Board of Directors and Transit Advisory Committee Joint Meeting Minutes for Wednesday, May 18, 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 and Transit Advisory Committee (TAC) met in Joint Session on Wednesday, May 18, 2022 at 9:00 a.m. in the Mountain Line Training Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004.

This was a WEB BASED meeting. Members of the Board and TAC attended by telephone or internet conferencing only. The public was invited to observe by electronic means only.

BOARD MEMBERS PRESENT:

Adam Shimoni, (Chair), City Councilor, City of Flagstaff, (Zoom);
Tony Williams, (Vice Chair), Dean of Student Affairs, CCC, (Zoom);
Miranda Sweet, City Councilor, City of Flagstaff, (Zoom);
Josh Maher, Associate VP for Community Relations, NAU, alternate, (Zoom);
Judy Begay, Board of Supervisors, Coconino County, alternate, (Zoom), joined at approximately 9:05am
**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;
Paul Deasy, Mayor, City of Flagstaff, alternate;

TAC MEMBERS PRESENT:

Erin Stam, (Vice Chair), Director of Parking and Shuttle Services, NAU, designee, (Zoom);
Tiffany Kerr, Health Disparities Program Manager, Coconino County, (Zoom);
Kurt Stull, Executive Director of Facilities and Security, CCC, designee; (Zoom),
Gail Jackson, Economic Development Representative, Economic Collaborative of Northern Arizona (ECoNA), (Zoom), joined at approximately 9:07am and left at approximately 10:25am;
Jeff Meilbeck, Executive Director, MetroPlan, alternate, (Zoom);
Judy Manor, Assistant Director of Campus Shuttle Services, NAU, alternate, (Zoom);
Kinsey Kavanagh, VP of Student Affairs, ASNAU, designee, (Zoom)
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Gillian Thomas, Citizen Representative, Coconino County;
Dave Wessel, (Chair), Manager, MetroPlan;





Greg Clifton, City Manager, City of Flagstaff;
Jeff Bauman, Traffic Engineer, City of Flagstaff, alternate;
Kim Musselman, Health and Human Services Director, Coconino County, alternate;
Brendan Trachsel, President, ASNAU, alternate

NAIPTA STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager, (Zoom);
Kate Morley, Deputy General Manager, (Zoom);
Jacki Lenner, Marketing and Communications Director, (Zoom);
Sam Short, Safety Manager, (Zoom), joined at approximately 9:03am;
Anne Dunno, Capital Project Manager, (Zoom);
Bizzy Collins, Transit Planner, (Zoom);
Estella Hollander, Mobility Planner, (Zoom);
Heather Higgins, Purchasing and Contract Officer, (Zoom), joined at approximately 9:03am;
Jon Matthies, IT Manager;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Scott Holcomb, Mountain Line Attorney, (Zoom);

GUESTS PRESENT:

Cheryl Barlow, District Director for District 4 Supervisor Judy Begay, (Zoom), left at approximately 10:13am;
Linda Curley, Community Liaison for District 4 Supervisor Judy Begay, (Zoom and Phone), 928-220-5936, joined at approximately 9:05am and left at approximately 10:44am;
Rick Tadder, Management Services Director, City of Flagstaff, joined at approximately 9:05am and left at approximately 10:36am;
Barney Helmick, Airport Manager, City of Flagstaff, joined at approximately 10:25am

1. CALL TO ORDER -Chair Shimoni called the meeting to order at approximately 9:02 a.m.
2. ROLL CALL AND INTRODUCTIONS
3. SAFETY MINUTE
-Sam Short, Safety Manager

Mr. Short reported May 23-27 has been designated Arizona Heat Awareness Week by the Governor. He shared that extreme heat could cause heat exhaustion or heat stroke; be sure to drink plenty of water as well as a sports drink with electrolytes and take breaks in the shade or indoors.





DISCUSSION ITEMS:

4. FY2023 BUDGET PRESENTATION

-Josh Stone, Management Services Director

Ms. Dalmolin presented on behalf of Mr. Stone. She reviewed Mountain Line's funding sources and a chart with the breakdown of operating and capital by revenue source. She shared the fund balance graph. She did point out that the budget does not include funding to continue microtransit beyond the pilot program, nor does it reflect the potential State revenue for the Downtown Connection Center. Ms. Dalmolin noted the fund balance is healthy for the future at current service levels. Mr. Meilbeck commented that the fund balance is very healthy and sustainable. He asked about performance metrics. Ms. Dalmolin stated staff are working through Flagstaff in Motion right now and hoping to adopt new performance measures when the five year plan is completed. There was no further discussion.

5. FLAGSTAFF IN MOTION, A COMMUNITY TRANSIT PLAN

-Bizzy Collins, Transit Planner

Ms. Collins stated staff have been in negotiations with the consultant team and Ms. Dalmolin has approved a contract modification. Ms. Collins noted staff would complete the plan. She informed Board and TAC members of the project status, currently at Stage 3, #3 Public Involvement. She noted local presentations have been done recently. She shared she is working with W.L. Gore and Associates on a commuter survey, and also plans to work with Purina on a survey. She noted she is looking into other possible business interests through the Economic Collaborative of Northern Arizona (ECoNA). There was a brief discussion about reaching out to other employers and continuing to seek grant funds or offer grant writing assistance to support transit. She offered a poll question regarding public involvement next steps. "Where should staff focus outreach efforts?" The results were as follows: Riders/Users 56%, Never Riders 13%, and Voters 31%. Several members shared their reasoning for their choice. Ms. Collins thanked Board and TAC members for their discussion and noted it would be helpful to guide the next steps.

6. FUTURE OF MICROTRANSIT

-Estella Hollander, Mobility Planner

Ms. Hollander reviewed the two microtransit pilot programs in detail, including comingled metrics with paratransit. There was a lengthy discussion regarding how cost effective and climate friendly this service really is at this time, as well as the need for more data to support future funding of the service. Ms. Hollander reviewed potential goals for serving the airport in detail. She offered a poll question regarding goals. "What is the top goal for serving Flagstaff Pulliam Airport with public transportation?"





The results were as follows: Fill-in early morning/late night 43%, Equity 0%, Address parking challenges 21%, Reputational 21%, and Climate Action 14%. Several members shared their reasoning for their choice. There was another brief discussion about the airport service, noting concerns regarding the cost, efficiency, reputational, and environmental impacts, as well as the need for more data. Ms. Dalmolin stated she understands the desire to continue the service and the need to right-size the fleet and fare. She suggested staff return in June to discuss options with the Board.

7. ZERO EMISSION BUS TRANSITION

-Jim Wagner, Operations Director

This item was skipped and will be added to a future agenda.

8. FUTURE RIDERSHIP

-Jacki Lenner, Marketing and Communications Director

Ms. Lenner reported ridership is still down about 45 percent compared to pre-COVID and a lot has changed. She reviewed some of the challenges. She shared graphics for the welcome back riders and ride the bus due to increased gas prices marketing campaigns. She communicated a wide variety of tactics are being used. Some new marketing strategies are Mountain Line Mondays – ride for free on Mondays in June and July, promotion of mobile ticketing and stored value cards, as well as fare capping being in place. She noted she has big plans for back to school marketing. She engaged Board and TAC members with review of some data from the 2019 Never Rider survey and data we have for our partner's use of the ecoPASS program. Ms. Lenner suggested Board and TAC members plant the seed and be role models for their organizations to champion transit. She shared a recently made video targeting downtown employees to promote parking and riding the bus in a joint marketing effort between ParkFlag and Mountain Line. She communicated the focus of increasing future ridership will be to encourage employer flexibility, enhanced ecoPASS programs, and school transportation. Chair Shimoni noted his support for having ambassadors at each member agency to encourage use of transit.

9. TRANSIT POLICIES

-Kate Morley, Deputy General Manager

Ms. Morley stated staff are considering member agency policies when forming Mountain Line transit policies. She noted there would be a brief breakout session to brainstorm about getting our partner organizations where they want to go. Board and TAC members and staff were split into four breakout rooms to consider this question, "How can we help you achieve your goals?" Each group reported as follows:





City of Flagstaff: Director Sweet stated their overarching goal is the Climate Emergency Declaration as related to getting cars off the road, future projects, housing, resiliency, leading by example, reaching out to all vendors and those we are serving, get transit transitioned to electric vehicles, and ensure all things are sustainable. She noted a lot of Flagstaff Arts and Leadership (FALA) students ride the bus and we need to get more schools on board.

CCC: Board Vice Chair Williams requested Mountain Line keep the routes and timing to Lone Tree campus, continue the dialogue in place for the Commercial Driver's License (CDL) training course between NAU, Mountain Line, and CCC, find a way to sustain the bus pass program for those CCC students in need, and consider the unique relationship between NAU and CCC students, many use the Cline Library, perhaps a mini-route between CCC's Lone Tree campus and a specific point on the NAU campus would be helpful for those commuting between the campuses, some students may be unsure if parking is nearby, and for those who cannot afford an NAU parking pass.

NAU: TAC Vice Chair Stam explained housing for students has shifted to several locations and routes, and timing needs to be more convenient than driving to campus. Some employees and students work before and after classes, and route timing may not allow for use of transit. She stated she would like a video to push out on campus to promote use of transit.

County: Advisor Kerr explained the need for expanded reach of transit to outlying areas within the County for employees and community members. She noted funding needs to be figured out for this service.

Ms. Morley noted some of Mountain Line's strategic plan actions are dependent upon our partners. She reviewed some examples of Mountain Line's infrastructure challenges related to Sacred Peaks Health Center, the Phoenix Avenue/Milton traffic signal near the new Downtown Connection Center, and the Tacos Los Altos bus stop improvements. She also reviewed some examples of service challenges: the Route 8 extension and the relocation of Northern Arizona Healthcare. Ms. Morley conveyed there is much to achieve and transit already supports many of our partner's policies. She called attention to the Regional Plan, which is a joint City and County plan that contains transit goals and policies, as well as other policies that support transit. She posed three questions to get the discussion going related to missing policies, needed changes to implementation policies, and other actions missing to get us where we want to go. In general, some thoughts shared by members were the need to refine City policies regarding rezoning, City accountability since there are some conflicting policies, and there is need to support all modes of travel, the County needs a funding policy for service outside the City limits and getting ridership back to where it was before any expansion occurs. Ms. Morley asked members to send over any ideas they may have regarding priorities.





10. STRATEGIC PLAN UPDATE

-Heather Dalmolin, CEO and General Manager

This item was tabled to the June meeting agenda.

PROGRESS REPORTS:

There were no questions regarding the progress reports.

11. WORKFORCE UTILIZATION REPORT

-Josh Stone, Management Services Director

12. DELEGATION OF AUTHORITY UPDATES

-Heather Dalmolin, CEO and General Manager

13. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin reviewed some current event highlights:

- May Anniversaries:
 - Ryan Mitchell, one year, transit operator;
 - Rosie Nez, seven years, transit operator/relief supervisor;
 - Jimmy Gray, 17 years, part time transit operator, now retired from NAU;
 - Anne Dunno, 8 years, Capital Project Manager, overseeing the CDL Training Course and the Kaspar Master Plan.
- New Employees:
 - Paul Ramos, transit operator, a couple years ago he worked in the fleet division.
 - Liz Vandersommen has completed her operator training and has been assisting with driving Mountain Line GO! She still needs to get her CDL.
 - Mitch Reddy, Montoya Fellow, shared employee with MetroPlan.
 - Mountain Line continues to have problems with staffing. Service has been reduced on Route 10 and Route 4 since early May. The service reduction of Route 4 saves approximately 1.5 staff members or 60 hours per week. She stated the hope to have full staff and reinstate Route 4 service by June 30th. There is a late June training class she hopes will reinforce our part time reserves. She noted difficulty to compete with private employer's wage increases that continue to lure employees away. Director Maher asked if other strategies have been implemented to improve employee retention. Ms. Dalmolin replied that a wage increase was done in October 2021. She noted several staff have decided to move closer to family. She communicated the CCC recruitment effort has stalled a little. She also stated that some middle





management openings that support operations still have not been filled. She explained staff are looking at more flexible work schedules.

- The Arizona Department of Transportation (ADOT) denied Mountain Line's request for a stoplight at Phoenix Avenue/Milton Road. She conveyed her appreciation for member support from Chair Shimoni, Director Sweet, and MetroPlan staff. Mountain Line requested an informal hearing to appeal the decision. ADOT upheld their denial, but they have offered some alternatives to consider.
- On April 30th, Mountain Line participated in the Science, Technology, Engineering, and Math (STEM) Festival at Fort Tuthill. A staff member was available to answer questions.
- City staff confirmed we have one applicant, Michele James, for the City Citizen Representative to the Mountain Line TAC and she should be appointed at a June meeting of the City Council. Ms. James is the Executive Director of Friends of Flagstaff 's Future. Thank you to members who assisted with this recruitment effort.
- She reminded Board members she sent an email regarding a potential change to the Rules of Procedure for the TAC regarding officer rotation by agency. The email asked if Board members were interested in considering a similar change for the Board of Directors. Only one Board member has responded. She asked the other Board members to please respond.
- The June meetings will be in hybrid format.

ITEMS FROM COMMITTEE AND STAFF:

Chair Shimoni thanked everyone for their time and robust discussion.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

June/July/August Working Agenda

The next TAC meeting will be on June 2, 2022 and will be a Hybrid In-Person and Zoom meeting based in Flagstaff in the VERA Conference 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

Budget Adoption, Amend Rules of Procedure Related to TAC Officer Elections, Affirm Chair and Elect a Vice Chair, Mountain Line GO! Update, Downtown Connection Center (DCC) Update, Commercial Driver's License (CDL) Course Construction, Annual Cybersecurity Report/Information Technology (IT) Update, Procurement Resolution, Grant Resolution/Transportation Improvement Program (TIP) Table, Line of Credit, Policy Updates, Initiate CEO and General Manager Evaluation Process, Meeting Calendar Review, 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.

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The next Board meeting will be on June 15, 2022 and will be a Hybrid In-Person and Zoom meeting based in Flagstaff in the VERA Conference 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 Budget Adoption, Amend Rules of Procedure Related to TAC Officer Elections, Affirm Chair and Elect a Vice Chair, Mountain Line GO! Update, Downtown Connection Center (DCC) Update, Commercial Driver's License (CDL) Course Construction, Annual Cybersecurity Report/Information Technology (IT) Update, Procurement Resolution, Grant Resolution/Transportation Improvement Program (TIP) Table, Line of Credit, Policy Updates, Initiate CEO and General Manager Evaluation Process, Meeting Calendar Review, Delegation of Authority Updates, and possibly an Executive Session. 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.

14. ADJOURNMENT -Chair Shimoni adjourned the meeting at approximately 11:56 a.m.

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: June 2, 2022

DATE: June 15, 2022

TO: Honorable Chair and Members of the Board

FROM: Josh Stone, Management Services Director

SUBJECT: FY2023 Proposed Budget

RECOMMENDATION:

Staff recommends the Board of Directors approve the FY2023 Proposed Budget for a total expense budget of \$66,310,504, with operating of \$11,244,557 and capital of \$55,065,947.

RELATED STRATEGIC PLAN OBJECTIVE:

❖ FY2023 Proposed Budget supports all aspects of the Strategic Plan and Key Objectives

BACKGROUND:

Per the Master IGA, Mountain Line is responsible for managing transit operations within the region. Specifically, Section 9.3 of the Master IGA identifies provisions for the establishment of a Public Transportation Authority Fund and financial responsibility for managing various transit funding sources including member appropriations, fare box return, state grants, federal grants, and other miscellaneous sources. As such, no later than June 30th of each year, Mountain Line is required to hold a public hearing and adopt an annual budget. Staff has been working with the financial managers of member agencies and program budgets have been submitted to ensure adequate revenues are available for planned programs.

Revenues:

- Fares and service-generated fees are budgeted to be \$928,632 for operating Mountain Line and Mountain Lift programs, including \$122,717 from Arizona Snowbowl.
- City of Flagstaff has been asked to approve a budget of \$11,276,977 for Mountain Line's bus and paratransit programs, included within these programs are Planning Services and the City Taxi program: \$5,273,491 will be used for operating and \$6,003,486 will be used for capital programs.
- Coconino County has been asked to approve a budget of \$33,648 for the Coconino County Taxi and Vanpool programs. The funding will be used to match Section 5310 and Section 5311 federal funds awarded by the Arizona Department of Transportation for the operation of these programs.
- Northern Arizona University has been asked to approve a budget of \$1,023,777 for Mountain Line's bus program with \$586,219 for operations in lieu of fares for NAU students on Route 10. The additional funding, \$437,558, is local match for joint CDL course construction.
- Federal Transit Administration Section 5307 and 5339 funding of \$47,385,449 is budgeted with \$4,219,174 for operating and \$43,166,275 for capital programs.

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- Arizona Department of Transportation Section 5310 funding of \$164,851 is budgeted for operating the Mobility Management and City/County Taxi Programs and capital funds to support ongoing mobility improvements for transit riders including bus stops, pedestrian access, and biking connections.
- Arizona Department of Transportation Section 5311 funding of \$54,542 is budgeted for Mountain Line Vanpool program.
- Arizona Department of Transportation Section 5305 funding of \$272,310 is budgeted for capital planning efforts.
- Other Capital funding of \$5,170,318 is budgeted to match federal funds including the pedestrian access and biking connections grant award that the City's Proposition 419 funding will match.

Operating:

The FY2023 operating budget includes a 12.66% increase of \$1,263,441, for a total operating budget of \$11,244,557. Below are some highlights of initiatives included in the budget:

- Employee costs are increasing by \$775,000, adjusted for base pay increase approved in FY2022.
- Liability Insurance is budgeted to increase by 26%, a total increase of \$102,639.
- Fuel costs are budgeted to increase 71.4%, or \$324,707.
- Most other expenses seeing no change.

People:

The FY2023 salary and employee-related expenses budget are included in the FY2023 Operating budget increase, previously discussed, and assume the following:

- Total number of employees will remain stable.
- Employee related expenses vary depending on the employee's elected coverages and plans but the table below summarizes Mountain Line's maximum cost. Mountain Line's programs are described on the attached, with cost calculated as percentage or wage paid or per month as follows:

	FY2022	FY2023	
ASRS, includes AD&D	12.41%	12.17%	<-- 0.24% decrease
Health, EE Only	\$ 654.08	\$ 685.48	<-- 4.8% increase
Health, EE +1	\$ 779.08	\$ 816.48	<-- 4.8% increase
Health, EE +Family	\$ 1,026.16	\$ 1,075.42	<-- 4.8% increase
Dental	\$ 34.65	\$ 35.69	<-- 3% increase
Vision	\$ 0.78	\$ 0.78	<-- 0% increase
Life	\$ 6.80	\$ 6.80	<-- 0% increase

- The pay plan will provide all staff with an adjustment as identified in the Compensation Study and per the adopted Compensation Plan.
 - 10-step table for operations, average increase 4%
 - Open range for all other, average increase 3%
 - Total Budget impact: \$123,717

Capital:

The FY2023 capital budget is \$55,065,947 and includes the following items:

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- Final design and initiation of construction of the Downtown Connection Center. (80% federally funded)
- Various and ongoing planning initiatives: NAU Partnerships, ongoing Five-Year Transit Plan, and Capital Project Management (most of which are 80% federally funded);
- Administrative Projects include evaluation of new financial software, and updates to performance reviews (locally funded);
- Bus Stop Amenities project and rehabilitation and maintenance of various stops (80% federally funded);
- Mobility improvements related to transit programs including ADA access at bus stops, sidewalk connectivity for pedestrian access, and additional bike community connections (80% federally funded);
- Replacement of vehicles for Mountain Line (80% federally funded);
- Study and Master Plan for the Maintenance Facilities at our Headquarters location as well as improvements necessary for the implementation of an electric fleet (80% federally funded);
- Rehabilitation of refurbishment of bus fleet (federally funded);
- Maintenance funds for information technology (computers, servers), facilities, and fleet (locally funded);
- Technology improvements (80% federally funded);
- Bicycle and pedestrian improvements adjacent to or near transit routes (80% federally funded with local match provided by the City of Flagstaff's Prop 419 funding);
- Transit projects planned and implemented by MetroPlan; and
- CDL course project in partnership with Northern Arizona University (recipient of Congressionally directed spending, remainder 80% federally funded with contribution from NAU).

Fund Balance and Financial Projections:

The proposed budget is in line with Mountain Line's overall financial projections for the City of Flagstaff. The financial plan, with this proposed budget and ongoing cost associated with implementation of programs, maintains a fund balance of greater than 10% as set in Mountain Line's financial management policy and as required by the City of Flagstaff. At the end of the 10-year financial plan in 2030, Mountain Line will have a fund balance of 25% of operating cost, or \$5,784,187. This financial projection does assume:

- No service increases;
- Capital replacement of vehicles will continue to receive 80% federal funds; and,
- The Transit Tax remains flat at the rate approved in 2016, through 2030.

The fund balance is dependent on tax collections within the City of Flagstaff. The 2030 balance is result of revenue projections as made by City staff. The City is projecting FY2022 will be 9% above budget and continue to increase by another 1% during FY2023. The three years following are anticipated to increase by average of 3% per year.

It is worth noting, that while we continue to see a growth in revenues due to growth of community and population, the actual tax rate as renewed in 2008 and 2016 is based on projected cost of services dating to 2000 with the passage of the first transit tax question. The 2008 initiatives included several

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increases for replacement buses and expanded services with 2016 focused on renewing the base tax but ultimately the base rate was not increased or adjusted to reflect the inflation in wages and other costs. As we look at tax questions in future years, we will need to evaluate and potentially adjust the base rate to better accurately reflect current cost of services.

The proposed budget ensures that Mountain Line's financial obligations adhere to the overall Financial Management Plan and financial policies. While the 10-year outlook shows that services as implemented are sustainable, the funding available may not have capacity for rising costs like, future wage adjustments that are necessary to attract and retain staff, increasing health care costs, or fuel inflation. Staff continues to look for opportunities for additional revenue sources to offset and reserve local transit taxes that are key to future plans.

City of Flagstaff and Coconino County have indicated approval of our budget requests at the respective management levels and the next steps are for respective Boards and Councils to review and adopt. If any agency does not adopt the proposed budget or federal funds are not awarded as budgeted, staff are prepared to scale back and delay capital projects for future years when funding is available.

FISCAL IMPACT:

There is no fiscal impact directly associated with this FY2023 Budget discussion. The adoption of the budget does set budgetary limits for services and programs, authorizes staff to procure goods and services as necessary to support programs, and authorizes the CEO and General Manager to act on grants and contracts necessary for funding.

ALTERNATIVES:

- 1) Adopt the FY2023 Budget of \$66,310,504 (**recommended**): By adopting the FY2023 Budget as proposed, staff are authorized to continue providing all planned programs and capital projects as funded with current and future grant awards. Adoption of the budget authorizes the CEO and General Manager to act on behalf of the Board in oversight and management of financial concerns.
- 2) Do not adopt the FY2023 Budget (**not recommended**): Per the Arizona Revised Statutes, a budget must be adopted by June 30 in order to operate in the new fiscal year. If the budget is not adopted at the regularly scheduled June meeting, we will need to schedule additional meetings until an agreement is reached and the budget is adopted.

TAC DISCUSSION:

The Transit Advisory Committee meeting on June 2nd was cancelled for lack of quorum.

SUBMITTED BY:

Josh Stone
Management Services Director

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

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1. FY2023 Proposed Budget -pages 25-33
2. Excerpt of 10-year Financial Plan -pages 34-36

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**Mountain Line
FY2023 Budget**

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	Planning		City of Flagstaff			Coconino County		
	P	N	A	B	T	F	V	

Revenues

5307 Funding Capital	\$ 9,689,841	\$ 9,063,086		\$ 608,830	\$ 17,925			
5307 Funding Operating	\$ 4,219,174			\$ 3,638,450	\$ 580,724			
5339 Funding Capital	\$ 33,476,434	\$ 31,886,636		\$ 1,589,798				
5310 Funding Capital	\$ 16,000		\$ 16,000					
5310 Funding Operating	\$ 148,851		\$ 90,000			\$ 38,839	\$ 20,013	
5311 Capital	\$ -							
5311 Operating	\$ 54,542							\$ 54,542
5305 Capital	\$ 272,310	\$ 272,310						
Other Federal	\$ -							
Capital Partner	\$ 6,003,486	\$ 5,264,848	\$ 4,000	\$ 730,157	\$ 4,481			
Operating Partner	\$ 5,307,139	\$ 336,590	\$ 42,794	\$ 4,804,483	\$ 50,786	\$ 38,839	\$ 20,013	\$ 13,635
Other Operating	\$ 223,517			\$ 223,517				
Other Capital	\$ 5,170,318	\$ 5,170,318						
Annual BOD Membership & Other	\$ -							
NAU - Operating (In lieu of fares, Rt 10)	\$ 586,219			\$ 586,219				
NAU Capital	\$ 437,558	\$ 437,558						
Fares	\$ 660,115			\$ 596,746	\$ 47,369	\$ 16,000		
Advertising Flagstaff	\$ -							
Title 19 - DDD	\$ 45,000				\$ 45,000			
Total Revenues	\$ 66,310,504	\$ 52,431,346	\$ 152,794	\$ 12,778,200	\$ 746,285	\$ 93,677	\$ 40,025	\$ 68,177

Mountain Line FY2023 Budget

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	P	N	A	B	T	F	V
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Indirect Management Costs S & B

FTE Salary *	\$ 690,348	\$ 105,954		\$ 543,486	\$ 37,986			\$ 2,922
Pay Plan *	\$ 15,017	\$ 2,690		\$ 11,464	\$ 801			\$ 62
Benefits	\$ 240,305	\$ 34,011	\$ -	\$ 182,826	\$ 22,437			\$ 1,031
Subtotal Indirect Management Costs	\$ 945,670	\$ 142,654	\$ -	\$ 737,776	\$ 61,224	\$ -	\$ -	\$ 4,015
Cost Per Service Hour	\$ 11.58			\$ 9.76	\$ 10.07			

* per Compensation Study and New Pay Plan

Direct Operations Costs S & B

FTE Wages *	\$ 4,837,000	\$ 140,770	\$ 81,317	\$ 4,259,237	\$ 325,513	\$ 24,102		\$ 6,060
OT Wages	\$ 61,241			\$ 55,175	\$ 6,066			
Training Wages	\$ 49,997			\$ 49,997				
Pay Plan *	\$ 108,700	\$ 1,395	\$ 1,002	\$ 99,701	\$ 6,296	\$ 222		\$ 84
Benefits	\$ 1,903,967	\$ 39,835	\$ 30,188	\$ 1,689,728	\$ 132,766	\$ 9,237		\$ 2,214
Subtotal Direct Operations Costs	\$ 6,960,904	\$ 182,000	\$ 112,508	\$ 6,153,837	\$ 470,640	\$ 33,562	\$ -	\$ 8,357
Cost Per Service Hour	\$ 85.24			\$ 81.42	\$ 77.43			
Allocation Percentage	100%	2.61%	1.62%	88.41%	6.76%	0.48%	0.00%	0.12%

* per Compensation Study and New Pay Plan

Indirect Costs - Services

total is entered as
indirect splits are used

Personal Liab Ins	\$ 204,430			\$ 190,120	\$ 14,310			
Board Expenses - Admin	\$ 2,000			\$ 1,860	\$ 140			
Prof. Svc - HR	\$ 46,400			\$ 43,152	\$ 3,248			
Prof. Svc - Legal	\$ 75,600			\$ 70,308	\$ 5,292			
Prof. Svc - IT	\$ 3,800			\$ 3,534	\$ 266			
Computer Replacement - IT	\$ 20,000			\$ 18,600	\$ 1,400			
Legislative Liaison - Admin	\$ 102,000			\$ 102,000				
Prof. Svc - Audit Services	\$ 18,500			\$ 17,205	\$ 1,295			

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		P	N	A	B	T	F	V
Wellness Incentives	\$ 3,600			\$ 3,348	\$ 252			
Subtotal Indirect Costs - Services	\$ 476,330	\$ -	\$ -	\$ 450,127	\$ 26,203	\$ -	\$ -	\$ -
Cost Per Service Hour	\$ 5.83			\$ 5.96	\$ 4.31			

Indirect Costs - Facilities

total is entered as
indirect splits are used

Electricity - Non VM	\$ 43,276			\$ 40,247	\$ 3,029			
Mobile Phone Svc/Equip - IT	\$ 8,353	\$ 1,361	\$ 990	\$ 5,282	\$ 720			
Natural Gas - Non VM	\$ 11,570			\$ 10,760	\$ 810			
Telephone Services - IT	\$ 47,274			\$ 43,965	\$ 3,309			
Water-Sewer-Waste - Non VM	\$ 13,200			\$ 12,276	\$ 924			
Subtotal Indirect Costs - Facilities	\$ 123,673	\$ 1,361	\$ 990	\$ 112,530	\$ 8,792	\$ -	\$ -	\$ -
Cost Per Service Hour	\$ 1.51			\$ 1.49	\$ 1.45			

Direct Cost O & M

total is entered as
direct splits are used

Food & Beverage - Admin	\$ 3,000			\$ 2,820	\$ 180			
Memberships - Admin	\$ 20,000			\$ 18,800	\$ 1,200			
Memberships - Planning	\$ 995	\$ 995						
Trophies & Prizes - Admin	\$ 12,100			\$ 11,374	\$ 726			
Special Events - PAWZ DAY	\$ 8,500			\$ 7,990	\$ 510			
Special Events - Planning	\$ 1,330	\$ 1,330						
Special Events - Mkt	\$ 1,000			\$ 1,000				
Telephone/Computer Sup - IT	\$ 5,100			\$ 4,772	\$ 328			
Janitorial Services	\$ 50,048			\$ 47,045	\$ 3,003			
Mobile Phone Svc/Equip - IT	\$ 15,052			\$ 13,700	\$ 1,352			

**Mountain Line
FY2023 Budget**

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		P	N	A	B	T	F	V
Banking Fees - Admin	\$ 19,000			\$ 19,000				
Education Supplies & Svcs	\$ 2,500			\$ 2,350	\$ 150			
Office Supplies - Admin	\$ 5,701			\$ 5,359	\$ 342			
Office Supplies - Mobility Pln	\$ 1,500		\$ 1,500					
Other Supplies - Admin	\$ 2,000			\$ 1,880	\$ 120			
Other Supplies - Planning	\$ 1,000	\$ 1,000						
Postage - Admin	\$ 2,063			\$ 1,808	\$ 115	\$ 115	\$ 25	
Printing - Facilities	\$ 2,000			\$ 2,000				
Printing - Admin	\$ -			\$ -	\$ -			
Printing - Planning	\$ 250	\$ 250						
Copier - Printing - IT	\$ 8,400			\$ 7,896	\$ 504			
Printing - Mkt	\$ 30,376			\$ 28,553	\$ 1,823			
Publishing/Advert - Mkt	\$ 34,643			\$ 34,643				
Publishing - Legal	\$ 1,000			\$ 1,000				
Software Maintenance - IT	\$ 13,000			\$ 13,000				
Bldgs/Grounds Maint	\$ 45,650			\$ 42,911	\$ 2,739			
Prof. Svc - Mkt-Mobility Pln	\$ 7,888		\$ 7,888					
Prof. Svc - Mkt	\$ 46,250			\$ 42,300	\$ 2,700			\$ 1,250
Temp Maint/Facility	\$ 5,500			\$ 5,170	\$ 330			
Temporary Services - Admin	\$ -			\$ -	\$ -			
Temporary Services - Planning	\$ -	\$ -						
Prof Svc - Mkt Photography	\$ 10,376			\$ 9,753	\$ 623			
Prof Svc - Mkt Website	\$ 36,000			\$ 33,840	\$ 2,160			
Prof. Svc - Systems Maint	\$ 39,929			\$ 37,533	\$ 2,396			
Market Research-Surveys	\$ 18,200			\$ 17,108	\$ 1,092			
Subtotal Direct Admin	\$ 450,350	\$ 3,575	\$ 9,388	\$ 413,606	\$ 22,392	\$ 115	\$ 25	\$ 1,250

**Mountain Line
FY2023 Budget**

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		P	N	A	B	T	F	V
Tax on Gas/Oil RVM	\$ 74,179			\$ 69,285	\$ 4,894			
Oil & Other Fluids RVM	\$ 21,711			\$ 19,711	\$ 2,000			
Fuel RVM	\$ 683,276			\$ 645,276	\$ 38,000			
Tires RVM	\$ 90,966			\$ 69,218	\$ 21,748			
Auto Parts & Supplies RVM	\$ 256,692			\$ 244,152	\$ 12,540			
Route Expansion	\$ 223,517			\$ 223,517				
Janitorial Services RVM	\$ 84,000			\$ 84,000				
Out Repair RVM	\$ 27,500			\$ 26,000	\$ 1,500			
Subtotal Direct Variable	\$ 1,461,841	\$ -	\$ -	\$ 1,381,159	\$ 80,682	\$ -	\$ -	\$ -
Lodging/Weather	\$ 1,200			\$ 1,200				
Personal Liab Ins - Auto VM	\$ 267,708			\$ 251,646	\$ 16,062			
Uninsured Losses - RVM	\$ 10,500			\$ 10,500				
Prop. Damage Ins. Ded. - RVM	\$ -			\$ -				
Recruitment Costs	\$ 13,975			\$ 13,471	\$ 504			
Clinic Fees - Safety	\$ 5,556			\$ 5,336	\$ 220			
Tax on Gas/Oil NRV - Ops	\$ 1,417			\$ 1,417				
Tax on Gas/Oil - Fac	\$ 628			\$ 628				
Fuel NRV - Ops	\$ 22,890			\$ 22,890				
Fuel - Fac	\$ 8,177			\$ 8,177				
Tires NRV	\$ 2,600			\$ 2,600				
Misc Shop Supplies - Fleet	\$ 14,060			\$ 12,794	\$ 1,266			
Misc. Fac. Supplies	\$ 2,828			\$ 2,658	\$ 170			
Tools Allowance - VM	\$ 3,600			\$ 3,600				
Uniforms - Ops	\$ 21,530			\$ 20,238	\$ 1,292			
Uniforms - Fleet	\$ 9,015			\$ 8,271	\$ 744			
Uniforms - Fac	\$ 4,167			\$ 4,167				
Uniforms - Safety	\$ 300			\$ 300				
Supplies - Safety	\$ 2,185			\$ 2,054	\$ 131			

**Mountain Line
FY2023 Budget**

Board Agenda Packet
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		P	N	A	B	T	F	V
Out Repair Fleet NonRev VM	\$ -			\$ -				
Trophies & Prizes - Ops	\$ -			\$ -	\$ -			
Food and Beverage - Safety	\$ 600			\$ 564	\$ 36			
Janitorial Supplies - Fac	\$ 3,500			\$ 3,290	\$ 210			
Education Supplies - Safety	\$ 10,400			\$ 9,776	\$ 624			
Software/Hardware Maint - VM	\$ 3,763			\$ 2,873	\$ 890			
Software/Hardware Maint - Fac	\$ 31,080			\$ 29,215	\$ 1,865			
Wireless Comm - Ops	\$ 39,672			\$ 36,304	\$ 3,368			
Wireless Comm - Mobility Pln	\$ 1,920		\$ 1,020	\$ 900				
Bldg Security/Monitor - Fac	\$ 2,464			\$ 2,316	\$ 148			
Bus Stop Maint - Fac	\$ 17,000			\$ 17,000				
Prof. Svc - Systems Maint Ops	\$ 52,444			\$ 30,049	\$ 22,395			
Safety Committee	\$ 3,600			\$ 3,384	\$ 216			
Prof. Svc Sec Patrol-Safety	\$ 14,169			\$ 14,169				
Taxi Voucher Program - Ops	\$ 100,000					\$ 60,000	\$ 40,000	
Service Contract	\$ 54,555							\$ 54,555
Prof Svc - Sys Maint Safety-Bus	\$ 19,000			\$ 19,000				
Subtotal Variable	\$ 746,503	\$ -	\$ 1,020	\$ 540,787	\$ 50,141	\$ 60,000	\$ 40,000	\$ 54,555
Travel & Training - Ops	\$ 7,500			\$ 7,050	\$ 450			
Travel & Training - Fleet	\$ 2,000			\$ 1,880	\$ 120			
Travel & Training - Fac	\$ 1,500			\$ 1,410	\$ 90			
Travel & Training - Admin	\$ 22,000			\$ 20,680	\$ 1,320			
Travel & Training - Admin	\$ 17,897			\$ 16,823	\$ 1,074			
Travel & Training - Planning	\$ 7,000	\$ 7,000						
Travel & Training - MM	\$ 8,888		\$ 8,888					
Travel & Training - IT	\$ 3,500			\$ 3,290	\$ 210			
Travel & Training - Mkt	\$ 3,000			\$ 2,820	\$ 180			
Travel & Training - Safety	\$ 6,000			\$ 5,640	\$ 360			

**Mountain Line
FY2023 Budget**

Board Agenda Packet
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		P	N	A	B	T	F	V
Subtotal Travel	\$ 79,285	\$ 7,000	\$ 8,888	\$ 59,593	\$ 3,804	\$ -	\$ -	\$ -
Total Direct Cost O & M	\$ 2,737,979	\$ 10,575	\$ 19,296	\$ 2,395,145	\$ 157,019	\$ 60,115	\$ 40,025	\$ 55,805
Cost Per Service Hour	\$ 33.53			\$ 31.69	\$ 25.83			\$ -

Total Admin/Indirect Costs

Subtotal Salaries and Benefits	\$ 945,670	\$ 142,654	\$ -	\$ 737,776	\$ 61,224	\$ -	\$ -	\$ 4,015
Subtotal Operating Costs	\$ 600,003	\$ 1,361	\$ 990	\$ 562,657	\$ 34,996	\$ -	\$ -	\$ -
Total Administrative Cost	\$ 1,545,673	\$ 144,015	\$ 990	\$ 1,300,433	\$ 96,220	\$ -	\$ -	\$ 4,015
Cost Per Service Hour	\$ 18.93			\$ 17.21	\$ 15.83		\$ -	\$ -

Total Operating/Direct Costs

Subtotal Salaries and Benefits	\$ 6,960,904	\$ 182,000	\$ 112,508	\$ 6,153,837	\$ 470,640	\$ 33,562	\$ -	\$ 8,357
Subtotal Operating Costs	\$ 2,737,979	\$ 10,575	\$ 19,296	\$ 2,395,145	\$ 157,019	\$ 60,115	\$ 40,025	\$ 55,805
Total Operating Cost	\$ 9,698,884	\$ 192,574	\$ 131,804	\$ 8,548,983	\$ 627,659	\$ 93,677	\$ 40,025	\$ 64,162
Cost Per Service Hour	\$ 118.77			\$ 113.11	\$ 103.27		\$ -	\$ -

Total Program Cost	\$ 11,244,556	\$ 336,590	\$ 132,794	\$ 9,849,415	\$ 723,879	\$ 93,677	\$ 40,025	\$ 68,177
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**Mountain Line
FY2023 Budget**

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	P	N	A	B	T	F	V
Direct Cost - Capital							
IT Maintenance/Equipment	\$ 6,500			\$ 6,500			
Capital Planning	\$ 9,616	\$ 9,616					
Capital Planning	\$ 20,000		\$ 20,000				
Planning - Capital Partnerships	\$ 207,549	\$ 207,549					
Capital Planning - C&O Analysis	\$ -						
Innovation Safety Grant	\$ -						
5305 Planning Grant	\$ 340,347	\$ 340,347					
MetroPlan	\$ 56,600			\$ 56,600			
MetroPlan Tech	\$ -						
Consultant - Admin	\$ 32,000			\$ 32,000			
Unconscious Bias Training	\$ -						
5307/5339 Technology Upgrades	\$ 373,444			\$ 351,037	\$ 22,407		
Subtotal Operating Capital	\$ 1,046,056	\$ 557,512	\$ 20,000	\$ 446,137	\$ 22,407	\$ -	\$ -
IT Replacement	\$ 48,000			\$ 48,000			
Vehicles - Passenger - Fleet	\$ 1,987,248			\$ 1,987,248			
Vehicles - Other - Fleet	\$ -						
Facility Rehab Maint	\$ 149,000			\$ 149,000			
CIP - Kaspar Bldg	\$ 1,197,000	\$ 1,197,000					
CIP - BRT	\$ 980,004	\$ 980,004					
CIP - Kaspar/Rt 66	\$ 2,231,760	\$ 2,231,760					
CIP - DCC	\$ 29,898,787	\$ 29,898,787					
CIP-New Bus Stops	\$ 501,000	\$ 501,000					
CIP - NAU Bus and Bus Fac	\$ 6,503,999	\$ 6,503,999					
CIP - Pedestrian/Bike/Transit	\$ 6,920,094	\$ 6,920,094					
Vehicle Rehab-Improvements Fund	\$ 220,000			\$ 220,000			

**Mountain Line
FY2023 Budget**

Board Agenda Packet
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		P	N	A	B	T	F	V
Shelters Rehab - Fac MLine	\$ 135,000			\$ 135,000				
5339 Electric Charging Infrastructure	\$ 3,248,000	\$ 3,248,000						
CTAA Mobility On Demand Pilot (T4A)	\$ -							
Subtotal Fixed Assets	\$ 54,019,892	\$ 51,480,644	\$ -	\$ 2,539,248	\$ -	\$ -	\$ -	\$ -
Total Capital	\$ 55,065,948	\$ 52,038,156	\$ 20,000	\$ 2,985,385	\$ 22,407	\$ -	\$ -	\$ -
TOTAL BUDGET	\$66,310,504	\$52,374,746	\$152,794	\$12,834,800	\$746,285	\$93,677	\$40,025	\$68,177

Financial Plan Summary										
	no srvc change w/pay plan	no srvc change w/pay plan	no srvc change w/pay plan	no srvc change w/pay plan	no srvc change w/pay plan	no srvc change w/pay plan	no srvc change w/pay plan	no srvc change w/pay plan	no srvc change w/pay plan	no srvc change w/pay plan
	FY 2022 Budget	FY 2022 Projected	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
SYSTEM EXPENSES										
Operations Summary	\$ 9,878,699	\$ 10,324,022	\$ 11,136,354	\$ 11,855,650	\$ 12,088,151	\$ 12,325,302	\$ 12,567,196	\$ 12,813,928	\$ 13,065,595	\$ 13,322,295
Capital Summary	\$ 29,424,978	\$ 2,413,315	\$ 55,065,948	\$ 18,238,198	\$ 5,456,480	\$ 3,532,300	\$ 3,343,940	\$ 2,373,823	\$ 3,373,358	\$ 3,954,736
TOTAL SYSTEM EXPENSES	\$ 39,303,677	\$ 12,737,337	\$ 66,202,302	\$ 30,093,848	\$ 17,544,631	\$ 15,857,602	\$ 15,911,136	\$ 15,187,751	\$ 16,438,953	\$ 17,277,031
Increase over prior year	105.63%	114.15%	107.87%	106.46%	101.96%	101.96%	101.96%	101.96%	101.96%	105.10%

SYSTEM REVENUES										
Passenger Fares (on-board)	\$ 638,207	\$ 624,909	\$ 703,400	\$ 709,927	\$ 716,519	\$ 723,177	\$ 723,177	\$ 723,177	\$ 723,177	\$ 723,177
Passenger Fares (U-Pass, C-Pass and agency)	\$ 547,869	\$ 547,869	\$ 586,219	\$ 592,082	\$ 598,002	\$ 603,982	\$ 610,022	\$ 616,122	\$ 622,284	\$ 628,507
FTA Sec 5307 Formula Program (up to 50% of net operating costs)	\$ 3,428,752	\$ 4,219,174	\$ 4,219,174	\$ 3,860,304	\$ 3,860,304	\$ 3,860,304	\$ 3,329,311	\$ 2,999,000	\$ 2,999,000	\$ 2,999,000
FTA Sec 5307 Capital Program (up to 80% of costs)	\$ 62,633	\$ 62,633	\$ 108,000	\$ 120,000	\$ 132,000	\$ 144,000	\$ 168,000	\$ 62,633	\$ 62,633	\$ 62,633
FTA Sec 5339 Capital Program (up to 80% of costs)	\$ 22,399,940	\$ 1,576,306	\$ 42,994,276	\$ 14,034,318	\$ 3,995,744	\$ 2,462,400	\$ 2,133,712	\$ 1,719,058	\$ 2,530,686	\$ 2,983,789
FTA Sec ???? Small Starts Program (up to 80% of capital)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County General Fund Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LTAF II	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NAU	\$ 1,029,192	\$ 88,400	\$ 437,558	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local-Flex STP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle Repacement Fund	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 600,000	\$ 400,000	\$ 368,960	\$ 570,042	\$ 681,439
Other-Existing Misc Sources	\$ 3,162,204	\$ 884,479	\$ 5,935,984	\$ 1,979,529	\$ 574,331	\$ 615,305	\$ 616,299	\$ 417,313	\$ 418,348	\$ 419,403
Subtotal Non-Transit Tax Revenues	\$ 31,268,796	\$ 8,003,770	\$ 54,984,611	\$ 21,296,159	\$ 10,276,900	\$ 9,009,169	\$ 7,980,522	\$ 6,906,264	\$ 7,926,170	\$ 8,497,947
Transit Tax needed to balance the budget	\$ 8,034,881	\$ 4,733,567	\$ 11,217,691	\$ 8,797,689	\$ 7,267,731	\$ 6,848,433	\$ 7,930,615	\$ 8,281,487	\$ 8,512,782	\$ 8,779,083
TOTAL SYSTEM REVENUES	\$ 39,303,677	\$ 12,737,337	\$ 66,202,302	\$ 30,093,848	\$ 17,544,631	\$ 15,857,602	\$ 15,911,136	\$ 15,187,751	\$ 16,438,953	\$ 17,277,031

REVENUE FUND BALANCE										
	FY 2022	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Transit Tax	\$ 7,757,299	\$ 11,419,052	\$ 7,406,040	\$ 6,035,599	\$ 6,430,515	\$ 7,487,855	\$ 7,226,765	\$ 6,799,497	\$ 6,324,776	\$ 5,784,187
FTA 5307 (including STP and STIC)	\$ 12,905,132	\$ 13,422,344	\$ 13,896,596	\$ 14,180,191	\$ 14,451,786	\$ 14,711,381	\$ 15,477,969	\$ 16,680,235	\$ 17,882,501	\$ 19,084,767
FTA 5339 (previously 5309)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)
FTA Small Start	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Subtotal Revenue Fund Balances	\$ 20,662,431	\$ 24,841,396	\$ 21,302,636	\$ 20,215,790	\$ 20,882,301	\$ 22,199,236	\$ 22,704,734	\$ 23,479,732	\$ 24,207,277	\$ 24,868,953

Mountain Line - City of Flagstaff
Operations Summary

	FY 2022 Budget	FY 2022 Projected	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Operating Data										
Passengers (1)	1,269,127	1,306,859	1,437,545	1,451,811	1,466,220	1,480,773	1,480,773	1,480,773	1,480,773	1,480,773
Revenue Vehicle Hours	82,395	80,635	84,729	84,729	84,729	84,729	84,729	84,729	84,729	84,729
Revenue Vehicle Miles	1,052,639	994,444	1,040,198	1,040,198	1,040,198	1,040,198	1,040,198	1,040,198	1,040,198	1,040,198
Passenger Fares (on-board and UPass combined) (4)	\$ 638,207	\$ 624,909	\$ 703,400	\$ 709,927	\$ 716,519	\$ 723,177	\$ 723,177	\$ 723,177	\$ 723,177	\$ 723,177
Existing Service - Operations										
Mtn Links - Operations										
New Service Areas - Operations										
Expanded Frequency - Operations										
Subtotal Operations Cost	\$ 7,862,243	\$ 7,903,417	\$ 8,953,125	\$ 9,626,145	\$ 9,818,667	\$ 10,015,041	\$ 10,215,342	\$ 10,419,648	\$ 10,628,041	\$ 10,840,602
Annual Pay Plan Cost	\$ -	\$ 570,960	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bonus Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Costs	\$ 1,305,874	\$ 1,202,222	\$ 1,396,653	\$ 1,424,586	\$ 1,453,077	\$ 1,482,139	\$ 1,511,782	\$ 1,542,017	\$ 1,572,858	\$ 1,604,315
Special Services (Mtn Express)	\$ 230,600	\$ 230,600	\$ 223,517	\$ 230,600	\$ 230,600	\$ 230,600	\$ 230,600	\$ 230,600	\$ 230,600	\$ 230,600
Planning Program	\$ 390,330	\$ 307,137	\$ 469,382	\$ 478,770	\$ 488,345	\$ 498,112	\$ 508,074	\$ 518,236	\$ 528,600	\$ 539,172
Taxi Program	\$ 89,652	\$ 109,685	\$ 93,677	\$ 95,551	\$ 97,462	\$ 99,411	\$ 101,399	\$ 103,427	\$ 105,496	\$ 107,605
Total Annual	\$ 9,878,699	\$ 10,324,022	\$ 11,136,354	\$ 11,855,650	\$ 12,088,151	\$ 12,325,302	\$ 12,567,196	\$ 12,813,928	\$ 13,065,595	\$ 13,322,295
Increase over prior year	105.63%	114.15%	107.87%	106.46%	101.96%	101.96%	101.96%	101.96%	101.96%	101.96%
Performance Indicators										
Passengers/RVH	15.40	16.21	16.97	17.13	17.30	17.48	17.48	17.48	17.48	17.48
Passengers/RVM	1.21	1.31	1.38	1.40	1.41	1.42	1.42	1.42	1.42	1.42
Total Cost/Revenue Hour	\$ 111.27	\$ 112.92	\$ 122.15	\$ 130.42	\$ 133.03	\$ 135.69	\$ 138.41	\$ 141.18	\$ 144.00	\$ 146.88
Total Cost/RVM	\$ 8.71	\$ 9.16	\$ 9.95	\$ 10.62	\$ 10.84	\$ 11.05	\$ 11.27	\$ 11.50	\$ 11.73	\$ 11.96
Average Fare	\$ 0.50	\$ 0.48	\$ 0.49	\$ 0.49	\$ 0.49	\$ 0.49	\$ 0.49	\$ 0.49	\$ 0.49	\$ 0.49
Total Cost/Passenger	\$ 7.22	\$ 6.97	\$ 7.20	\$ 7.61	\$ 7.69	\$ 7.76	\$ 7.92	\$ 8.08	\$ 8.24	\$ 8.40
Subsidy/Passenger	\$ 6.72	\$ 6.49	\$ 6.71	\$ 7.12	\$ 7.20	\$ 7.28	\$ 7.43	\$ 7.59	\$ 7.75	\$ 7.92
Administrative Cost Ratio	14.2%	13.2%	13.5%	12.9%	12.9%	12.9%	12.9%	12.9%	12.9%	12.9%
Cost Recovery (includes all fares, on and off board)	7.0%	6.9%	6.8%	6.4%	6.4%	6.3%	6.2%	6.0%	5.9%	5.8%
System Speed (revenue miles per revenue hour)	12.78	12.33	12.28	12.28	12.28	12.28	12.28	12.28	12.28	12.28
System Revenues										
Passenger Fares (General Public on-board)	\$ 638,207	\$ 624,909	\$ 703,400	\$ 709,927	\$ 716,519	\$ 723,177	\$ 723,177	\$ 723,177	\$ 723,177	\$ 723,177
Passenger Fares (U-Pass, C-Pass and agency)	\$ 547,869	\$ 547,869	\$ 586,219	\$ 592,082	\$ 598,002	\$ 603,982	\$ 610,022	\$ 616,122	\$ 622,284	\$ 628,507
FTA Sec 5307 Formula Program (up to 50% of net operating costs)	\$ 3,428,752	\$ 4,219,174	\$ 4,219,174	\$ 3,860,304	\$ 3,860,304	\$ 3,860,304	\$ 3,329,311	\$ 2,999,000	\$ 2,999,000	\$ 2,999,000
FTA Sec 5307 Capital Program (up to 80% of costs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FTA Sec 5339 Capital Program (up to 80% of costs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FTA Sec ???? Small Starts Program (up to 80% of capital)										
County General Fund Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LTAF II	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contribution for operations from NAU (MOVED TO REFLECT AS FARES)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other-Existing Misc Sources (5)	\$ 535,503	\$ 535,503	\$ 413,356	\$ 413,375	\$ 414,331	\$ 415,305	\$ 416,299	\$ 417,313	\$ 418,348	\$ 419,403
Subtotal Non-Transit Tax Revenues	\$ 5,150,330	\$ 5,927,455	\$ 5,922,149	\$ 5,575,687	\$ 5,589,156	\$ 5,602,769	\$ 5,078,810	\$ 4,755,613	\$ 4,762,809	\$ 4,770,086
Operating Cost (401)										
Operating Cost (403)										
Operating Cost (404)										
Operating Cost (405)										
Operating Cost (411)	\$ 4,728,369	\$ 4,396,567	\$ 5,214,205	\$ 6,279,963	\$ 6,498,995	\$ 6,722,533	\$ 7,488,387	\$ 8,058,315	\$ 8,302,786	\$ 8,552,208
Transit Tax needed to balance the budget	\$ 4,728,369	\$ 4,396,567	\$ 5,214,205	\$ 6,279,963	\$ 6,498,995	\$ 6,722,533	\$ 7,488,387	\$ 8,058,315	\$ 8,302,786	\$ 8,552,208
Total System Revenue	\$ 9,878,699	\$ 10,324,022	\$ 11,136,354	\$ 11,855,650	\$ 12,088,151	\$ 12,325,302	\$ 12,567,196	\$ 12,813,928	\$ 13,065,595	\$ 13,322,295

Mountain Line - City of Flagstaff
Capital Summary

	FY 2022 <i>Budget</i>	FY 2022 <i>Projected</i>	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
EXPENSES										
Buses	\$ 7,145,959	\$ 454,752	\$ 8,491,207	\$ -	\$ 2,000,000	\$ 3,000,000	\$ 2,000,000	\$ 1,844,798	\$ 2,850,212	\$ 3,407,196
Capital Replacement fund										
Light Duty Vans	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 304,025	\$ 313,146	\$ 322,540
Capitalized Repairs and Rehabilitation	\$ 245,000	\$ 247,563	\$ 220,000	\$ 310,000	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -
Shelters, Pads and Installation	\$ 488,708	\$ 148,708	\$ 636,000	\$ 306,000	\$ 165,000	\$ 180,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000
Facility Costs and Transfer Centers	\$ 6,010,304	\$ 758,386	\$ 31,244,787	\$ 15,845,398	\$ -	\$ 17,500	\$ 210,000	\$ -	\$ -	\$ -
Misc (see sheet for details)	\$ 4,783,754	\$ 392,060	\$ 4,134,547	\$ 696,800	\$ 206,800	\$ 334,800	\$ 706,800	\$ 15,000	\$ -	\$ 15,000
Route Construction	\$ 10,751,253	\$ 411,846	\$ 10,339,407	\$ 1,080,000	\$ 2,994,680	\$ -	\$ 217,140	\$ -	\$ -	\$ -
TOTAL CAPITAL EXPENSES	\$ 29,424,978	\$ 2,413,315	\$ 55,065,948	\$ 18,238,198	\$ 5,456,480	\$ 3,532,300	\$ 3,343,940	\$ 2,373,823	\$ 3,373,358	\$ 3,954,736

REVENUES

FTA Sec 5307 Formula (80% Federal-20% local)	\$ 62,633	\$ 62,633	\$ 108,000	\$ 120,000	\$ 132,000	\$ 144,000	\$ 168,000	\$ 62,633	\$ 62,633	\$ 62,633
FTA Sec 5339 Capital Program (up to 80% of costs)	\$ 22,399,940	\$ 1,576,306	\$ 42,994,276	\$ 14,034,318	\$ 3,995,744	\$ 2,462,400	\$ 2,133,712	\$ 1,719,058	\$ 2,530,686	\$ 2,983,789
FTA Sec ??? Small Starts Program (up to 80% of capital)										
County Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LTAF II	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NAU Contribution	\$ 1,029,192	\$ 88,400	\$ 437,558	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local-Flex STP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle Replacement Fund	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 600,000	\$ 400,000	\$ 368,960	\$ 570,042	\$ 681,439
Other-Misc Sources	\$ 2,626,701	\$ 348,976	\$ 5,522,628	\$ 1,566,154	\$ 160,000	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -
Subtotal Non-Transit Tax Revenues	\$ 26,118,466	\$ 2,076,315	\$ 49,062,462	\$ 15,720,472	\$ 4,687,744	\$ 3,406,400	\$ 2,901,712	\$ 2,150,651	\$ 3,163,362	\$ 3,727,861
Transit Tax - Capital (401)	\$ 40,575	\$ 40,575								
Transit Tax - Capital (402)	\$ 400,000	\$ 44,345								
Transit Tax - Capital (403)		\$ -								
Transit Tax - Capital (404)		\$ -								
Transit Tax - Capital (405)		\$ -								
Transit Tax - Capital (411)	\$ 2,865,938	\$ 252,080	\$ 6,003,486	\$ 2,517,726	\$ 768,736	\$ 125,900	\$ 442,228	\$ 223,172	\$ 209,996	\$ 226,875
Subtotal Transit Tax needed	\$ 3,306,513	\$ 337,000	\$ 6,003,486	\$ 2,517,726	\$ 768,736	\$ 125,900	\$ 442,228	\$ 223,172	\$ 209,996	\$ 226,875
TOTAL REVENUES	\$ 29,424,978	\$ 2,413,315	\$ 55,065,948	\$ 18,238,198	\$ 5,456,480	\$ 3,532,300	\$ 3,343,940	\$ 2,373,823	\$ 3,373,358	\$ 3,954,736



Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

DATE PREPARED: June 2, 2022

MEETING DATE: June 15, 2022

TO: Honorable Chair and Members of the Board

FROM: Rhonda Cashman, Executive Assistant and Clerk of the Board

SUBJECT: Amended Rules of Procedure for the Transit Advisory Committee (TAC) and Board of Directors (BOD)

RECOMMENDATION:

Staff recommends the Board of Directors approve the amended Rules of Procedure related to TAC and BOD officer rotation by agency and change in effective date.

RELATED STRATEGIC PLAN GOAL & OBJECTIVE

- ❖ Goal: Community Engagement
- ❖ Objectives: Ensure active participation from a supportive network of stakeholders.
Increase the community's awareness of Mountain Line's value to the community.

BACKGROUND:

The current Mountain Line Rules of Procedure (the "Rules") were adopted on March 25, 2020. In recent years it has been challenging to fill the Chair and Vice Chair positions for the TAC. The proposed change would allow for rotation by agency each year, allowing the member, designee, or alternate to run the meeting, whomever is in attendance. This will eliminate the need for elections. As of the date of expected rotation, the ascension would take place. Citizen members would not be included in the rotation. If the Board of Directors is supportive of this change, this system could be implemented for them as well.

An additional recommended change involves the date of ascension of chair and shift in vice-chair seat. Elections have typically been held at the June meetings with new officers starting on July 1st. With the majority of the City Council changing this year in December, staff thought it may be prudent to consider a change to follow the election cycle for our public officials from the City and the County. The proposed effective date of the rotation is January 1st of each year. With this change, we would propose that all current officers serve until January 1, 2023 versus changing twice in the next twelve months (July 2022 and January 2023).

The final recommended change is essentially a cleanup item recognizing the MetroPlan Executive Director position as the head of the agency for consistency purposes, with the ability to choose a designee.

FISCAL IMPACT:

There is no fiscal impact associated with approval of this document.

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Mountain Line

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ALTERNATIVES:

- 1) Approve the Amended Rules of Procedure for both TAC and BOD (**recommended**): There was a TAC member suggestion to rotate officers by agency for a two year commitment, first as Vice Chair, then ascending to Chair. Aligning the procedures for both TAC and BOD provide for consistency. Officer's term effective January 1st of each year.
- 2) Approve the Amended Rules of Procedure for only the TAC (**not recommended**): There was a TAC member suggestion to rotate officers by agency for a two year commitment, first as Vice Chair, then ascending to Chair. The rotation term will remain the same with a July 1st effective date.
- 3) Approve a revision to the Rules of Procedure to only change the election cycle to an effective date of January 1, 2023, for both TAC and BOD to coincide with the City and County elected officials' transition (**not recommended**): This would allow for the Mountain Line officer transition to occur in alignment with the potential elected official transition but would not address the struggle for volunteers to hold the officer positions, especially for the TAC.
- 4) Do not approve the amended Rules of Procedure (**not recommended**): If not approved, TAC and BOD officer elections will continue as currently set forth in the ROP, and likely be a continued struggle to receive volunteers to fill the TAC officer positions.

TAC DISCUSSION:

The Transit Advisory Committee meeting on June 2nd was cancelled for lack of quorum.

SUBMITTED BY:

Rhonda Cashman
Executive Assistant and Clerk of the Board

APPROVED:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

- | | |
|--|--------------|
| 1. Draft Amended Rules of Procedure for TAC Redlined | -pages 39-55 |
| 2. Draft Amended Rules of Procedure for TAC Clean | -pages 56-70 |
| 3. Draft Amended Rules of Procedure for BOD Redlined | -pages 71-72 |
| 4. Draft Amended Rules of Procedure for BOD Clean | -pages 73-74 |

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RULES OF PROCEDURE

OF

**NORTHERN ARIZONA INTERGOVERNMENTAL
PUBLIC TRANSPORTATION AUTHORITY
("MOUNTAIN LINE")**

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RULES OF PROCEDURE
OF
NORTHERN ARIZONA INTERGOVERNMENTAL
PUBLIC TRANSPORTATION AUTHORITY (“MOUNTAIN LINE”)
(A corporate body and political subdivision
Of the State of Arizona)

ARTICLE I - STATEMENT OF PURPOSE

SECTION 1.1 *General Purposes.* The Authority is a corporate body and political subdivision of the State of Arizona, established pursuant to state law for the purpose of designing, operating, and maintaining a public transportation system in the geographic boundaries of the Authority. The Authority was created pursuant to Arizona Revised Statutes Title 28, Chapter 26 (the “Act”) and is an intergovernmental public transportation authority organized under the laws of the State of Arizona. The Authority, comprised of a Board of Directors, officers, management and employees, is a political subdivision of the State of Arizona, with those powers specifically granted by the Act and with implied powers necessary to carry out the objectives and purposes of a public transportation authority.

SECTION 1.2 *Conflict with Law.* In the event that these Rules of Procedure should now or at any time in the future be in conflict with the Act, as amended, then and in such event those statutory provisions shall supersede these Rules of Procedure.

ARTICLE II- DEFINITIONS

Administrative Committee. Administrative Committee means a committee formed by the CEO and General Manager to review, study, and carry out tasks as directed by the CEO and General Manager.

Agency. Agency means each active party to the Master IGA, which includes, as of the date of adoption of these Rules of Procedure, Coconino County, the City of Flagstaff, the Arizona Board of Regents acting for and on behalf of Northern Arizona University ("Northern Arizona University") and the Coconino County Community College District.

Authority. Authority means the Northern Arizona Intergovernmental Public Transportation Authority, also known as "NAIPTA" and doing business as “Mountain Line.”

Board Committee. Board Committee means a committee of Board Members formed to review, study, and make recommendations to the Board concerning planning, operation, and management of the Authority.

Board Member. Each Agency’s representative(s) on the Board, ~~or its designee.~~

Board of Directors. Board of Directors or Board means the Board of Directors of the Authority, consisting of representatives of ~~the members of Agencies NAIPTA Mountain Line, appointed by the Agency's governing body~~ as set forth in Mountain Line's Amended and Restated Master Intergovernmental Agreement ("Restated Master IGA").

CEO and General Manager. CEO and General Manager means the Chief Executive Officer and General Manager of Mountain Line.

Code of Conduct. Code of Conduct means the policy adopted by the Board, and attached hereto as Addendum A, and as amended from time to time as provided in these Rules of Procedure.

Presiding Officer. Presiding Officer means the Chair of the Board, TAC, or Board Committee, or the leader of a committee as otherwise provided for in the committee's organizational structure.

Transit Advisory Committee. Transit Advisory Committee or TAC means the Committee consisting of ~~the administrative head of each member agency, or the administrator's designee~~ members as set forth in the Restated Master IGA.

ARTICLE III- POWERS AND DUTIES OF THE BOARD OF DIRECTORS

The powers and duties of the Board include, but are not limited to:

- (a) The powers set forth in A.R.S. § 28-9122 (the "Statutory Powers"), and those powers necessary to implement the Statutory Powers.
- (b) Determine all questions of Authority policy, establishing the location of the Authority's principal place of business, and the times of meetings of the Board and any committees.
- (c) Conduct a periodic survey of public transportation needs in the Authority and determine an appropriate transportation system to meet those needs and the means to finance the system and produce a five-year public transportation program that is consistent with the regional transportation plan approved by the regional council(s) of governments.
- (d) Coordinate and implement the establishment and development of the public transportation system (including ancillary facilities) within the Authority and among the participating governmental entities.
- (e) Adopt rules that are proper and necessary to regulate the use, operation and maintenance of the public transportation systems, property, facilities and services.

- (f) Employ a CEO and General Manager, and other employees and agents as may be necessary and prescribe the duties, terms, and conditions of employment.
- (g) Delegate to the Authority's officers, CEO and General Manager, and employees such powers as necessary to carry out the policies and business of the Authority;
- (h) Appoint an Authority treasurer or enter into an intergovernmental agreement with the Coconino County Treasurer to provide financial services for the Authority.
- (i) Manage, set policy, and conduct the business of the Authority.
- (j) Determine the Authority's organizational and procedural structure; adopt, amend, and repeal bylaws and rules consistent with the requirements of state law, and prescribe an accounting system for the Authority.
- (k) Create and appoint standing or ad hoc Board Committees. Possible Board Committee subject areas may include, without limitation, financial, personnel, and customer service matters.
- (l) Exercise all powers and perform all functions in the operation of the Authority as are ordinarily exercised by the governing body of a political subdivision of the State of Arizona and as are necessary to accomplish the purposes of the Authority.
- (m) Provide for payment of all debts and appropriate claims from the appropriate funds.
- (n) Contract for or employ professionals to perform work or services on behalf of the Authority.
- (o) Through counsel, prosecute or defend the Authority in all court actions or other proceedings in which the Authority is a party or is otherwise involved.
- (p) Issue an annual report on or before December 1 of each year, containing a full account of its transactions, activities and finances for the preceding fiscal year and other facts and recommendations, and transmit copies of the report to each member municipality, university and county, to the Secretary of State, to the Arizona State Library, Archives and Public Records, and, on request, to any member of the public.
- (q) Cause an annual audit to be conducted of the public transportation authority fund by an independent certified public accountant within 120 days after the end of the fiscal year.

ARTICLE IV – BOARD OF DIRECTOR MEMBERS

SECTION 4.1 Agencies and Board of Directors. The Agencies comprising the Authority are Coconino County, the City of Flagstaff, the Arizona Board of Regents acting for and on behalf of Northern Arizona University ("Northern Arizona University") and the Coconino County Community College District. Coconino County, Northern Arizona University and Coconino County Community College District each have one representative on the Board, ~~appointed by its governing body~~; the City of Flagstaff has two representatives on the Board, ~~appointed by its governing body~~. In the event that additional municipalities join the Authority, the number of directors on the Board may be increased (to a maximum of nine (9) directors) by a vote of the Board.

SECTION 4.2 New Member Agencies. Incorporated cities and towns within Coconino County may join the Authority by petitioning the Board of Supervisors and entering into the Restated Master IGA by and between the Agencies effective July 1, 2013, as the same may be amended (the "Restated Master IGA"), provided that Board membership is to be apportioned among the participating municipalities according to their respective populations.

SECTION 4.3 Dues, Fees, and Assessments. Each Agency must pay, within the time and on the conditions approved by the Board, the dues, fees, and assessments in amounts to be fixed from time to time by a majority of the Board.

SECTION 4.4 Resignation of Agency. In the event that one or more Agencies resigns from the Authority, the resigning Agency shall no longer be represented on the Board. New Agencies may be invited to fill any vacancies as provided in Section 4.2 above.

ARTICLE V - OFFICERS

SECTION 5.1 Officers of the Authority. The Officers of the Authority, who must also be Board Members, shall be a Chair and a Vice Chair.

- (a) A person may only hold one office at a time.
- (b) In the event of a vacancy in an office, a new officer shall be appointed as provided in Section 5.3 of these Rules.

SECTION 5.2 Duties of Officers.

- (a) *Chair.* The Chair shall: 1) act as Presiding Officer at all meetings of the Board; 2) sign all documents on behalf of the Authority; 3) be an ex-officio member of all committees.
- (b) *Vice Chair.* The Vice Chair shall have all the powers and assume all of the duties of the Chair in the Chair's absence.
- (c) *Duties Generally.* The Officers of the Authority shall act in the best interest of the Authority and in accordance with the constitutions and laws of the United States of America and the State of Arizona, and with all policies adopted by the Board.

SECTION 5.3 Election and Re-election of Officers.

- (a) *Terms.* The term of the Chair and Vice Chair positions shall be for a period of one (1) year, commencing on July 1 and ending on the following June 30, unless otherwise directed by the Board as provided in Section 5.3(e). In the event of an unexpected mid-term vacancy, the replacement Officer, determined in accordance with this Section 5.3, shall serve the remainder of the term.
- (b) *Order of Ascension.* Subject to Section 5.3(e), elected Officers shall serve for two (2) consecutive terms: first as the Vice Chair, and then as the Chair. The Vice Chair shall be elected before July 1 of each fiscal year, and take office effective July 1.
- (c) *Vacancies.* At the completion of a full term, or in the event of a vacancy in the position of Chair, the Vice Chair shall ascend to the position of Chair. In the event of a vacancy in the position of Vice Chair, the Board shall entertain nominations from the Board Members to fill any such vacancies for the term or the remainder of the term, as may be appropriate. It is recommended, but not required, that Board Members having served 12 or more months be considered for nomination. If two or more Board Members are nominated for the office, the vote shall be by secret ballot. In the case of a single nominee, the vote may be by voice. In the event both the Chair and Vice Chair positions become vacant simultaneously, both positions shall be filled by the Board pursuant to the nomination and election provisions of this section; provided, however, that the Board Member elected to the Chair position shall only serve out the remainder of the term, and not be entitled to serve as both Chair and Vice Chair without being separately elected to the Vice Chair position in a different election cycle.
- (d) *Limitations.* No one person may serve in successive positions of Chair to Vice Chair. No Agency may hold the position of Chair and Vice Chair simultaneously.
- (e) *Continuity Extension.* The Board, acting in its sole discretion, may extend the term of the Chair for a subsequent year, provided, however, that no Chair shall serve more than two (2) full sequential terms. In the event of such an extension, the Board has the discretion to retain the Vice Chair during such extended term, or appoint a new Vice Chair pursuant to the provisions of Section 5.2(c).

SECTION 5.4 Absence or Disability of Chair. In the absence or disability of the Chair, (1) the Vice Chair of the Board, and then (2) the Board Members in order of their tenure as Board Members of the Board, shall perform all duties of the Presiding Officer. When so acting, the Vice Chair or Board Member shall have all powers of, and be subject to all restrictions on, the Presiding

Officer. The said Vice Chair or Board Member shall have such other powers and perform such other duties as the Board Members, or the bylaws may prescribe.

Officer positions are personal to the Board Members elected to such position. In the absence of the Chair or Vice Chair, an Agency's alternate may vote in a meeting, but does not serve in the role of an Officer.

SECTION 5.5 Indemnification. Each Officer of the Authority shall be defended by the Authority against any action, suit or proceeding arising from an act or omission alleged to have been committed by such officer within the scope of the individual's official capacity with the Authority to the full ~~extend extent~~ allowed by applicable law.

SECTION 5.6 Compensation. Board Members shall be allowed such necessary travel and other expenses incurred in the performance of their duties as authorized by the Board.

SECTION 5.7 Other Officers and Employees. The CEO and General Manager, and Treasurer shall be appointed by the Board. All other officers and employees shall be appointed by, and serve at the pleasure of, the CEO and General Manager. All instructions, demands, or direction to Authority employees shall be made by the Board to the CEO and General Manager. Nothing cited in either the law or these Rules of Procedure shall be deemed to provide for or contain any language authorizing an individual Board ~~Member~~ to instruct, direct, or make demands, specifically or by innuendo, of any person employed by the Authority.

ARTICLE VI - MEETINGS OF THE BOARD

SECTION 6.1 Regular Meetings of Board. Regular meetings of the Board shall be held at least monthly, or as otherwise directed by the Board. Meetings shall be held at a place and time designated by the Board in the notice of meeting.

SECTION 6.2 Special Meetings. The Presiding Officer of the body may call a special meeting of the Board for any lawful purpose at any time.

SECTION 6.3 Notice Requirements for Meetings. Notice of meetings and an agenda of the items to be discussed shall be provided to the members of the body and the public as provided in the Arizona Open Meeting Law, A.R.S. §38-431 et seq. Additional notice may be provided as the Board deems advisable. At least twenty-four hours before each meeting, the clerk shall cause the final agenda for the meeting to be posted in accordance with the Arizona Open Meeting Laws, and distributed to each member and member of the public requesting the agenda in writing.

SECTION 6.4 Agenda Items. Only those items listed on the agenda, as posted pursuant to Section 6.3, may be considered and acted upon at the meeting.

SECTION 6.5 Quorum. A majority of Board Members entitled to vote shall constitute a quorum for the transaction of business at any meeting.

SECTION 6.6 Attendance. The effectiveness of the Board is directly related to the regular participation of each Board representative in each and all regular and special meetings. Board Members ~~are~~ expected to be present at all regularly scheduled meetings and be prepared to discuss

and consider the items on the agenda. As a courtesy to other members, Board Members shall notify the clerk at the earliest possible time if they will be unable to attend any meeting, indicating the reason(s) for their non-attendance at such meeting. In the event that a Board Member has a pattern of absences (3 or more in a calendar year), the Presiding Officer may contact the respective Agency to make them aware of the situation.

SECTION 6.7 Attendance by Technological Means. Board Members, including an Agency's alternative representatives, may participate in a meeting by technological means, provided that the member can hear and participate in all discussions and the public can hear all statements made by the member so participating.

SECTION 6.8 Order of Business. The order of business for all meetings will be established by the CEO and General Manager in consultation with the Presiding Officer. The order of business, as set forth in the agenda, may be subject to change. Members of the Board may submit to the CEO and General Manager, at least ten (10) days before the date of any regularly scheduled meeting, and forty-eight (48) hours before the date of any special meeting, requests for items to be placed on the agenda.

SECTION 6.9 Minutes of Meetings. Minutes of meetings will record only formal actions taken by the Board, a summary of important reports and discussions, and all other information required by Arizona's Open Meeting Law, A.R.S. §38-431 et seq. Members may request that specific comments be included in the minutes. The clerk shall furnish the prior meeting's minutes to Board for review prior to the next meeting. Minutes of each meeting shall be approved by the Board Members at the next regularly scheduled meeting.

SECTION 6.10 Conduct of Meetings. In all matters not addressed by these Rules of Procedure or Arizona law, meetings of the Board may be governed by Robert's Rules of Order.

ARTICLE VII- VOTING PROCEDURES FOR THE BOARD

SECTION 7.1 Manner of Casting Votes. Voting may be by voice or ballot at the discretion of the Presiding Officer.

SECTION 7.2 Voting Rights of Agencies. Each Board Member appointed pursuant to Article 4 of these Rules (including the Chair) shall be entitled to cast one vote on each matter submitted to a vote of the Board, respectively. Other elected officials, staff members, and citizens may attend public meetings and participate as provided by law, but shall not be permitted to vote.

SECTION 7.3 Approval by Majority Vote. If a quorum is present, the affirmative vote of the majority of the voting power represented at the meeting, entitled to vote and voting on any matter shall be the act of the body, unless the vote of a greater number is required by Arizona law or these Rules of Procedure.

SECTION 7.4 Alternate Members of Board. Alternate representatives to the Board shall be appointed as provided herein and shall be authorized to attend Board meetings. Alternate Members shall vote on all issues coming before the Board in the event that the regular representative is unable to attend a meeting or has a declared conflict of interest as provided in the

Code of Conduct. Each Agency shall appoint a single Board alternate, and such alternate may be changed from time to time with prior written notice to Board and clerk.

ARTICLE VIII – EXECUTIVE SESSIONS

SECTION 8.1 Scheduling. The Board, upon a majority vote, may hold closed executive sessions during a regular, special, or emergency meeting after the presiding officer has identified the authorization under A.R.S. § 38-431.03 for holding such executive session.

SECTION 8.2 Notice. The subject of the executive session must be noticed on the agenda.

SECTION 8.3 Minutes of Meetings. Minutes of executive sessions shall be kept in the same manner as minutes of regular meetings, except that content and materials, the disclosure of which is inconsistent with the purpose for which an executive session is authorized to be held, may be excluded from the recorded minutes.

SECTION 8.4 Alternative Representatives. An Agency's alternative representative to the Board shall be permitted to attend all executive sessions.

ARTICLE IX - TRANSIT ADVISORY COMMITTEE

SECTION 9.1 Members. The Transit Advisory Committee ("TAC") shall consist of the Coconino County Manager or designee; a Coconino County citizen appointed by the Board of Supervisors; Flagstaff City Manager or designee; a Flagstaff citizen appointed by the City Council; Northern Arizona University Vice-President of Administration or designee; [the Coconino County Community College District Vice-President or designee](#); [the Manager-Executive Director¹ of the Flagstaff Metropolitan Planning Organization \("MetroPlan"\), or designee](#); the Student Senate President from Northern Arizona University or designee; the Student Senate President from Coconino County Community College or designee; and at the discretion of the Board, a representative of a business or economic development association. ~~The corporate boundaries of each of the Agency municipalities and counties constitutes a Service Area for the purpose of this Section 9.1.~~ Additional guest members from surrounding communities may be invited by the TAC Chair as needed to hold meaningful regional discussions. Such invitations are intended to be for a temporary period as necessary for the particular topic. The Student Senate Presidents and guest members shall be ex-officio, non-voting members.²

¹ Section 11.1 of the Restated Master IGA dated July 1, 2013 ("Master IGA"), refers to the "Manager" of the Flagstaff Metropolitan Planning Organization. The "Manager" is now the "Executive Director".

² Section 11.1 of ~~the Restated Master IGA dated July 1, 2013 (the~~ "Master IGA"), provides that the Student Senate President of each Member university or college shall be ex-officio, non-voting members of the Transit Advisory Committee ("TAC"). The intent of the parties to the Master IGA was to provide a non-voting seat on the TAC to the head of the student organization at each Member university or college. Since the Master IGA was signed, it has come to NAIPTA's attention that at Northern Arizona University, the equivalent position to Student Senate President is the Associated Students of NAU ("ASNAU") President, and at Coconino County Community College is the Student Body President. Accordingly, the students occupying these positions will fill the positions accorded to the president of the student senate.

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SECTION 9.2 Terms of Office of Citizen Members; Business or Economic Development Association Representative. Citizen members, and the representative of a business or economic development association, shall serve for terms of three years each.

SECTION 9.3 Responsibilities. The TAC shall have the duties and responsibilities provided in the Restated Master IGA and in such position descriptions and policy handbooks as are reviewed by the TAC and approved by the Board.

SECTION 9.4 Officers. The officers of the TAC shall consist of a Chair and Vice Chair. The Chair and Vice Chair must be voting members of the TAC.

SECTION 9.5 Duties of Officers.

- (a) *Chair.* The Chair shall: 1) act as Presiding Officer at all meetings of the TAC; 2) sign such documents as may be necessary on behalf of the TAC.
- (b) *Vice Chair.* The Vice Chair shall have all the powers and assume all of the duties of the Chair in the Chair's absence.

SECTION 9.6 Election Term, Rotation, and Re-election Vacancies of Officers.

- (a) *Terms.* The term of the Chair and Vice Chair positions shall be for a period of one (1) year, commencing on July-January 1 and ending on the following June-December 30. In the event of an unexpected mid-term vacancy, the replacement Officer, determined in accordance with this Section 9.6(d), shall serve the remainder of the term.

- (b) *Order of Ascension.* Elected Officers shall serve for two (2) consecutive terms: first as the Vice Chair, and then as the Chair. The Vice Chair shall be selected before July-January 1 of each fiscal-year, and take office effective July-January 1.

- (c) *Order of Rotation.* Starting January 1, 2023 the Chair of the TAC shall be the TAC Member from Northern Arizona University Vice-President or their designee and the Vice-Chair of the TAC shall be the Flagstaff City Manager or designee. Each subsequent year the Vice-Chair shall ascend in accordance with this Section 9.6(b). A Vice-Chair shall be selected annually in the following order of TAC Members and continue to repeat in this order for the remainder of the existence of the TAC:

- Flagstaff City Manager or designee (2023)
- Coconino County Community College District Vice-President or designee (2024)
- Coconino County Manager or designee (2025)
- Executive Director of the Flagstaff Metropolitan Planning Organization ("MetroPlan") (2026)
- Northern Arizona University Vice-President of Administration or designee (2027)

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~~(e)~~(d) *Vacancies.* At the completion of a full term, or in the event of a vacancy in the position of Chair, the Vice Chair shall ascend to the position of Chair. In the event of a vacancy in the position of Vice Chair, the TAC shall entertain nominations from the TAC Members to fill any such vacancies for the term or the remainder of the term, as may be appropriate. The selection of a Vice Chair to complete a term under this Section shall not change the Order of Rotation for subsequent terms. ~~It is recommended, but not required, that TAC Members having served 12 or more months be considered for nomination. If two or more TAC Members are nominated for the office, the vote shall be by secret ballot. In the case of a single nominee, the vote may be by voice. In the event both the Chair and Vice Chair positions become vacant simultaneously, both positions shall be filled by the TAC pursuant to the nomination and election provisions of this section; provided, however, that the TAC Member elected to the Chair position shall only serve out the remainder of the term, and not be entitled to serve as both Chair and Vice Chair without being separately elected to the Vice Chair position in a different election cycle.~~

~~(d) *Limitations.* No one person may serve in successive positions of Chair to Vice Chair. No Agency may hold the position of Chair and Vice Chair simultaneously.~~

SECTION 9.7 Regular Meetings. Regular meetings of the TAC shall be held at least monthly, or as otherwise determined by the TAC. TAC meetings shall be held at a place and time designated by the TAC in the notice of meeting.

SECTION 9.8 Alternate Members of the TAC. Alternate representatives to the TAC shall be appointed as provided herein and shall be authorized to attend TAC meetings. Alternate TAC representatives shall vote on all issues coming before the body in the event that the regular representative is unable to attend a meeting or has a declared conflict of interest as provided in the Code of Conduct. Each Agency shall appoint a single TAC alternate, and such alternate may be changed from time to time with prior written notice to the TAC and clerk.

ARTICLE X- MEMBER CONDUCT

Members of the Board and TAC shall be governed by a Code of Conduct adopted by the Board and attached hereto as Addendum A. The Code of Conduct may be amended or repealed by the approval of a majority of the Board Members.

ARTICLE XI - AMENDMENTS

New bylaws may be adopted or these bylaws may be amended or repealed by the approval of a majority of all the Board Members, provided, however, that any provision of these bylaws that requires the vote of a larger proportion of the Board Members than otherwise is required by law may not be altered, amended, or repealed except by vote of that greater number. No amendment may extend a director's term beyond that for which the director was elected.

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| DATED this _____, day of _____, 20220.

ADDENDUM A

**NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION
AUTHORITY (“NAIPTA”) CODE OF CONDUCT**

[See following pages]

PHOENIX 53963-6 581720v12
[4860-3362-0002 v3 \[53963-1\]](#)



RULES OF PROCEDURE

OF

**NORTHERN ARIZONA INTERGOVERNMENTAL
PUBLIC TRANSPORTATION AUTHORITY
("MOUNTAIN LINE")**

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RULES OF PROCEDURE
OF
NORTHERN ARIZONA INTERGOVERNMENTAL
PUBLIC TRANSPORTATION AUTHORITY (“MOUNTAIN LINE”)
(A corporate body and political subdivision
Of the State of Arizona)

ARTICLE I - STATEMENT OF PURPOSE

SECTION 1.1 *General Purposes.* The Authority is a corporate body and political subdivision of the State of Arizona, established pursuant to state law for the purpose of designing, operating, and maintaining a public transportation system in the geographic boundaries of the Authority. The Authority was created pursuant to Arizona Revised Statutes Title 28, Chapter 26 (the “Act”) and is an intergovernmental public transportation authority organized under the laws of the State of Arizona. The Authority, comprised of a Board of Directors, officers, management and employees, is a political subdivision of the State of Arizona, with those powers specifically granted by the Act and with implied powers necessary to carry out the objectives and purposes of a public transportation authority.

SECTION 1.2 *Conflict with Law.* In the event that these Rules of Procedure should now or at any time in the future be in conflict with the Act, as amended, then and in such event those statutory provisions shall supersede these Rules of Procedure.

ARTICLE II- DEFINITIONS

Administrative Committee. Administrative Committee means a committee formed by the CEO and General Manager to review, study, and carry out tasks as directed by the CEO and General Manager.

Agency. Agency means each active party to the Master IGA, which includes, as of the date of adoption of these Rules of Procedure, Coconino County, the City of Flagstaff, the Arizona Board of Regents acting for and on behalf of Northern Arizona University ("Northern Arizona University") and the Coconino County Community College District.

Authority. Authority means the Northern Arizona Intergovernmental Public Transportation Authority, also known as "NAIPTA" and doing business as “Mountain Line.”

Board Committee. Board Committee means a committee of Board Members formed to review, study, and make recommendations to the Board concerning planning, operation, and management of the Authority.

Board Member. Each Agency’s representative(s) on the Board.

Board of Directors. Board of Directors or Board means the Board of Directors of the Authority, consisting of representatives of the Members of Mountain Line, as set forth in Mountain Line's Amended and Restated Master Intergovernmental Agreement ("Restated Master IGA").

CEO and General Manager. CEO and General Manager means the Chief Executive Officer and General Manager of Mountain Line.

Code of Conduct. Code of Conduct means the policy adopted by the Board, and attached hereto as Addendum A, and as amended from time to time as provided in these Rules of Procedure.

Presiding Officer. Presiding Officer means the Chair of the Board, TAC, or Board Committee, or the leader of a committee as otherwise provided for in the committee's organizational structure.

Transit Advisory Committee. Transit Advisory Committee or TAC means the Committee consisting of members as set forth in the Restated Master IGA.

ARTICLE III- POWERS AND DUTIES OF THE BOARD OF DIRECTORS

The powers and duties of the Board include, but are not limited to:

- (a) The powers set forth in A.R.S. § 28-9122 (the "Statutory Powers"), and those powers necessary to implement the Statutory Powers.
- (b) Determine all questions of Authority policy, establishing the location of the Authority's principal place of business, and the times of meetings of the Board and any committees.
- (c) Conduct a periodic survey of public transportation needs in the Authority and determine an appropriate transportation system to meet those needs and the means to finance the system and produce a five-year public transportation program that is consistent with the regional transportation plan approved by the regional council(s) of governments.
- (d) Coordinate and implement the establishment and development of the public transportation system (including ancillary facilities) within the Authority and among the participating governmental entities.
- (e) Adopt rules that are proper and necessary to regulate the use, operation and maintenance of the public transportation systems, property, facilities and services.
- (f) Employ a CEO and General Manager, and other employees and agents as may be necessary and prescribe the duties, terms, and conditions of employment.

- (g) Delegate to the Authority's officers, CEO and General Manager, and employees such powers as necessary to carry out the policies and business of the Authority.
- (h) Appoint an Authority treasurer or enter into an intergovernmental agreement with the Coconino County Treasurer to provide financial services for the Authority.
- (i) Manage, set policy, and conduct the business of the Authority.
- (j) Determine the Authority's organizational and procedural structure; adopt, amend, and repeal bylaws and rules consistent with the requirements of state law, and prescribe an accounting system for the Authority.
- (k) Create and appoint standing or ad hoc Board Committees. Possible Board Committee subject areas may include, without limitation, financial, personnel, and customer service matters.
- (l) Exercise all powers and perform all functions in the operation of the Authority as are ordinarily exercised by the governing body of a political subdivision of the State of Arizona and as are necessary to accomplish the purposes of the Authority.
- (m) Provide for payment of all debts and appropriate claims from the appropriate funds.
- (n) Contract for or employ professionals to perform work or services on behalf of the Authority.
- (o) Through counsel, prosecute or defend the Authority in all court actions or other proceedings in which the Authority is a party or is otherwise involved.
- (p) Issue an annual report on or before December 1 of each year, containing a full account of its transactions, activities and finances for the preceding fiscal year and other facts and recommendations, and transmit copies of the report to each member municipality, university and county, to the Secretary of State, to the Arizona State Library, Archives and Public Records, and, on request, to any member of the public.
- (q) Cause an annual audit to be conducted of the public transportation authority fund by an independent certified public accountant within 120 days after the end of the fiscal year.

ARTICLE IV – BOARD OF DIRECTOR MEMBERS

SECTION 4.1 Agencies and Board of Directors. The Agencies comprising the Authority are Coconino County, the City of Flagstaff, the Arizona Board of Regents acting for and on behalf of Northern Arizona University ("Northern Arizona University") and the Coconino County

Community College District. Coconino County, Northern Arizona University and Coconino County Community College District each have one representative on the Board; the City of Flagstaff has two representatives on the Board. In the event that additional municipalities join the Authority, the number of directors on the Board may be increased (to a maximum of nine (9) directors) by a vote of the Board.

SECTION 4.2 New Member Agencies. Incorporated cities and towns within Coconino County may join the Authority by petitioning the Board of Supervisors and entering into the Restated Master IGA by and between the Agencies effective July 1, 2013, as the same may be amended (the "Restated Master IGA"), provided that Board membership is to be apportioned among the participating municipalities according to their respective populations.

SECTION 4.3 Dues, Fees, and Assessments. Each Agency must pay, within the time and on the conditions approved by the Board, the dues, fees, and assessments in amounts to be fixed from time to time by a majority of the Board.

SECTION 4.4 Resignation of Agency. In the event that one or more Agencies resigns from the Authority, the resigning Agency shall no longer be represented on the Board. New Agencies may be invited to fill any vacancies as provided in Section 4.2 above.

ARTICLE V - OFFICERS

SECTION 5.1 Officers of the Authority. The Officers of the Authority, who must also be Board Members, shall be a Chair and a Vice Chair.

- (a) A person may only hold one office at a time.
- (b) In the event of a vacancy in an office, a new officer shall be appointed as provided in Section 5.3 of these Rules.

SECTION 5.2 Duties of Officers.

- (a) *Chair.* The Chair shall: 1) act as Presiding Officer at all meetings of the Board; 2) sign all documents on behalf of the Authority; 3) be an ex-officio member of all committees.
- (b) *Vice Chair.* The Vice Chair shall have all the powers and assume all of the duties of the Chair in the Chair's absence.
- (c) *Duties Generally.* The Officers of the Authority shall act in the best interest of the Authority and in accordance with the constitutions and laws of the United States of America and the State of Arizona, and with all policies adopted by the Board.

SECTION 5.3 Election and Re-election of Officers.

- (a) *Terms.* The term of the Chair and Vice Chair positions shall be for a period of one (1) year, commencing on July 1 and ending on the following June 30, unless otherwise directed by the Board as provided in Section 5.3(e). In the event of an unexpected mid-term vacancy, the replacement Officer, determined in accordance with this Section 5.3, shall serve the remainder of the term.
- (b) *Order of Ascension.* Subject to Section 5.3(e), elected Officers shall serve for two (2) consecutive terms: first as the Vice Chair, and then as the Chair. The Vice Chair shall be elected before July 1 of each fiscal year and take office effective July 1.
- (c) *Vacancies.* At the completion of a full term, or in the event of a vacancy in the position of Chair, the Vice Chair shall ascend to the position of Chair. In the event of a vacancy in the position of Vice Chair, the Board shall entertain nominations from the Board Members to fill any such vacancies for the term or the remainder of the term, as may be appropriate. It is recommended, but not required, that Board Members having served 12 or more months be considered for nomination. If two or more Board Members are nominated for the office, the vote shall be by secret ballot. In the case of a single nominee, the vote may be by voice. In the event both the Chair and Vice Chair positions become vacant simultaneously, both positions shall be filled by the Board pursuant to the nomination and election provisions of this section; provided, however, that the Board Member elected to the Chair position shall only serve out the remainder of the term, and not be entitled to serve as both Chair and Vice Chair without being separately elected to the Vice Chair position in a different election cycle.
- (d) *Limitations.* No one person may serve in successive positions of Chair to Vice Chair. No Agency may hold the position of Chair and Vice Chair simultaneously.
- (e) *Continuity Extension.* The Board, acting in its sole discretion, may extend the term of the Chair for a subsequent year, provided, however, that no Chair shall serve more than two (2) full sequential terms. In the event of such an extension, the Board has the discretion to retain the Vice Chair during such extended term or appoint a new Vice Chair pursuant to the provisions of Section 5.2(c).

SECTION 5.4 Absence or Disability of Chair. In the absence or disability of the Chair, (1) the Vice Chair of the Board, and then (2) the Board Members in order of their tenure as Board Members of the Board, shall perform all duties of the Presiding Officer. When so acting, the Vice Chair or Board Member shall have all powers of, and be subject to all restrictions on, the Presiding

Officer. The said Vice Chair or Board Member shall have such other powers and perform such other duties as the Board Members, or the bylaws may prescribe.

Officer positions are personal to the Board Members elected to such position. In the absence of the Chair or Vice Chair, an Agency's alternate may vote in a meeting, but does not serve in the role of an Officer.

SECTION 5.5 Indemnification. Each Officer of the Authority shall be defended by the Authority against any action, suit or proceeding arising from an act or omission alleged to have been committed by such officer within the scope of the individual's official capacity with the Authority to the full extent allowed by applicable law.

SECTION 5.6 Compensation. Board Members shall be allowed such necessary travel and other expenses incurred in the performance of their duties as authorized by the Board.

SECTION 5.7 Other Officers and Employees. The CEO and General Manager, and Treasurer shall be appointed by the Board. All other officers and employees shall be appointed by, and serve at the pleasure of, the CEO and General Manager. All instructions, demands, or direction to Authority employees shall be made by the Board to the CEO and General Manager. Nothing cited in either the law or these Rules of Procedure shall be deemed to provide for or contain any language authorizing an individual Board Member to instruct, direct, or make demands, specifically or by innuendo, of any person employed by the Authority.

ARTICLE VI - MEETINGS OF THE BOARD

SECTION 6.1 Regular Meetings of Board. Regular meetings of the Board shall be held at least monthly, or as otherwise directed by the Board. Meetings shall be held at a place and time designated by the Board in the notice of meeting.

SECTION 6.2 Special Meetings. The Presiding Officer of the body may call a special meeting of the Board for any lawful purpose at any time.

SECTION 6.3 Notice Requirements for Meetings. Notice of meetings and an agenda of the items to be discussed shall be provided to the members of the body and the public as provided in the Arizona Open Meeting Law, A.R.S. §38-431 et seq. Additional notice may be provided as the Board deems advisable. At least twenty-four hours before each meeting, the clerk shall cause the final agenda for the meeting to be posted in accordance with the Arizona Open Meeting Laws and distributed to each member and member of the public requesting the agenda in writing.

SECTION 6.4 Agenda Items. Only those items listed on the agenda, as posted pursuant to Section 6.3, may be considered and acted upon at the meeting.

SECTION 6.5 Quorum. A majority of Board Members entitled to vote shall constitute a quorum for the transaction of business at any meeting.

SECTION 6.6 Attendance. The effectiveness of the Board is directly related to the regular participation of each Board representative in each and all regular and special meetings. Board Members are expected to be present at all regularly scheduled meetings and be prepared to discuss

and consider the items on the agenda. As a courtesy to other members, Board Members shall notify the clerk at the earliest possible time if they will be unable to attend any meeting, indicating the reason(s) for their non-attendance at such meeting. In the event that a Board Member has a pattern of absences (3 or more in a calendar year), the Presiding Officer may contact the respective Agency to make them aware of the situation.

SECTION 6.7 Attendance by Technological Means. Board Members, including an Agency's alternative representatives, may participate in a meeting by technological means, provided that the member can hear and participate in all discussions and the public can hear all statements made by the member so participating.

SECTION 6.8 Order of Business. The order of business for all meetings will be established by the CEO and General Manager in consultation with the Presiding Officer. The order of business, as set forth in the agenda, may be subject to change. Members of the Board may submit to the CEO and General Manager, at least ten (10) days before the date of any regularly scheduled meeting, and forty-eight (48) hours before the date of any special meeting, requests for items to be placed on the agenda.

SECTION 6.9 Minutes of Meetings. Minutes of meetings will record only formal actions taken by the Board, a summary of important reports and discussions, and all other information required by Arizona's Open Meeting Law, A.R.S. §38-431 et seq. Members may request that specific comments be included in the minutes. The clerk shall furnish the prior meeting's minutes to Board for review prior to the next meeting. Minutes of each meeting shall be approved by the Board Members at the next regularly scheduled meeting.

SECTION 6.10 Conduct of Meetings. In all matters not addressed by these Rules of Procedure or Arizona law, meetings of the Board may be governed by Robert's Rules of Order.

ARTICLE VII- VOTING PROCEDURES FOR THE BOARD

SECTION 7.1 Manner of Casting Votes. Voting may be by voice or ballot at the discretion of the Presiding Officer.

SECTION 7.2 Voting Rights of Agencies. Each Board Member appointed pursuant to Article 4 of these Rules (including the Chair) shall be entitled to cast one vote on each matter submitted to a vote of the Board, respectively. Other elected officials, staff members, and citizens may attend public meetings and participate as provided by law but shall not be permitted to vote.

SECTION 7.3 Approval by Majority Vote. If a quorum is present, the affirmative vote of the majority of the voting power represented at the meeting, entitled to vote and voting on any matter shall be the act of the body, unless the vote of a greater number is required by Arizona law or these Rules of Procedure.

SECTION 7.4 Alternate Members of Board. Alternate representatives to the Board shall be appointed as provided herein and shall be authorized to attend Board meetings. Alternate Members shall vote on all issues coming before the Board in the event that the regular representative is unable to attend a meeting or has a declared conflict of interest as provided in the

Code of Conduct. Each Agency shall appoint a single Board alternate, and such alternate may be changed from time to time with prior written notice to Board and clerk.

ARTICLE VIII – EXECUTIVE SESSIONS

SECTION 8.1 Scheduling. The Board, upon a majority vote, may hold closed executive sessions during a regular, special, or emergency meeting after the presiding officer has identified the authorization under A.R.S. § 38-431.03 for holding such executive session.

SECTION 8.2 Notice. The subject of the executive session must be noticed on the agenda.

SECTION 8.3 Minutes of Meetings. Minutes of executive sessions shall be kept in the same manner as minutes of regular meetings, except that content and materials, the disclosure of which is inconsistent with the purpose for which an executive session is authorized to be held, may be excluded from the recorded minutes.

SECTION 8.4 Alternative Representatives. An Agency’s alternative representative to the Board shall be permitted to attend all executive sessions.

ARTICLE IX - TRANSIT ADVISORY COMMITTEE

SECTION 9.1 Members. The Transit Advisory Committee (“TAC”) shall consist of the Coconino County Manager or designee; a Coconino County citizen appointed by the Board of Supervisors; Flagstaff City Manager or designee; a Flagstaff citizen appointed by the City Council; Northern Arizona University Vice-President of Administration or designee; the Coconino County Community College District Vice-President or designee; the Executive Director¹ of the Flagstaff Metropolitan Planning Organization (“MetroPlan”), or designee; the Student Senate President from Northern Arizona University or designee; the Student Senate President from Coconino County Community College or designee; and at the discretion of the Board, a representative of a business or economic development association. Additional guest members from surrounding communities may be invited by the TAC Chair as needed to hold meaningful regional discussions. Such invitations are intended to be for a temporary period as necessary for the particular topic. The Student Senate Presidents and guest members shall be ex-officio, non-voting members.²

¹ Section 11.1 of the Restated Master IGA dated July 1, 2013 (“Master IGA”), refers to the “Manager” of the Flagstaff Metropolitan Planning Organization. The “Manager” is now the “Executive Director”.

² Section 11.1 of “Master IGA”, provides that the Student Senate President of each Member university or college shall be ex-officio, non-voting members of the Transit Advisory Committee (“TAC”). The intent of the parties to the Master IGA was to provide a non-voting seat on the TAC to the head of the student organization at each Member university or college. Since the Master IGA was signed, it has come to NAIPTA’s attention that at Northern Arizona University, the equivalent position to Student Senate President is the Associated Students of NAU (“ASNAU”) President, and at Coconino County Community College is the Student Body President. Accordingly, the students occupying these positions will fill the positions accorded to the president of the student senate.

SECTION 9.2 Terms of Office of Citizen Members; Business or Economic Development Association Representative. Citizen members, and the representative of a business or economic development association, shall serve for terms of three years each.

SECTION 9.3 Responsibilities. The TAC shall have the duties and responsibilities provided in the Restated Master IGA and in such position descriptions and policy handbooks as are reviewed by the TAC and approved by the Board.

SECTION 9.4 Officers. The officers of the TAC shall consist of a Chair and Vice Chair. The Chair and Vice Chair must be voting members of the TAC.

SECTION 9.5 Duties of Officers.

- (a) *Chair.* The Chair shall: 1) act as Presiding Officer at all meetings of the TAC; 2) sign such documents as may be necessary on behalf of the TAC.
- (b) *Vice Chair.* The Vice Chair shall have all the powers and assume all of the duties of the Chair in the Chair's absence.

SECTION 9.6 Term, Rotation, and Vacancies of Officers.

- (a) *Terms.* The term of the Chair and Vice Chair positions shall be for a period of one (1) year, commencing on January 1 and ending on the following December 30. In the event of an unexpected mid-term vacancy, the replacement Officer, determined in accordance with this Section 9.6(d), shall serve the remainder of the term.
- (b) *Order of Ascension.* Elected Officers shall serve for two (2) consecutive terms: first as the Vice Chair, and then as the Chair. The Vice Chair shall be selected before January 1 of each year and take office effective January 1.
- (c) *Order of Rotation.* Starting January 1, 2023, the Chair of the TAC shall be the TAC Member from Northern Arizona University Vice-President, or their designee and the Vice-Chair of the TAC shall be the Flagstaff City Manager or designee. Each subsequent year the Vice-Chair shall ascend in accordance with this Section 9.6(b). A Vice-Chair shall be selected annually in the following order of TAC Members and continue to repeat in this order for the remainder of the existence of the TAC:
 - Flagstaff City Manager or designee (2023)
 - Coconino County Community College District Vice-President or designee (2024)
 - Coconino County Manager or designee (2025)
 - Executive Director of the Flagstaff Metropolitan Planning Organization (“MetroPlan”) (2026)
 - Northern Arizona University Vice-President of Administration or designee (2027)

- (d) *Vacancies.* At the completion of a full term, or in the event of a vacancy in the position of Chair, the Vice Chair shall ascend to the position of Chair. In the event of a vacancy in the position of Vice Chair, the TAC shall entertain nominations from the TAC Members to fill any such vacancies for the term or the remainder of the term, as may be appropriate. The selection of a Vice Chair to complete a term under this Section shall not change the Order of Rotation for subsequent terms.

SECTION 9.7 Regular Meetings. Regular meetings of the TAC shall be held at least monthly, or as otherwise determined by the TAC. TAC meetings shall be held at a place and time designated by the TAC in the notice of meeting.

SECTION 9.8 Alternate Members of the TAC. Alternate representatives to the TAC shall be appointed as provided herein and shall be authorized to attend TAC meetings. Alternate TAC representatives shall vote on all issues coming before the body in the event that the regular representative is unable to attend a meeting or has a declared conflict of interest as provided in the Code of Conduct. Each Agency shall appoint a single TAC alternate, and such alternate may be changed from time to time with prior written notice to the TAC and clerk.

ARTICLE X- MEMBER CONDUCT

Members of the Board and TAC shall be governed by a Code of Conduct adopted by the Board and attached hereto as Addendum A. The Code of Conduct may be amended or repealed by the approval of a majority of the Board Members.

ARTICLE XI - AMENDMENTS

New bylaws may be adopted, or these bylaws may be amended or repealed by the approval of a majority of all the Board Members, provided, however, that any provision of these bylaws that requires the vote of a larger proportion of the Board Members than otherwise is required by law may not be altered, amended, or repealed except by vote of that greater number. No amendment may extend a director's term beyond that for which the director was elected.

DATED this _____, day of _____, 2022.

ADDENDUM A

**NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION
AUTHORITY (“NAIPTA”) CODE OF CONDUCT**

[See following pages]

4860-3362-0002 v3 [53963-1]

SECTION 5.3 Election and Re-election of Officers.

(a) *Terms.* The term of the Chair and Vice Chair positions shall be for a period of one (1) year, commencing on ~~July-January~~ 1 and ending on the following ~~June-December 3031~~, unless otherwise directed by the Board as provided in Section 5.3(e). In the event of an unexpected mid-term vacancy, the replacement Officer, determined in accordance with this Section 5.3, shall serve the remainder of the term.

(b) *Order of Ascension.* Subject to Section 5.3(e), elected Officers shall serve for two (2) consecutive terms: first as the Vice Chair, and then as the Chair. The Vice Chair shall be elected before ~~July-January~~ 1 of each ~~fiscal~~-year, and take office effective ~~July-January~~ 1.

~~(c) *Order of Rotation.* Starting January 1, 2023 the Chair of the Board shall be the Coconino County Community College District Board Member and the Vice-Chair of the Board shall be the Coconino County Board Member. Each subsequent year the Vice-Chair shall ascend in accordance with this Section 5.3(e). A Vice-Chair shall be selected annually in the following order of Board Members and continue to repeat in this order for the remainder of the existence of the Board of Directors:~~

- ~~• Coconino County Board Member (Vice Chair 2023)~~
- ~~• Northern Arizona University Board Member (Vice Chair 2024)~~
- ~~• City of Flagstaff Board Member (Vice Chair 2025)~~
- ~~• Coconino County Community College District Board Member (Vice Chair 2026)~~
- ~~• Repeat in order~~

~~(e)(d)~~ *Vacancies.* At the completion of a full term, or in the event of a vacancy in the position of Chair, the Vice Chair shall ascend to the position of Chair. In the event of a vacancy in the position of Vice Chair, the Board shall entertain nominations from the Board Members to fill any such vacancies for the term or the remainder of the term, as may be appropriate. The selection of a Vice Chair to complete a term under this Section shall not change the Order of Rotation

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~~for subsequent terms. It is recommended, but not required, that Board Members having served 12 or more months be considered for nomination. If two or more Board Members are nominated for the office, the vote shall be by secret ballot. In the case of a single nominee, the vote may be by voice. In the event both the Chair and Vice Chair positions become vacant simultaneously, both positions shall be filled by the Board pursuant to the nomination and election provisions of this section; provided, however, that the Board Member elected to the Chair position shall only serve out the remainder of the term, and not be entitled to serve as both Chair and Vice Chair without being separately elected to the Vice Chair position in a different election cycle.~~

- ~~(d) *Limitations.* No one person may serve in successive positions of Chair to Vice Chair. No Agency may hold the position of Chair and Vice Chair simultaneously.~~
- (e) *Continuity Extension.* The Board, acting in its sole discretion, may extend the term of the Chair and Vice Chair for a subsequent year, provided, however, that no Chair or Vice Chair shall serve more than two (2) full sequential terms. In the event of such an extension, the ~~Board has the discretion to retain the Vice Chair during such extended term, or appoint a new Vice Chair pursuant to the provisions of Section 5.2(e)~~ order of rotation under Section 5.3(c) above will resume at the end of the extended terms.

SECTION 5.4 Absence or Disability of Chair. In the absence or disability of the Chair,

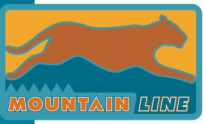
(1) the Vice Chair of the Board, ~~and then or~~ (2) ~~the an alternate~~ Board Members ~~selected~~ in order of their tenure as Board Members of the Board, shall perform all duties of the Presiding Officer. When so acting, the Vice Chair or ~~alternate~~ Board Member shall have all powers of, and be subject to all restrictions on, the Presiding Officer. The said Vice Chair or ~~alternate~~ Board Member shall have such other powers and perform such other duties as the Board Members, or the bylaws may prescribe.

~~Officer positions are personal to the Board Members elected to such position. In the absence of the Chair or Vice Chair, an Agency's alternate may vote in a meeting, but does not serve in the role of an Officer.~~

SECTION 5.3 Election and Re-election of Officers.

- (a) *Terms.* The term of the Chair and Vice Chair positions shall be for a period of one (1) year, commencing on January 1 and ending on the following December 31, unless otherwise directed by the Board as provided in Section 5.3(e). In the event of an unexpected mid-term vacancy, the replacement Officer, determined in accordance with this Section 5.3, shall serve the remainder of the term.
- (b) *Order of Ascension.* Subject to Section 5.3(e), elected Officers shall serve for two (2) consecutive terms: first as the Vice Chair, and then as the Chair. The Vice Chair shall be elected before January 1 of each year and take office effective January 1.
- (c) *Order of Rotation.* Starting January 1, 2023, the Chair of the Board shall be the Coconino County Community College District Board Member and the Vice-Chair of the Board shall be the Coconino County Board Member. Each subsequent year the Vice-Chair shall ascend in accordance with this Section 5.3(e). A Vice-Chair shall be selected annually in the following order of Board Members and continue to repeat in this order for the remainder of the existence of the Board of Directors:
 - Coconino County Board Member (Vice Chair 2023)
 - Northern Arizona University Board Member (Vice Chair 2024)
 - City of Flagstaff Board Member (Vice Chair 2025)
 - Coconino County Community College District Board Member (Vice Chair 2026)
 - Repeat in order
- (d) *Vacancies.* At the completion of a full term, or in the event of a vacancy in the position of Chair, the Vice Chair shall ascend to the position of Chair. In the event of a vacancy in the position of Vice Chair, the Board shall entertain nominations from the Board Members to fill any such vacancies for the term or the remainder of the term, as may be appropriate. The selection of a Vice Chair to complete a term under this Section shall not change the Order of Rotation for subsequent terms.
- (e) *Continuity Extension.* The Board, acting in its sole discretion, may extend the term of the Chair and Vice Chair for a subsequent year, provided, however, that no Chair or Vice Chair shall serve more than two (2) full sequential terms. In the event of such an extension, the order of rotation under Section 5.3(c) above will resume at the end of the extended terms.

SECTION 5.4 Absence or Disability of Chair. In the absence or disability of the Chair, (1) the Vice Chair of the Board, or (2) an alternate Board Member selected in order of their tenure as Board Members of the Board, shall perform all duties of the Presiding Officer. When so acting, the Vice Chair or alternate Board Member shall have all powers of, and be subject to all restrictions on, the Presiding Officer. The said Vice Chair or alternate Board Member shall have such other powers and perform such other duties as the Board Members, or the bylaws may prescribe.



Mountain Line

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Board Agenda Packet
6/15/2022 - Page 75 of 122

DATE PREPARED: June 2, 2022

MEETING DATE: June 15, 2022

TO: Honorable Chair and Members of the Board

FROM: Rhonda Cashman, Executive Assistant and Clerk of the Board

SUBJECT: Election of Vice Chair of the Board of Directors

RECOMMENDATION:

Staff recommends the Board of Directors affirm the ascension of Vice Chair to the Chair position and perform the election of the Vice Chair position, effective July 1, 2022.

BACKGROUND:

In accordance with the Amended and Restated Master IGA Section 3:

NAIPTA shall be governed by a Board of Directors consisting of at least five (5) and not more than nine (9) members. Upon the approval and execution of this Restated Master IGA by all Parties, the Board shall be comprised of five (5) directors, consisting of one (1) member of the Coconino County Board of Supervisors or designee; two (2) members of the Flagstaff City Council or designees; one (1) member of the Northern Arizona University administration appointed by the Northern Arizona University President, and the President of Coconino County Community College District or designee.

Further, according to NAIPTA's Rules of Procedure Section 5.3 officers are to be elected by the Board:

Election and Re-election of Officers.

- (a) **Terms.** The term of the Chair and Vice Chair positions shall be for a period of one (1) year, commencing on July 1 and ending on the following June 30, unless otherwise directed by the Board as provided in Section 5.3(e). In the event of an unexpected mid-term vacancy, the replacement Officer, determined in accordance with this Section 5.3, shall serve the remainder of the term.
- (b) **Order of Ascension.** Subject to Section 5.3(e), elected Officers shall serve for two (2) consecutive terms: first as the Vice Chair, and then as the Chair. The Vice Chair shall be elected before July 1 of each fiscal year and take office effective July 1.
- (c) **Vacancies.** At the completion of a full term, or in the event of a vacancy in the position of Chair, the Vice Chair shall ascend to the position of Chair. In the event of a vacancy in the position of Vice Chair, the Board shall entertain nominations from the Board Members to fill any such vacancies for the term or the remainder of the term, as may be appropriate. It is recommended, but not required, that Board Members having served 12 or more months be considered for nomination. If two or more Board Members are nominated for the office, the vote shall be by secret ballot. In the case of

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a single nominee, the vote may be by voice. In the event both the Chair and Vice Chair positions become vacant simultaneously, both positions shall be filled by the Board pursuant to the nomination and election provisions of this section; provided, however, that the Board Member elected to the Chair position shall only serve out the remainder of the term, and not be entitled to serve as both Chair and Vice Chair without being separately elected to the Vice Chair position in a different election cycle.

- (d) *Limitations.* No one person may serve in successive positions of Chair to Vice Chair. No Agency may hold the position of Chair and Vice Chair simultaneously.
- (e) *Continuity Extension.* The Board, acting in its sole discretion, may extend the term of the Chair for a subsequent year, provided, however, that no Chair shall serve more than two (2) full sequential terms. In the event of such an extension, the Board has the discretion to retain the Vice Chair during such extended term or appoint a new Vice Chair pursuant to the provisions of Section 5.3(c).

Chair Shimoni ascended to the Chair position in April 2021 due to the unforeseen departure of Steve Peru from the Board of Directors. Director Williams was elected to the Vice Chair position in January 2022 following the departure of Dr. Okoli in October 2021. Twelve months of service on the Board of Directors is recommended, but not a requirement as referenced in Section 5.3(c) above. Director Sweet and Director Vasquez have the recommended service of 12 months or more. Josh Maher is the NAU Alternate and acting member until further notice; as it stands, he would not be eligible to serve in the Vice Chair capacity. Please consider nominations for the Vice Chair position with potential ascension to the Chair position in the future.

FISCAL IMPACT:

The election of officers for the Board has no fiscal impact.

ALTERNATIVES:

- 1) Affirm the ascension of the Vice Chair to the Chair position and elect a Vice Chair with terms effective July 1st (**recommended**): The Vice Chair will serve in this capacity for one year and then ascend to the Chair position for one year.
- 2) Exercise the Continuity Extension noted above 5.3(e) to align with our elected officials' transition timeframe (**recommended**): The Vice Chair election would be moved to November each year with an effective date of January 1st of the following year.

SUBMITTED BY:

Rhonda Cashman
Executive Assistant and Clerk of the Board

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. Terms for the Board of Directors -page



Date Current Term Began	Term	Date Term Expires	Position	Agency	Name
7/1/2021	5 years	6/30/2026		Coconino County	Jeronimo Vasquez
				Coconino County	*Judy Begay
7/1/2019	5 years	6/30/2024		City of Flagstaff	Miranda Sweet
				City of Flagstaff	*Paul Deasy
7/1/2018	5 years	6/30/2023	Chair	City of Flagstaff	Adam Shimoni
				City of Flagstaff	*Paul Deasy
7/1/2020	5 years	6/30/2025		NAU	**VACANT
				NAU	*Josh Maher
7/1/2017	5 years	6/30/2022	Vice Chair	CCC	**Tony Williams
				CCC	*Kurt Stull

**Designee

* Alternate



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DATE PREPARED: June 2, 2022

MEETING DATE: June 15, 2022

TO: Honorable Chair and Members of the Board

FROM: Estella Hollander, Mobility Planner

SUBJECT: Mountain Line GO! Report

RECOMMENDATION:

1. Staff recommends the Board of Directors approve the continuation of Mountain Line GO! – Huntington after June 30, 2022, and to align fares with fixed route fares to allow for fare integration between both modes.
2. Staff recommends the Board of Directors discontinue the Mountain Line GO! – Airport pilot on June 30, 2022, and reevaluate service options through the Flagstaff in Motion plan.

RELATED STRATEGIC WORKPLAN OBJECTIVE

- ❖ Goal: Service Excellence
- ❖ Objective: Deliver service enhancements that are in line with our 5-year transit plan and make transit an attractive mode choice.

BACKGROUND:

Mountain Line GO! – Huntington

Mountain Line launched Mountain Line GO! – Huntington on November 1, 2021. This program is a microtransit pilot serving the Huntington and Industrial corridor. Microtransit is a flexible transportation option which does not use fixed routes or stops, and rides can be hailed on-demand through an app, website, or call-in option. This area has been an identified transit gap for several years in Mountain Line's planning processes and was included in the On-Demand Feasibility Study. This area has a high need for mobility options since this area houses many non-profits, human service agencies, and clinics. This area has poor transit access with railroad tracks to the north and Interstate 40 to the south, causing physical barriers to accessing existing transit nearby. The Huntington and Industrial area is a major destination for many of Mountain Line's most vulnerable passengers who must travel one mile—sometimes without sidewalks and bikes lanes—to access nearby bus stops.

Mountain Line received the Community Transportation Association of America's (CTAA's) Transit Planning 4 All, Inclusive Mobility On-Demand Grant to fund this pilot. The grant is one-time funding and funds will expire on June 30, 2022.

This service is comingled with paratransit, meaning one driver is performing both microtransit and

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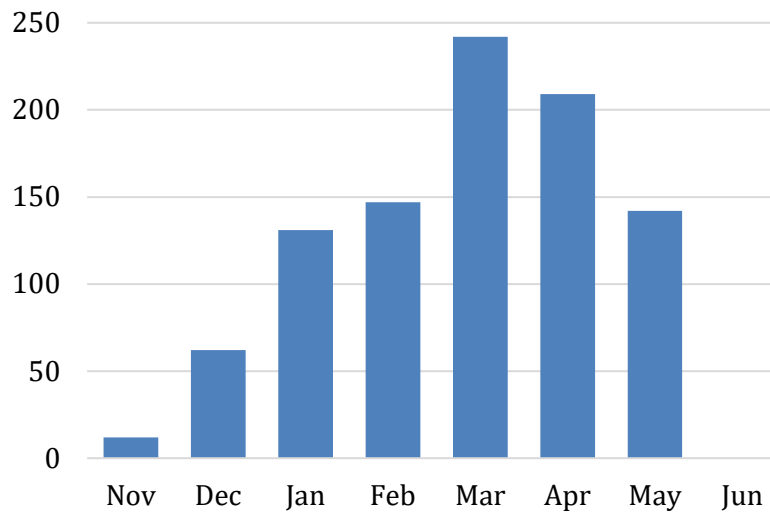
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paratransit rides in the same vehicle. Comingling has reduced paratransit downtime and increased the productivity of the vehicles. The table below shows trips per hour from February - May and trips per hour has increased in March and April and remained the same in May.

	February	March	April	May
Paratransit Trips per Hour	1.97	1.53	1.53	1.75
Combined Trips per Hour	1.97	1.79	1.65	1.75
Percent Change	0%	17%	8%	0%

The following graph shows ridership data from November – May.

Mountain Line GO! Ridership



Fare Integration

Mountain Line has used grant funding to purchase fare equipment on the paratransit vans. These vans currently do not have any fare boxes or pass validators. Installing this equipment will allow fixed route period passes (i.e., 30-day passes) and day passes to be used on the paratransit vans. Currently, Mountain Line GO! – Huntington is \$1 one-way and there is not a day pass option. With the forthcoming installation of fare equipment, staff propose the one-way fare aligns with fixed-route fare of \$1.25, so fixed route fare media can be used to pay for both microtransit and paratransit rides. In addition, the benefits of mobile ticketing and fare capping can be applied to microtransit as well.

Next Steps

Staff presented to Mountain Line TAC and Board in February and May and received the direction to maintain this program after the pilot period ends at the end of June. The continuation of Mountain Line

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GO! – Huntington would be an off budget expense. Due to comingling, staff feel confident that the pilot program can fit within the FY2023 paratransit operations. It is estimated continuing this program will cost \$59,000 annually, an 11% increase in the paratransit operations budget. However, cost per trip is estimated to decrease by 15% based on data from February – April. Staff are continuing to research grant opportunities to help supplement operations and have applied for Coconino County American Rescue Funds.

Mountain Line GO! – Airport

Mountain Line launched another microtransit pilot for the Flagstaff Pulliam Airport on March 1st. The trip must have an origin or destination with the airport (or nearby business), and riders can be picked-up or dropped-off anywhere in the Flagstaff City limits. Staff have coordinated with City of Flagstaff on the marketing and outreach. Marketing materials were developed to communicate that this service is a pilot program which will run through the end of June. This pilot was funded through one time grant funds.

Staff are recommending that this pilot program is not extended after June 30th for the following reasons. This program is anticipated to cost \$538,000 annually to operate. This amount is not included in Mountain Line's FY2023 budget nor the City of Flagstaff's budget. Staff are currently conducting a five year planning process through Flagstaff in Motion, which will look holistically at service priorities within Mountain Line's service area. In addition, due to staff shortages, new hire operators in the training program are having to work six days a week, which is not sustainable. Mountain Line has had to reduce service on Route 4 and Route 10. In terms of staffing, its recommended getting these services back to full service is a higher priority than the airport. Based on ridership in March and April, cost per trip has been around \$77, and fare is \$2 per person.

While at the May Advance, the Board suggested more time was needed to collect data on the program. Upon further reflection, staff do not feel additional data is necessary. It's clear to see there is demand for services to the airport and staff need time to determine the best way to provide service and explore funding partnership.

Next steps

Through the Flagstaff in Motion planning process, staff would like to take the time to right size this program and holistically prioritize serving the Airport compared to other needs in the community. During this planning effort, staff can understand the type of transportation mode to serve the Airport, understand what type of vehicles that should be used, how much the fare should cost, and have discussions with community partners on funding service to the Airport. Mountain Line understands the importance of providing service to the Airport and would like to evaluate options through the Flagstaff in Motion planning process.

FISCAL IMPACT:

Mountain Line received \$300,000 in federal funds for the planning and implementation of Mountain Line GO! and funds expire June 30, 2022. There are no local funds required for this grant opportunity.

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Mountain Line has used grant funds to purchase fare equipment to be installed on paratransit vans, which will allow for fare integration with fixed route and Mountain Line GO! – Huntington. Staff have submitted an ARPA funding request to Coconino County to help sustain the program. Continuing to run this program is estimated to cost \$59,000 annually which is not included in the FY2023 budget, but which staff believe can be incorporated in the budget through other savings.

The FY2023 budget has \$580,724 for paratransit operations. Due to comingling, staff feel confident that Mountain Line GO! – Huntington can continue. Staff will continue to supplement operations through grant opportunities when available.

Continuing the Mountain Line GO! – Airport would have more significant impacts due to increase hours of services occurring in serving the airport. Estimated annual cost is \$538,000 and it is not included in the FY2023 budget.

ALTERNATIVES:

Action Item #1

- 1) Approve the continuation of Mountain Line GO! – Huntington after June 30, 2022, and to align fares with fixed route fares to allow for fare integration between both modes (**recommended**): This recommendation will provide necessary service in an area currently not served by fixed route and allows for fare integration with fixed route pass programs, improving connectivity to the fixed route system and ease of payment.
- 2) Do not approve the continuation of Mountain Line GO! – Huntington after June 30, 2022, and do not align fares with fixed route fares to allow for fare integration between both modes (not recommended): If this service is not adopted by the Board, it will be removed at the end of June and service will not be provided in an area in need of mobility options.

Action Item #2

- 1) Approve the discontinuation of the Mountain Line GO! – Airport pilot on June 30, 2022, and reevaluate service options through the Flagstaff in Motion plan (**recommended**): This recommendation is aligned with existing budget and financial capacity of Mountain Line and allows staff to reevaluate service to the Airport holistically through Flagstaff in Motion.
- 2) Do not approve the discontinuation of the Mountain Line GO! – Airport pilot on June 30, 2022, and do not reevaluate service options through the Flagstaff in Motion plan (not recommended): Continuing the pilot program would strain the Paratransit operating budget and existing staff shortages.

TAC DISCUSSION:

The Transit Advisory Committee meeting on June 2nd was cancelled for lack of quorum.





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SUBMITTED BY:

Estella Hollander
Mobility Planner

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.

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DATE PREPARED: June 2, 2022

MEETING DATE: June 15, 2022

TO: Honorable Chair and Members of the Board

FROM: James Wagner, Operations Director

SUBJECT: Zero Emission Bus Transition Plan

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Service Excellence
- ❖ Objective: To enhance customer service and to be environmental stewards

BACKGROUND:

In December 2019, Mountain Line received a federal 5339 Bus and Bus Facilities grant in the amount of two million dollars for the purchase of two Battery Electric Buses (BEBs) as replacement fleet for end-of-life fixed route buses.

Staff reviewed options to procure BEB replacements and decided that a cooperative purchasing option through the state of Washington would be the best fit for our needs since the contract offered the flexibility to purchase both Gillig and New Flyer 35ft BEBs (complementary to the manufacturer's we already have as a way to maximize existing knowledge of these fleets during the pilot program).

Staff thought it best to purchase one each 35-foot BEBs from Gillig corporation and New Flyer LLC for a pilot test program to identify how electric buses would perform in our mountain community. Vehicles are ordered and should arrive in second quarter FY2023. To assist in facilitating the pilot program, staff completed a Zero Emission Bus Transition Plan (ZEB) in 2021 that was Board adopted.

FISCAL IMPACT:

The Zero Emission Bus Transition plan begins with two battery electric buses that are federally funded through a 5339 Bus and Bus Facilities grant in the amount of \$2,000,000 (\$1,600,000 federal and \$400,000 local match). The purchase of the fleet and the required charging infrastructure are budgeted in FY2022 and in the proposed FY2023 budget.

ALTERNATIVES:

No alternatives are offered due to no recommended actions at this time.

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TAC DISCUSSION:

The Transit Advisory Committee meeting on June 2nd was cancelled for lack of quorum.

SUBMITTED BY:

James Wagner
Operations Director

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.

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DATE PREPARED: June 2, 2022

MEETING DATE: June 15, 2022

TO: Honorable Chair and Members of the Board

FROM: Kate Morley, Deputy General Manager

SUBJECT: Downtown Connection Center Update

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Service Excellence
- ❖ Objective: Invest in capital to improve efficiencies and infrastructure to enhance customer-first service delivery.

BACKGROUND:

Staff continue to work on the Downtown Connection Center project making progress on the NEPA process, a variety of procurement needs, and coordination with BNSF and the City on the Rio de Flag project. In addition, awards for final design and construction of the Downtown Connection Center (DCC) have been made to HDR (architecture), Woodson Engineering, and Loven Contracting. The last several months have been spent reaffirming programming needs and updating the latest floor plans, and site plans with the new teams to ensure cost effective construction and building systems. At the Board meeting, the latest plan sets will be shared.

FISCAL IMPACT:

The Downtown Connection Center is paid for by several grants from the Federal Transit Administration (FTA) with a total project value of \$34.9 million, including land value. The project is budgeted in FY2022 and FY2023 and included in the 10-year Financial Plan.

TAC DISCUSSION:

The Transit Advisory Committee meeting on June 2nd was cancelled for lack of quorum.

SUBMITTED BY:

Kate Morley
Deputy General Manager

APPROVED BY:

Heather Dalmolin
CEO and General Manager

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ATTACHMENTS:

None.

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DATE PREPARED: June 2, 2022

MEETING DATE: June 15, 2022

TO: Honorable Chair and Members of the Board

FROM: Jon Matthies, Information Technology Manager

SUBJECT: Annual Information Technology Update

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Service Excellence.
 - Implement improved fare system solutions including, but not limited to, mobile ticketing, online reloading, and stored value cards by June 30, 2020.
- ❖ Goal: Enhanced Safety Culture

BACKGROUND:

Fiscal year 2022 brought many changes for Mountain Line's Information Technology department. Below are some highlights.

Service-Related Technology:

Mountain Line's IT team helped launch mobile ticketing, online reloading of smartcard-based fare products, and stored value smartcard products in the 3rd quarter of 2021.

Staffing:

Due to various factors, Mountain Line's 3 front-line IT positions experienced 100% turnover last year. We successfully recruited new team members for the 2 full-time positions last fall and have been making steady progress in reducing our technology debt since then. (Mountain Line's Document Control Specialist remains open for recruitment.)

Infrastructure:

This year, Mountain Line IT has:

- Replaced our core network switch and reconfigured the rest of our network, increasing speed, security, and reliability
- Tripled our internet bandwidth to keep pace with the increased demands of cloud-based applications.

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- Migrated physical servers to virtualized servers, which makes them easier to manage.
- Moved more on-premises applications to cloud-hosted solutions, making them more resistant to outages.

Cyber Security:

Mountain Line has made the following cyber security improvements this year:

- Added Distributed Denial of Service (DDOS) protection for our internet connection
- Synchronized all staffs' network and email passwords, making it easier for staff to manage their credentials
- Implemented Multifactor Authentication for all VPN connections
- Deployed a managed network intrusion detection solution that is tailored to local government entities and is monitored 24/7
- Participated in the Nationwide Cybersecurity Review (NCSR), an annual self-assessment that is based on the National Institute of Standards and Technology (NIST) Cybersecurity Framework (CSF). Mountain Line's 2021 NCSR report covers the calendar year, and is attached. While Mountain Line saw an average improvement of 42% across the five functions measured, unfortunately we still lag behind our peer transit and local government agencies. We will need to more than double our scores to reach the recommended minimum maturity.

Next steps:

- Automating audit log monitoring and review
- Replacing our outdated Wi-Fi network
- Moving our file shares to a cloud solution
- Continue developing cyber security policies

TAC DISCUSSION:

The Transit Advisory Committee meeting on June 2nd was cancelled for lack of quorum.

SUBMITTED BY:

Jon Matthies
Information Technology Manager

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. 2021 Annual National Cyber Security Report -pages 90-94

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Glossary:

BEC – Business Email Compromise

CIS - Center for Internet Security

CSF - Cybersecurity Framework

DDOS - Distributed Denial of Service, a cyber attack which aims to overwhelm an IT resource

DHS - Department of Homeland Security

DNS – Domain Name System

MS-ISAC - Multi-State Information Sharing & Analysis Center

NCSR - Nationwide Cybersecurity Review

NIST - National Institute of Standards and Technology

Phishing – an attempt to gain access or steal sensitive information through some form of electronic communication (emails, websites, text messages, etc.) that often looks to be official communication from legitimate companies or individuals.

Ransomware - malware that threatens to publish the victim's data or perpetually block access to it unless a ransom is paid.

SLTT – State, Local, Tribal, and Territorial governments

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National Cyber Security Review

MOUNTAIN LINE

JON MATTHIES, IT MANAGER

NCSR Structure

The NCSR question set was built upon the NIST CSF with some minor alterations. The questions set consists of a collection of cybersecurity-related activities organized into five main functions: Identify, Protect, Detect, Respond, and Recover. These five main functions are broken down into 108 sub-categories which the NCSR uses as a basis for the questions in the NCSR self-assessment.

Overview of the NIST CSF Functions:

Identify Function: The activities under this functional area are key for an organization's understanding of their current internal culture, infrastructure, and risk tolerance. By incorporating sound risk management principles into cybersecurity programs, organizations will be able to continuously align their efforts towards protecting their most valuable assets against the most relevant risks.

Protect Function: The activities under the Protect Function pertain to different methods and activities that reduce the likelihood of cybersecurity events from happening and ensure that the appropriate controls are in place to deliver critical services. These controls are focused on preventing cybersecurity events from occurring.

Detect Function: The activities under the Detect Function pertain to an organization's ability to identify incidents.

Respond Function: The activities within the Respond Function examine how an organization plans, analyzes, communicates, mitigates, and improves its response capabilities.

Recover Function: The activities within the Recover Function pertain to an organization's ability to return to its baseline after an incident has occurred. Such controls are focused not only on activities to recover from the incident, but also on many of the components dedicated to managing response plans throughout their lifecycle.

NCSR Maturity Scale

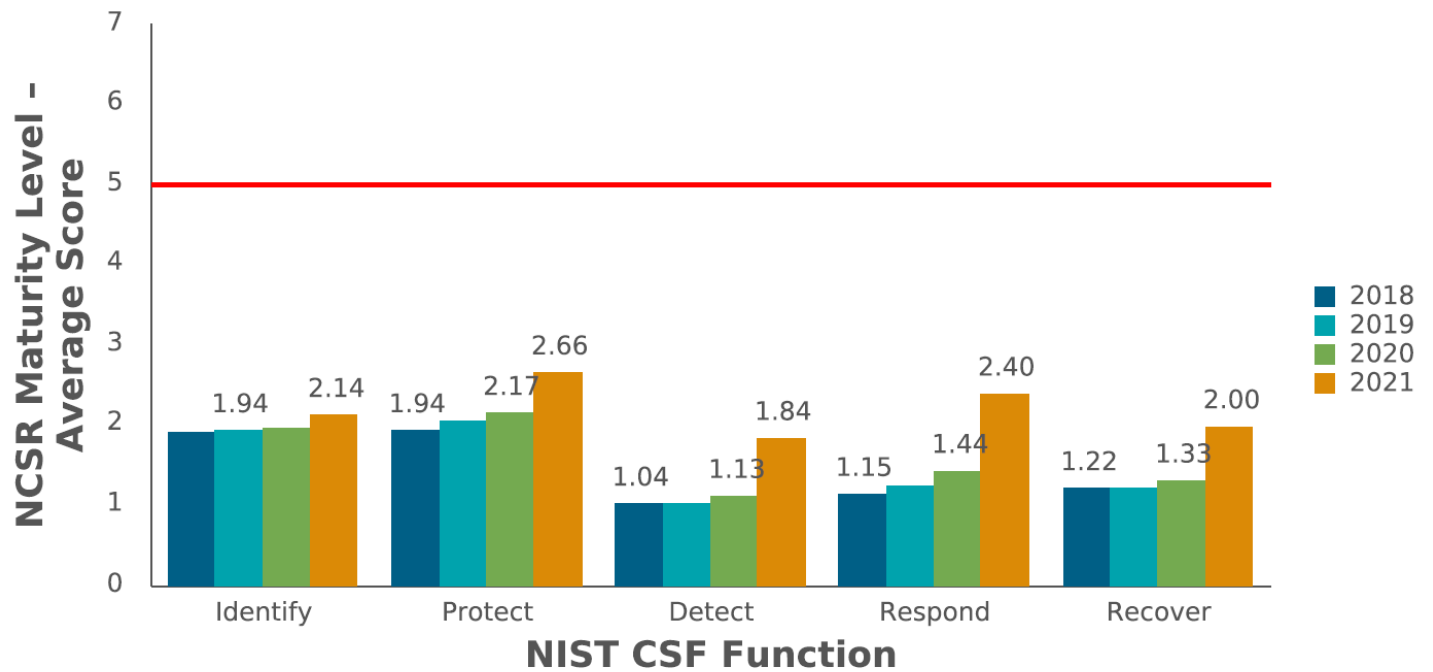
The NCSR utilizes a maturity scale that assesses how an organization is addressing the different activities within the NIST CSF. The maturity scale allows participants to indicate how formalized these cybersecurity activities are within their organization.

Following risk management principles, the response framework includes allowing organizations to identify which activities they have formally acknowledged and chosen not to implement because of their own risk assessment.

In order to provide a target for the SLTT community, a team of SLTT cybersecurity professionals developed a recommended minimum maturity level as a common baseline for the NCSR. The maturity level uses Implementation in Process as the recommended minimum maturity level. The below figure provides a full breakdown of the NCSR Maturity Level response scale along with the scores associated with each maturity level.

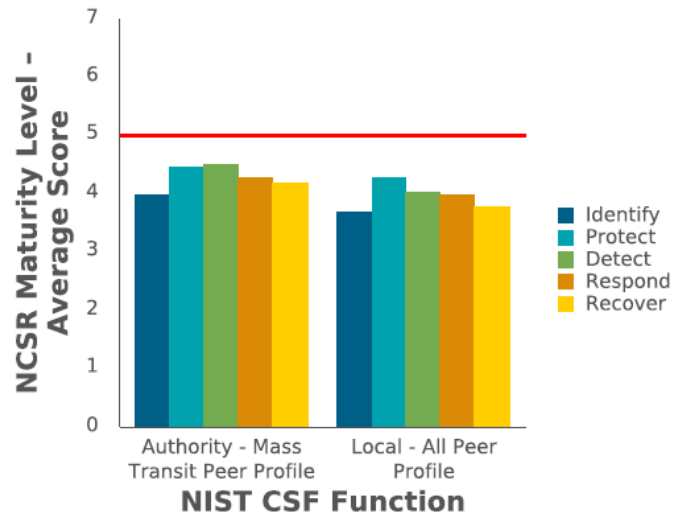
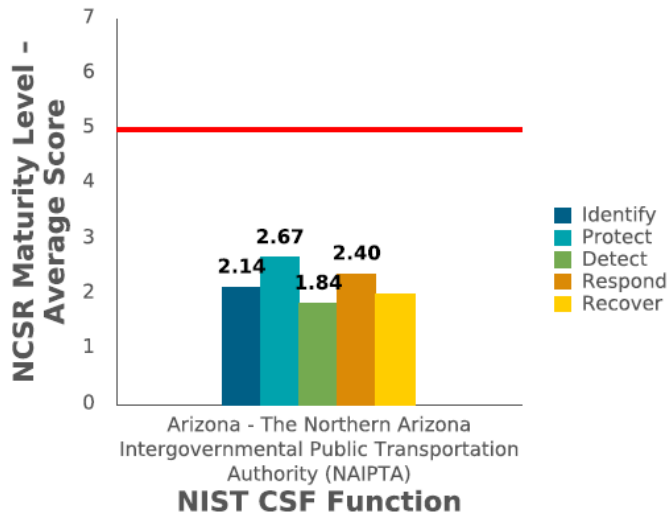
Score	Maturity Level
The recommended maturity level is set at a score of 5 and higher	
7	Optimized: Your organization has formally documented policies, standards, and procedures. Implementation is tested, verified, and reviewed regularly to ensure continued effectiveness.
6	Tested and Verified: Your organization has formally documented policies, standards, and procedures. Implementation is tested and verified.
5	Implementation in Process: Your organization has formally documented policies, standards, and procedures and are in the process of implementation.
5	Risk Formally Accepted: Your organization has chosen not to implement based on a risk assessment.
4	Partially Documented Standards and/or Procedures: Your organization has a formal policy in place and begun the process of developing documented standards and/or procedures to support the policy.
3	Documented Policy: Your organization has a formal policy in place.
2	Informally Performed: Activities and processes may be substantially performed and technologies may be available to achieve this objective, but they are undocumented and/or not formally approved by management.
1	Not Performed: Activities, processes and technologies are not in place to achieve the referenced objective

Mountain Line's Year-to-Year Function Averages



The red line indicates an average score of 5, which is the recommended minimum maturity level.

Mountain Line vs. Peers (Transit Authorities, Local Governments) Function Averages



The red line indicates an average score of 5, which is the recommended minimum maturity level.



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Board Agenda Packet
6/15/2022 - Page 95 of 122

DATE PREPARED: June 2, 2022

MEETING DATE: June 15, 2022

TO: Honorable Chair and Members of the Board

FROM: Kate Morley, Deputy General Manager

SUBJECT: Resolution 2023-100: FY2023 Collective Grant Resolution and the FY2023-FY2027 Transit Program from the Transportation Improvement Program

RECOMMENDATION:

Staff recommends the Board of Directors: 1) Approve Resolution 2023-100: FY2023 Collective Grant Resolution for federal and state transit grant applications and subsequent executions as necessary to support transit programs within the 5-year capital improvement plan and 10-year financial plan; and 2) Approve the amended Transit Program from the FY2023-FY2027 regional Transportation Improvement Program.

RELATED STRATEGIC PLAN OBJECTIVE:

❖ **Goal:** Service Excellence

❖ **Objective:** Invest in capital to improve efficiencies and infrastructure to enhance customer-first service delivery.

BACKGROUND:

Per the FY2020 funding discussions, Mountain Line can at times face the risk of delays in federal funding applications or lost opportunities with applications, as the Board of Directors support for applications is lacking at time of deadline. The Collective Grant Resolution first adopted in 2019 offered the opportunity to process applications for funding and related reimbursement requests in an efficient manner while creating an opportunity to be agile with applications for funding. The resolution allows the CEO and General Manager to submit transit grant applications to both ADOT and FTA for projects identified in the Transit Program within the TIP and the 10-year financial plan, and to execute subsequent contracts or awards. As previously agreed, the Board of Directors will receive regular updates on applications made and awards granted. The Resolution allows staff to act on the following elements:

- FTA or ADOT anticipated appropriations and awards of federal financial assistance for projects as detailed in the Transit Program of the FY2023-2027 Transportation Improvement Program (TIP).
- Local match requirements and obligations required to apply for and receive federal financial assistance.
- Mountain Line's requirements to complete and submit annual certifications and assurances to FTA and ADOT.
- Authorization to Mountain Line staff to complete and submit federal funding applications as required for the identified projects.

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- Authorization to the CEO and General Manager to execute awards and contracts for federal assistance.
- Incorporates the TIP as submitted for the current and future year funding cycles.

This resolution allows Mountain Line to be more agile in meeting deadlines and to be competitive in demonstrating support and readiness. The resolution is effective for the fiscal year and does require annual action to renew for future years.

ALTERNATIVES:

- 1) Adopt the FY2023 Collective Grant Resolution and approve the Transit Improvement Program as identified in the TIP (**recommended**): This resolution is in line with action of the Board in 2019 and reflects the support expressed by the Board of Directors. Adoption of the resolution will afford staff the opportunity to be efficient and timely in making transit grant applications.
- 2) Do not adopt the FY2023 Collective Grant Resolution (**not recommended**): This alternative is not recommended as then each grant application submittal will need to be timed accordingly to Board meetings and as such we may miss out on opportunities and or delay access to necessary federal funding.

FISCAL IMPACT:

There is no fiscal impact directly related to the adoption of the resolution; however, the resolution is expected to offer the opportunity to process applications for funding and related reimbursement requests in an efficient manner while creating an opportunity to be more agile with application submission. Each grant application will require local match and staff will need to ensure adequate capacity is established within the annual fiscal year budget as well as identified of future year applications within the 5-year capital improvement plan and the 10-year financial plan.

TAC DISCUSSION:

The Transit Advisory Committee meeting on June 2nd was cancelled for lack of quorum.

SUBMITTED BY:

Kate Morley
Deputy General Manager

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. Resolution 2023-100: FY2023 Collective Grant Resolution -page 97
2. FY2023-FY2027 Bus TIP Table -page 98

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RESOLUTION 2023-100

A RESOLUTION AUTHORIZING THE SUBMITTAL OF ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT) AND FEDERAL TRANSIT ADMINISTRATION (FTA) TRANSIT GRANT APPLICATIONS AND THE SUBSEQUENT EXECUTION OF TRANSIT GRANT AGREEMENTS AND CONTRACTS FOR FISCAL YEAR 2022 (2021-2022) BY THE CEO AND GENERAL MANAGER ON BEHALF OF THE NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY (MOUNTAIN LINE).

WHEREAS Mountain Line has a responsibility to carry out transit planning, operations, and capital investment activities on behalf of its partners; and,

WHEREAS Mountain Line believes itself to be qualified, and is willing and able to carry out all activities described in transit grant application; and,

WHEREAS Mountain Line has confirmed technical, legal, and financial capacity required to carry out all grant activities and has met all requirements of the transit grant applications including FTA requirement for execution of the Master Certification and Assurances as well as annual certification of same; and,

WHEREAS Mountain Line adopts an annual budget and maintains a 5-year financial plan to manage and confirm matching funds are available; and,

WHEREAS Mountain Line has submitted a Transit Program to the Flagstaff Metropolitan Planning Organization (MetroPlan) which illustrates anticipated projects to be funded by federal transit grants; and,

WHEREAS MetroPlan has included the ADOT transit programs and Mountain Line's Transit Program in the approved the FY2021 – FY2025 Transportation Improvement Program (TIP); and

WHEREAS the Arizona Department of Transportation and the Federal Transit Administration provide appropriation and award of various transit grants annually,

IT IS THEREFORE RESOLVED that the Board of Directors requests the funds and assistance available from ADOT and FTA transit grant applications and will comply with all regulations, and,

HEREBY AUTHORIZES CEO and General Manager to act on behalf of Mountain Line to submit and sign transit grant applications, sign related documents, and,

HEREBY AUTHORIZES CEO and General Manager to act on behalf of Mountain Line to sign the grant agreement and contracts if the grant funds are awarded.

Adopted this day _____ of _____, 20____

BY: _____
Chair, Board of Directors

ATTEST:

BY: _____
Clerk of the Board

FMPO Bus Orig

Table 5. FY2023-2027: Transit Projects within the FMPO-area
updated: J 24-Mar-22

Line #	Project Description	Fund Type	Current Year	2023	2024	2025	2026	2027	Local Cost **	Federal Cost	Total Cost
1	Operating Assistance, including Project Management	5307, including STIC	\$ 10,324,022	\$ 11,136,354	\$ 11,855,650	\$ 12,088,151	\$ 12,325,302	\$ 12,567,196	\$ 46,948,104	\$ 23,348,571	\$ 70,296,675
2	Passenger Shelters, Signs, and Poles	5307, STBG State Flex	\$ 101,978	\$ 135,000	\$ 150,000	\$ 165,000	\$ 180,000	\$ 210,000	\$ 188,396	\$ 753,582	\$ 941,978
3	Preventative Maintenance	STBG Local	\$ 353,750	\$ 459,875	\$ 473,671	\$ 487,881	\$ 502,518	\$ 517,594	\$ 559,058	\$ 2,236,231	\$ 2,795,289
4	Downtown Connection Ctr - Construct	5339	\$ 31,138,260						\$ 15,463,260	\$ 15,675,000	\$ 31,138,260
5	Replacement Buses (Electric, total of 2)	5339	\$ 2,000,000						\$ 400,000	\$ 1,600,000	\$ 2,000,000
6	Operations Support Vehicles	5339	\$ 300,000						\$ 60,000	\$ 240,000	\$ 300,000
7	Phase 1 Campus Bus Storage: CDL Test Course and training materials	5307, 5339	\$ 4,375,581						\$ 875,116	\$ 3,500,465	\$ 4,375,581
8	Phase 1 Campus Bus Storage: CDL Test Course and training materials	Appropriation	\$ 3,237,500						\$ 647,500	\$ 2,590,000	\$ 3,237,500
9	Kaspar Electrification Infrastructure	5339	\$ 1,615,148						\$ 323,030	\$ 1,292,118	\$ 1,615,148
10	Support Vehicles	unfunded					\$ 300,000	\$ 300,000	\$ 60,000	\$ 240,000	\$ 300,000
11	Bus Training Simulator	unfunded					\$ 380,000	\$ 380,000	\$ 76,000	\$ 304,000	\$ 380,000
12	Passenger Wayfinding - Technology	unfunded					\$ 300,000	\$ 300,000	\$ 60,000	\$ 240,000	\$ 300,000
13	IT - Safety & Security Package	unfunded					\$ 500,000	\$ 500,000	\$ 100,000	\$ 400,000	\$ 500,000
14	Plans and Planning, non-operations (TOD, Corridor, Mobility/OnDemand Studies)	unfunded					\$ 900,000	\$ 900,000	\$ 180,000	\$ 720,000	\$ 900,000
15	Replacement Paratransit Vehicles	unfunded					\$ 1,100,000	\$ 1,100,000	\$ 220,000	\$ 880,000	\$ 1,100,000
16	High-Capacity Transit Route -Engineering and Environmental	unfunded					\$ 2,281,919	\$ 2,281,919	\$ 580,000	\$ 1,701,919	\$ 2,281,919
17	Acquisition of Property for Mountain Line Expansion	unfunded					\$ 2,500,000	\$ 2,500,000	\$ 500,000	\$ 2,000,000	\$ 2,500,000
18	Park n Ride Transit Center	unfunded					\$ 3,000,000	\$ 3,000,000	\$ 600,000	\$ 2,400,000	\$ 3,000,000
19	General Routes - Fleet Expansion	unfunded					\$ 5,000,000	\$ 5,000,000	\$ 1,000,000	\$ 4,000,000	\$ 5,000,000
20	Downtown Connection Ctr - Construct	unfunded					\$ 6,000,000	\$ 6,000,000	\$ 1,200,000	\$ 4,800,000	\$ 6,000,000
21	General Route Infrastructure Improvements	unfunded					\$ 6,400,000	\$ 6,400,000	\$ 1,280,000	\$ 5,120,000	\$ 6,400,000
22	NAU McConnell Dr Multimodal Improvements	unfunded					\$ 7,000,000	\$ 7,000,000	\$ 1,400,000	\$ 5,600,000	\$ 7,000,000
23	Electrification Infrastructure	unfunded					\$ 10,000,000	\$ 10,000,000	\$ 2,000,000	\$ 8,000,000	\$ 10,000,000
24	New Bus Way - Various Locations	unfunded					\$ 10,000,000	\$ 10,000,000	\$ 2,000,000	\$ 8,000,000	\$ 10,000,000
25	Kaspar Maintenance, Storage and Electrification	unfunded					\$ 10,000,000	\$ 10,000,000	\$ 2,000,000	\$ 8,000,000	\$ 10,000,000
26	High-Capacity Transit - Fleet Expansion	unfunded					\$ 10,000,000	\$ 10,000,000	\$ 2,000,000	\$ 8,000,000	\$ 10,000,000
27	Replacement Buses (Hybrid/Electric, total of 12)	unfunded					\$ 12,000,000	\$ 12,000,000	\$ 2,400,000	\$ 9,600,000	\$ 12,000,000
28	First Last Mile Infrastructure (capital)	unfunded					\$ 13,100,000	\$ 13,100,000	\$ 2,620,000	\$ 10,480,000	\$ 13,100,000
29	High-Capacity Transit - Acquisition/Design/Construction	unfunded					\$ 27,000,000	\$ 27,000,000	\$ 5,400,000	\$ 21,600,000	\$ 27,000,000
30	Bus Storage Facility (Campus Location)	unfunded					\$ 29,000,000	\$ 29,000,000	\$ 5,800,000	\$ 23,200,000	\$ 29,000,000
TOTAL ALL CATEGORIES			\$ 53,446,239	\$ 11,731,229	\$ 12,479,321	\$ 12,741,032	\$ 13,007,820	\$ 170,056,709	\$ 96,940,463	\$ 176,521,887	\$ 273,462,350

Fiscal Year is local fiscal year of July 1 thru June 30 to express year of obligation.

**Local Match increases by an average of 2% annually. Local match is combination of City taxes, NAU and other partner funds.



Mountain Line

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DATE PREPARED: June 2, 2022

MEETING DATE: June 15, 2022

TO: Honorable Chair and Members of the Board

FROM: Josh Stone, Management Services Director

SUBJECT: FY2023 Procurement Resolution

RECOMMENDATION:

Staff recommends the Board of Directors approve Resolution 2023-110: FY2023 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 5-year capital improvement plan, the 10-year financial plan, and which may be related to the approved annual Collective Grant Resolution.

RELATED STRATEGIC PLAN OBJECTIVE:

- ❖ Resolution 2023-110: FY2023 Procurement Resolution supports all aspects of the Strategic Plan and Key Objectives

BACKGROUND:

The Board of Directors adopted and updated Mountain Line's procurement policies in October of 2017. These policies are used to guide all activities related to the use of public funding, i.e. transit funding, used to supply goods and services necessary to support public transit in and around Mountain Line's service area. The procurement policy delegates authority to the CEO and General Manager for award of procurements and authorization of contracts of less than \$100,000 while retaining authority with the Board for procurements and contracts of \$100,000 or greater. These authorizations result in large procurements being presented to the Board for consideration and approval on a regular basis, and results in Board action being required for all amendments that change the contract by more than \$20,000 or 15%. As the Board meets only once a month, these requirements can create some challenges for staff and/or delays in projects while work is paused to await Board action. The Board of Directors first approved a Procurement Resolution in 2019, as allowed by regulatory language, to authorize the CEO and General Manager to act on behalf of the Board of Directors to approve procurement award recommendations after such procurements are conducted in a manner directed by the purchasing policies and execute contracts with vendors selected as best value after a competitive process. The resolution provides staff with an option that allows for more timely consideration of awards, contracts, and changes while preserving limited time at meetings for the Board to engage in broad policy and strategy discussions.

The resolution was determined to be an annual process for projects named and included in the approved fiscal year budget, the 5-year capital improvement plan, the 10-year financial plan and where applicable supported by the annual Grant Resolution. Any procurement decisions that are high impact to the

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community, protested or appealed, or considered controversial will be brought before the Board of Directors for formal action including making determination of any protest or appeal.

Staff is recommending the Board approve Resolution 2023-110: FY2023 Procurement Resolution to support procurements for FY2023 as defined in the adopted budget, the 5-year capital improvement plan, the 10-year financial plan, and as supported by the annual Collective Grant Resolution. Detailed project updates, including contract or procurement decisions, will be made available at the next regular occurring meeting of the Board of Directors in order to engage the Board in discussion of the projects as a whole.

FISCAL IMPACT:

There is no additional fiscal impact directly related to approving Resolution 2023-110: FY2023 Procurement Resolution as the resolution reflects projects approved in the annual fiscal year budget, the 5-year capital improvement plan, and the 10-year financial plan. The resolution offers the opportunity to process procurements and related contracts in a more efficient manner while creating an opportunity to be timely in engaging contractors on projects.

ALTERNATIVES:

- 1) Approve Resolution 2023-110: FY2023 Procurement Resolution (**recommended**): This resolution is in line with allowances under Mountain Line's procurement policies, the State rules for an IPTA, and allows for staff to be responsive and agile to timely award and action on procurements. Resolution 2023-110 will afford the Board of Directors an opportunity to engage in a thoughtful manner on strategic purpose projects, issues, and policies while delegating management of procurements and contracts to the CEO and General Manager.
- 2) Do not approve Resolution 2023-110 (**not recommended**): This alternative is not recommended as then each procurement of \$100,000 or more will continue to need to be timed accordingly to align with Board meetings and as such may cost staff and projects time, and such Board consideration will consume time at Board meetings that could otherwise be used for strategic planning and engagement.

TAC DISCUSSION:

The Transit Advisory Committee meeting on June 2nd was cancelled for lack of quorum.

SUBMITTED BY:

Josh Stone
Management Services Director

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. Resolution 2023-110: FY2023 Procurement Resolution -pages 102-103
2. FY2023 Annual Budget, Project List -page 104
3. FY2023 Capital Improvement Plan -page 105

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4. FY2023 Financial Plan, excerpt

-pages 106-108

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RESOLUTION 2023-110

A RESOLUTION DELEGATING AUTHORITY FOR PROCUREMENT BIDS AND PROPOSALS, GRANT AWARDS, AND AUTHORITY OVER CONTRACTS FOR FISCAL YEAR 2023 (2022-2023) TO THE CEO AND GENERAL MANAGER ON BEHALF OF THE BOARD OF DIRECTORS OF THE NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY (MOUNTAIN LINE).

Whereas Mountain Line is involved in the procurement and completion of an increasing number of and complexity in transportation projects; and

Whereas the Board of Directors ("Board") devotes a substantial portion of its meeting time to the consideration of procurements, contracts, and contract amendments for transportation projects;

Whereas the Board relies on the CEO and the General Manager in considering and approving procurements, contracts, and contract amendments for transportation projects; and

Whereas the Board desires for Mountain Line to more efficiently fulfill its mission to provide transportation solutions to the members of the public it serves; and

Whereas the Board has previously delegated authority to the CEO and the General Manager to issue and award procurements and authorize contracts; and

Whereas Arizona Revised Statutes §§ 28-9101, et seq. authorize the Board to delegate additional authority to the CEO and the General Manager; and

Whereas the Board delegating additional authority to the CEO and the General Manager will enable Mountain Line to more timely consider awards, contracts, and amendments, as well as administer and report to the Board on a whole-project basis; and

Whereas the Board delegating additional authority to the CEO and the General Manager will preserve limited Board meeting time to devote to broad and deep policy and strategy discussions; and

Whereas the Board has reviewed a list of projects based on Mountain Line's fiscal year budget, this fiscal year Grant Resolution, and long-term financial plan;

IT IS THEREFORE RESOLVED by the Mountain Line Board of Directors:

That the CEO and the General Manager, is delegated the authority, on the Board's behalf, to issue procurement requests and grant awards up to the amount budgeted for each project as in approved budget, up to an aggregate limit for all projects not exceeding the total authorized budget amount for the projects included in the budget for fiscal year 2023 (2022-2023);

That the CEO and the General Manager is delegated the authority, on the Board's behalf, to sign and enter into on the Board's behalf, individual contracts and/or agreements up to the amount budgeted for each project as in approved budget, up to an aggregate limit for all projects not exceeding the total authorized budget amount for the projects included in the budget for fiscal year 2023 (2022-2023); and

That the CEO and General Manager, s the budget for additional projects are established and formally approved by the Board, may present to the Board additional Delegation Resolutions for each specific

project for which the budget is approved consistent with the delegation of authority set forth in this Resolution; and

That the CEO and the General Manager is authorized to sign such documents in such form as is finally approved and take such actions as are reasonably necessary to effectuate the terms of the awards, contracts, services and/or agreements; and

That the CEO and the General Manager, together with the Mountain Line Staff and General Counsel, shall revise the Mountain Line Purchasing Policy to reflect the delegations of authority and procedures as set forth in this Resolution;

That the CEO and General Manager will bring to the Board any procurement decisions that are protested or appealed for formal action and resolution of the protest consistent with the Mountain Line Purchasing Policy; and

That this Delegation of Authority shall remain in force until the end of fiscal year 2023 (2022-2023) or until revoked by a subsequent, validly passed resolution of the Board.

Adopted this day _____ of _____, 20____

BY: _____
Chair, Board of Directors

ATTEST:

BY: _____
Clerk of the Board

Mountain Line - City of Flagstaff							
Capital Summary							
	FY 2022	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
EXPENSES	Budget	Projected					
Buses	\$ 7,145,959	\$ 454,752	\$ 8,491,207	\$ -	\$ 2,000,000	\$ 3,000,000	\$ 2,000,000
Capital Replacement fund							
Light Duty Vans	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capitalized Repairs and Rehabilitation	\$ 245,000	\$ 247,563	\$ 220,000	\$ 310,000	\$ 90,000	\$ -	\$ -
Shelters, Pads and Installation	\$ 488,708	\$ 148,708	\$ 636,000	\$ 306,000	\$ 165,000	\$ 180,000	\$ 210,000
Facility Costs and Transfer Centers	\$ 6,010,304	\$ 758,386	\$ 31,244,787	\$ 15,845,398	\$ -	\$ 17,500	\$ 210,000
Misc (see sheet for details)	\$ 4,783,754	\$ 392,060	\$ 4,134,547	\$ 696,800	\$ 206,800	\$ 334,800	\$ 706,800
Route Construction	\$ 10,751,253	\$ 411,846	\$ 10,339,407	\$ 1,080,000	\$ 2,994,680	\$ -	\$ 217,140
TOTAL CAPITAL EXPENSES	\$ 29,424,978	\$ 2,413,315	\$ 55,065,948	\$ 18,238,198	\$ 5,456,480	\$ 3,532,300	\$ 3,343,940

REVENUES							
FTA Sec 5307 Formula (80% Federal-20% local)	\$ 62,633	\$ 62,633	\$ 108,000	\$ 120,000	\$ 132,000	\$ 144,000	\$ 168,000
FTA Sec 5339 Capital Program (up to 80% of costs)	\$ 22,399,940	\$ 1,576,306	\$ 42,994,276	\$ 14,034,318	\$ 3,995,744	\$ 2,462,400	\$ 2,133,712
FTA Sec ??? Small Starts Program (up to 80% of capital)							
County Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LTAF II	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NAU Contribution	\$ 1,029,192	\$ 88,400	\$ 437,558	\$ -	\$ -	\$ -	\$ -
Local-Flex STP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle Replacement Fund	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 600,000	\$ 400,000
Other-Misc Sources	\$ 2,626,701	\$ 348,976	\$ 5,522,628	\$ 1,566,154	\$ 160,000	\$ 200,000	\$ 200,000
Subtotal Non-Transit Tax Revenues	\$ 26,118,466	\$ 2,076,315	\$ 49,062,462	\$ 15,720,472	\$ 4,687,744	\$ 3,406,400	\$ 2,901,712
Transit Tax - Capital (401)	\$ 40,575	\$ 40,575					
Transit Tax - Capital (402)	\$ 400,000	\$ 44,345					
Transit Tax - Capital (403)		\$ -					
Transit Tax - Capital (404)		\$ -					
Transit Tax - Capital (405)		\$ -					
Transit Tax - Capital (411)	\$ 2,865,938	\$ 252,080	\$ 6,003,486	\$ 2,517,726	\$ 768,736	\$ 125,900	\$ 442,228
Subtotal Transit Tax needed	\$ 3,306,513	\$ 337,000	\$ 6,003,486	\$ 2,517,726	\$ 768,736	\$ 125,900	\$ 442,228
TOTAL REVENUES	\$ 29,424,978	\$ 2,413,315	\$ 55,065,948	\$ 18,238,198	\$ 5,456,480	\$ 3,532,300	\$ 3,343,940

Mountain Line
FINAL_ FY2023 CIP

dated 12.17.2021

Committed Projects																	
N/A Ranking	Type	Category	Subcategory	Project	N/A Project Score	Funding Source	Budget FY2022	Carryover (Y/N)	FY2023	FY2024	FY2025	F2026	FY2027	Does project Impact Annual Operating Budget (Y/N)	Net Annual O&M Cost	FY23 Local Match	Future Years Local Match
0	SGR	Fleet	Fleet	EVs: Fixed Route Electric Mobile Charging Units (2)	0	Grant - applied	\$61,000	Y		\$0	\$0	\$0	\$0	N		\$0	
0	SGR	Facilities	Kaspar Campus	Electrical Charging Infrastructure - Kaspar - D&C	0	Grant - applied	\$1,474,850	Y		\$0	\$0	\$0	\$0	Y	\$19,000	\$294,970	
0	SGR	Equipment	Fleet	EVs: Diagnostic & Maintenance Tools	0	Grant - applied	\$56,000	Y		\$0	\$0	\$0	\$0	N		\$0	
0	SI	Facilities	DCC	DCC - Design and Construction	0	Grant - awarded	\$9,394,971	yes, portion	\$24,613,483	\$10,815,398	\$0	\$0	\$0	N	\$200,000	\$4,922,697	
0	SI	Transit Technologies	Transit Technologies	TSP - MetroPlan Technology Grant	0	Grant- awarded	\$200,000	Y		\$0	\$0	\$0	\$0	N		\$0	
0	SI	Facilities	Kaspar Campus	KHMP Master Plan	0	Grant - awarded	\$204,000	Y	\$0	\$0	\$0	\$0	\$0	Y	\$0	\$0	
0	SI	Transit Technologies	Security & Safety	BEB Training	0	Grant - applied			\$80,000	\$0	\$0	\$0	\$0	N	\$0	\$16,000	
0	SE	Facilities	Facilities	Phase 1: Campus Bus Storage - CDL Course	0	Grant - awarded	\$5,648,362	Y		\$0	\$0	\$0	\$0	Y	\$25,000	\$564,836	
0	SE	Facilities	Infrastructure - General	First Mile / Last Mile Bike / Ped Improvements	0	Grant - awarded	\$6,920,094	Y		\$0	\$0	\$0	\$0	N		\$0	
0	SE	Facilities	Facilities	Phase 2: Campus Bus Storage/Admin & Bus Wash	0	Grant - applied			\$1,800,000	\$27,500,000	\$0	\$0	\$0	Y	\$200,000	\$108,000	\$5,928,000
								Subtotal:	\$26,493,483	\$38,315,398	\$0	\$0	\$0		\$444,000	\$5,906,503	\$0
Ranked Projects																	
Ranking	Type	Category	Subcategory	Project	Project Score	Funding Source	Budget FY2022	Carryover (Y/N)	FY2023	FY2024	FY2025	F2026	FY2027				
1	SGR	Fleet	Fleet	Fixed Route - Bus Replacement	50	Grants - ongoing	\$2,000,000	Y	\$0	\$0	\$2,000,000	\$3,000,000	\$2,000,000	Y	\$		
2	SGR	Facilities	Kaspar Campus	Shop 3 Air Quality Sensors	48.75	General fund			\$15,000	\$0	\$0	\$7,500	\$0	N			
3	SGR	Facilities	Kaspar Campus	Bus Wash Refurbishment	47.5	General fund			\$25,000	\$0	\$0	\$0	\$0	N			
4	SGR	Facilities	Kaspar Campus	Diesel Fuel Tank Refurbishment	46.25	General fund			\$10,000	\$0	\$0	\$0	\$0	N			
5	SGR	Fleet	Fleet	Fixed Route - Bus Rehabilitation	46.25	General fund			\$220,000	\$220,000	\$0	\$0	\$0	Y	\$		
6	SGR	Equipment	IT	Domain Controller Replacement/Backup Server (updated 12.17.2021)	42.5	General fund			\$20,000	\$0	\$0	\$0	\$0	N			
7	SGR	Facilities	Bus Stops, Connection Centers, Offsite Transit Facilities	Bus Shelter Rehab / Replacement	42.5	General fund			\$135,000	\$150,000	\$165,000	\$180,000	\$210,000	N			
8	SGR	Equipment	Security & Safety	Cameras Replacement 3825 Kaspar	41.25	General fund			\$19,000	\$0	\$0	\$0	\$0	N			
9	SGR	Equipment	IT	Phone Server Replacements	40	General fund	\$22,000		\$28,000	\$0	\$0	\$0	\$0	N			
10	SGR	Facilities	Kaspar Campus	Roof Replacement	40	Grant - General fund			\$0	\$0	\$0	\$0	\$150,000	N		\$0	
11	SI	Facilities	Kaspar Campus	Maintenance Bay Expansion - Design and Construction	40	Grant - contingent			\$1,000,000	\$5,000,000	\$0	\$0	\$0	Y	\$80,000	\$200,000	
12	SGR	Equipment	IT	SeonServer Replacement	38.75	General fund			\$0	\$10,000	\$0	\$0	\$0	N			
13	SE	Facilities	Bus Stops, Connection Centers, Offsite Transit Facilities	Route Extension: NAH Bus Stops	37.5	Grant - General fund			\$0	\$780,000	\$0	\$0	\$0	Y	\$		\$156,000
14	SGR	Facilities	Kaspar Campus	Exterior Paint	36.25	General fund			\$0	\$0	\$0	\$0	\$60,000	N			
15	SGR	Fleet	Fleet	Support Vehicle - Facilities	35	Grant - awarded	\$300,000	Y	\$0	\$0	\$0	\$0	\$0	N			
16	SGR	Equipment	IT	Server-Fire Protection	32	General fund			\$20,000	\$0	\$0	\$0	\$0	N			
17	SGR	Equipment	Facilities	Scissor Lift	31.25	General fund			\$0	\$30,000	\$0	\$0	\$0	N			
18	SGR	Equipment	IT	IT Network Switch Replacement	30	General fund			\$0	\$6,800	\$6,800	\$6,800	\$6,800	N			
19	SI	Planning Studies	Planning Studies	Planning Studies - 5305 funded	30	Grant - contingent			\$200,000	\$250,000	\$200,000	\$250,000	\$250,000	N		\$40,000	\$190,000
20	SGR	Fleet	Fleet	Paratransit - Van Replacement	30	Grant - ongoing			\$0	\$220,000	\$250,000	\$380,000		Y	\$		\$170,000
21	SGR	Equipment	IT	APC Sensors	28.75	Grant - contingent			\$0	\$0	\$0	\$78,000	\$0	N			
22	SGR	Facilities	Kaspar Campus	Concrete Repair - Bus Wash and Shop 3	27.5	General fund			\$50,000	\$0	\$0	\$0	\$0	N			
23	SE	Facilities	Bus Stops, Connection Centers, Offsite Transit Facilities	Route 8 Extension: Bus Stops Woody Mountain Rd	27.5	Grant - General fund	\$66,000		\$66,000	\$0	\$468,000	\$0	\$0	Y	\$		\$93,600
24	SGR	Facilities	Kaspar Campus	Asphalt Parking Resealed	26.5	General fund			\$10,000	\$0	\$0	\$10,000	\$0	N			
25	SGR	Fleet	Fleet	Support Vehicle - Fleet (Non-revenue)	25	Grant - ongoing			\$0	\$0	\$0	\$0	\$0	N		\$0	
26	SGR	Fleet	Fleet	Support Vehicle - Operations (Non revenue)	25	Grant - ongoing			\$0	\$90,000	\$90,000			N		\$0	\$36,000
27	SGR	Equipment	Security & Safety	Radio System Replacement	23.75	Grant - General fund			\$0	\$0	\$0	\$0	\$150,000	N			\$30,000
28	SI	Transit Priority Improvements	Transit Priority Improvements	TSP Butler Corridor East	23.75	Grant - not applied			\$0	\$0	\$0	\$0	\$217,140	Y	\$		\$43,428
29	SI	Facilities	Bus Stops, Connection Centers, Offsite Transit Facilities	Shelters - RT 3 Butler Corridor East	21.25	Grant - General fund			\$0	\$125,000	\$0	\$0	\$0	Y	\$		\$25,000
30	SI	Transit Priority Improvements	Transit Priority Improvements	TSP Butler Corridor West	21.25	Grant - not applied			\$0	\$0	\$526,680	\$0	\$0	Y	\$		\$105,336
31	SGR	Equipment	IT	Backup Server (Secondary)	18.75	General fund			\$0	\$0	\$0	\$0	\$0	N			
32	SI	Facilities	Bus Stops, Connection Centers, Offsite Transit Facilities	Shelters - RT 4 Lake Mary/Mohawk	18.75	Grant - General fund			\$0	\$31,000	\$0	\$0	\$0	Y	\$		\$6,200
33	SI	Equipment	IT	RTA Display Courthouse	17.5	Grant - General fund			\$0	\$10,000	\$0	\$0	\$0	N	\$		\$2,000
34	SGR	Equipment	Security & Safety	Cameras System Replacement	17.5	Grant - General fund			\$0	\$0	\$0	\$0	\$300,000	Y	\$		\$60,000
35	SI	Transit Technologies	Transit Technologies	TSP Fleet Equipment	17.5	Grant - awarded			\$0	\$300,000	\$0	\$0	\$0	Y	\$		\$60,000
36	SI	Facilities	Bus Stops, Connection Centers, Offsite Transit Facilities	TLA Bus Stop	17.5	Grant - contingent	\$15,000		\$75,000	\$0	\$0	\$0	\$0	Y	\$	\$15,000	
37	SI	Facilities	Bus Stops, Connection Centers, Offsite Transit Facilities	Milltown Bus Lanes	17.5	General fund	\$260,000	\$240,000	\$20,000	\$0	\$0	\$0	\$0	Y	\$	\$20,000	
38	SGR	Equipment	Facilities	Phase 4: Campus Bus Storage: EV Charging	11.25	Grant - not applied			\$0	\$0	\$0	\$0	\$6,568,200	Y	\$		\$1,313,640
39	SE	Facilities	Facilities	Phase 3: Campus Storage: NAU Maintenance	11.25	Grant - not applied			\$0	\$0	\$0	\$0	\$6,726,800	Y	\$	\$0	\$1,345,360
40	SGR	Equipment	IT	Wi-Fi Controllers	0	General fund			\$0	\$10,000	\$0	\$0	\$0	Y	\$		
41	SGR	Equipment	IT	Mobile Routers - Buses	0	General fund			\$0	\$30,000	\$0	\$0	\$0	Y	\$		
42	SI	Equipment	Transit Technologies	Bus Training Simulator	0	Grant - contingent			\$0	\$380,000	\$0	\$0	\$0	Y	\$	\$0	
43	SE	Fleet	Fleet	Fixed Route - Service Expansion NAH	0	Grant - ongoing			\$0	\$0	\$2,000,000	\$0	\$0	Y	\$		\$400,000
Ranked Projects FY2023 Subtotal:									\$1,913,000	\$7,642,800	\$5,706,480	\$3,912,300	\$16,638,940	Local Match Subtotals:		\$6,181,503	\$4,036,564
Ranked & Committed Projects FY2023 Total:									\$28,406,483								
FY2023-FY2027 Committed Projects:									\$64,808,881								

- Notes :
- 1) Committed Projects are either grant awarded or grant applied (pending).
 - 2) Project shown in year of initiation/purchase.
 - 3) If O&M cost not calculated but requestor indicated impact, a \$ symbol shown.
 - 4) Funding Source: "Grant-General Fund" means that if no grant awarded, project will request priority from General Fund.
 - 5) Funding Source: "Grant - ongoing" means that there are predictable grant sources/fleet is prioritized for grants.
 - 6) Final CIP document maybe updated as part of annual budget process.

Financial Plan Summary										
	no srvc change w/pay plan	no srvc change w/pay plan	no srvc change w/pay plan	no srvc change w/pay plan	no srvc change w/pay plan	no srvc change w/pay plan	no srvc change w/pay plan	no srvc change w/pay plan	no srvc change w/pay plan	no srvc change w/pay plan
	FY 2022 Budget	FY 2022 Projected	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
SYSTEM EXPENSES										
Operations Summary	\$ 9,878,699	\$ 10,324,022	\$ 11,136,354	\$ 11,855,650	\$ 12,088,151	\$ 12,325,302	\$ 12,567,196	\$ 12,813,928	\$ 13,065,595	\$ 13,322,295
Capital Summary	\$ 29,424,978	\$ 2,413,315	\$ 55,065,948	\$ 18,238,198	\$ 5,456,480	\$ 3,532,300	\$ 3,343,940	\$ 2,373,823	\$ 3,373,358	\$ 3,954,736
TOTAL SYSTEM EXPENSES	\$ 39,303,677	\$ 12,737,337	\$ 66,202,302	\$ 30,093,848	\$ 17,544,631	\$ 15,857,602	\$ 15,911,136	\$ 15,187,751	\$ 16,438,953	\$ 17,277,031
Increase over prior year	105.63%	114.15%	107.87%	106.46%	101.96%	101.96%	101.96%	101.96%	101.96%	105.10%

SYSTEM REVENUES										
Passenger Fares (on-board)	\$ 638,207	\$ 624,909	\$ 703,400	\$ 709,927	\$ 716,519	\$ 723,177	\$ 723,177	\$ 723,177	\$ 723,177	\$ 723,177
Passenger Fares (U-Pass, C-Pass and agency)	\$ 547,869	\$ 547,869	\$ 586,219	\$ 592,082	\$ 598,002	\$ 603,982	\$ 610,022	\$ 616,122	\$ 622,284	\$ 628,507
FTA Sec 5307 Formula Program (up to 50% of net operating costs)	\$ 3,428,752	\$ 4,219,174	\$ 4,219,174	\$ 3,860,304	\$ 3,860,304	\$ 3,860,304	\$ 3,329,311	\$ 2,999,000	\$ 2,999,000	\$ 2,999,000
FTA Sec 5307 Capital Program (up to 80% of costs)	\$ 62,633	\$ 62,633	\$ 108,000	\$ 120,000	\$ 132,000	\$ 144,000	\$ 168,000	\$ 62,633	\$ 62,633	\$ 62,633
FTA Sec 5339 Capital Program (up to 80% of costs)	\$ 22,399,940	\$ 1,576,306	\$ 42,994,276	\$ 14,034,318	\$ 3,995,744	\$ 2,462,400	\$ 2,133,712	\$ 1,719,058	\$ 2,530,686	\$ 2,983,789
FTA Sec ???? Small Starts Program (up to 80% of capital)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County General Fund Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LTAF II	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NAU	\$ 1,029,192	\$ 88,400	\$ 437,558	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local-Flex STP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle Repacement Fund	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 600,000	\$ 400,000	\$ 368,960	\$ 570,042	\$ 681,439
Other-Existing Misc Sources	\$ 3,162,204	\$ 884,479	\$ 5,935,984	\$ 1,979,529	\$ 574,331	\$ 615,305	\$ 616,299	\$ 417,313	\$ 418,348	\$ 419,403
Subtotal Non-Transit Tax Revenues	\$ 31,268,796	\$ 8,003,770	\$ 54,984,611	\$ 21,296,159	\$ 10,276,900	\$ 9,009,169	\$ 7,980,522	\$ 6,906,264	\$ 7,926,170	\$ 8,497,947
Transit Tax needed to balance the budget	\$ 8,034,881	\$ 4,733,567	\$ 11,217,691	\$ 8,797,689	\$ 7,267,731	\$ 6,848,433	\$ 7,930,615	\$ 8,281,487	\$ 8,512,782	\$ 8,779,083
TOTAL SYSTEM REVENUES	\$ 39,303,677	\$ 12,737,337	\$ 66,202,302	\$ 30,093,848	\$ 17,544,631	\$ 15,857,602	\$ 15,911,136	\$ 15,187,751	\$ 16,438,953	\$ 17,277,031

REVENUE FUND BALANCE										
	FY 2022	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Transit Tax	\$ 7,757,299	\$ 11,419,052	\$ 7,406,040	\$ 6,035,599	\$ 6,430,515	\$ 7,487,855	\$ 7,226,765	\$ 6,799,497	\$ 6,324,776	\$ 5,784,187
FTA 5307 (including STP and STIC)	\$ 12,905,132	\$ 13,422,344	\$ 13,896,596	\$ 14,180,191	\$ 14,451,786	\$ 14,711,381	\$ 15,477,969	\$ 16,680,235	\$ 17,882,501	\$ 19,084,767
FTA 5339 (previously 5309)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)
FTA Small Start	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Subtotal Revenue Fund Balances	\$ 20,662,431	\$ 24,841,396	\$ 21,302,636	\$ 20,215,790	\$ 20,882,301	\$ 22,199,236	\$ 22,704,734	\$ 23,479,732	\$ 24,207,277	\$ 24,868,953

Mountain Line - City of Flagstaff
Operations Summary

	FY 2022 Budget	FY 2022 Projected	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Operating Data										
Passengers (1)	1,269,127	1,306,859	1,437,545	1,451,811	1,466,220	1,480,773	1,480,773	1,480,773	1,480,773	1,480,773
Revenue Vehicle Hours	82,395	80,635	84,729	84,729	84,729	84,729	84,729	84,729	84,729	84,729
Revenue Vehicle Miles	1,052,639	994,444	1,040,198	1,040,198	1,040,198	1,040,198	1,040,198	1,040,198	1,040,198	1,040,198
Passenger Fares (on-board and UPass combined) (4)	\$ 638,207	\$ 624,909	\$ 703,400	\$ 709,927	\$ 716,519	\$ 723,177	\$ 723,177	\$ 723,177	\$ 723,177	\$ 723,177
Existing Service - Operations										
Mtn Links - Operations										
New Service Areas - Operations										
Expanded Frequency - Operations										
Subtotal Operations Cost	\$ 7,862,243	\$ 7,903,417	\$ 8,953,125	\$ 9,626,145	\$ 9,818,667	\$ 10,015,041	\$ 10,215,342	\$ 10,419,648	\$ 10,628,041	\$ 10,840,602
Annual Pay Plan Cost	\$ -	\$ 570,960	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bonus Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Costs	\$ 1,305,874	\$ 1,202,222	\$ 1,396,653	\$ 1,424,586	\$ 1,453,077	\$ 1,482,139	\$ 1,511,782	\$ 1,542,017	\$ 1,572,858	\$ 1,604,315
Special Services (Mtn Express)	\$ 230,600	\$ 230,600	\$ 223,517	\$ 230,600	\$ 230,600	\$ 230,600	\$ 230,600	\$ 230,600	\$ 230,600	\$ 230,600
Planning Program	\$ 390,330	\$ 307,137	\$ 469,382	\$ 478,770	\$ 488,345	\$ 498,112	\$ 508,074	\$ 518,236	\$ 528,600	\$ 539,172
Taxi Program	\$ 89,652	\$ 109,685	\$ 93,677	\$ 95,551	\$ 97,462	\$ 99,411	\$ 101,399	\$ 103,427	\$ 105,496	\$ 107,605
Total Annual	\$ 9,878,699	\$ 10,324,022	\$ 11,136,354	\$ 11,855,650	\$ 12,088,151	\$ 12,325,302	\$ 12,567,196	\$ 12,813,928	\$ 13,065,595	\$ 13,322,295
Increase over prior year	105.63%	114.15%	107.87%	106.46%	101.96%	101.96%	101.96%	101.96%	101.96%	101.96%
Performance Indicators										
Passengers/RVH	15.40	16.21	16.97	17.13	17.30	17.48	17.48	17.48	17.48	17.48
Passengers/RVM	1.21	1.31	1.38	1.40	1.41	1.42	1.42	1.42	1.42	1.42
Total Cost/Revenue Hour	\$ 111.27	\$ 112.92	\$ 122.15	\$ 130.42	\$ 133.03	\$ 135.69	\$ 138.41	\$ 141.18	\$ 144.00	\$ 146.88
Total Cost/RVM	\$ 8.71	\$ 9.16	\$ 9.95	\$ 10.62	\$ 10.84	\$ 11.05	\$ 11.27	\$ 11.50	\$ 11.73	\$ 11.96
Average Fare	\$ 0.50	\$ 0.48	\$ 0.49	\$ 0.49	\$ 0.49	\$ 0.49	\$ 0.49	\$ 0.49	\$ 0.49	\$ 0.49
Total Cost/Passenger	\$ 7.22	\$ 6.97	\$ 7.20	\$ 7.61	\$ 7.69	\$ 7.76	\$ 7.92	\$ 8.08	\$ 8.24	\$ 8.40
Subsidy/Passenger	\$ 6.72	\$ 6.49	\$ 6.71	\$ 7.12	\$ 7.20	\$ 7.28	\$ 7.43	\$ 7.59	\$ 7.75	\$ 7.92
Administrative Cost Ratio	14.2%	13.2%	13.5%	12.9%	12.9%	12.9%	12.9%	12.9%	12.9%	12.9%
Cost Recovery (includes all fares, on and off board)	7.0%	6.9%	6.8%	6.4%	6.4%	6.3%	6.2%	6.0%	5.9%	5.8%
System Speed (revenue miles per revenue hour)	12.78	12.33	12.28	12.28	12.28	12.28	12.28	12.28	12.28	12.28
System Revenues										
Passenger Fares (General Public on-board)	\$ 638,207	\$ 624,909	\$ 703,400	\$ 709,927	\$ 716,519	\$ 723,177	\$ 723,177	\$ 723,177	\$ 723,177	\$ 723,177
Passenger Fares (U-Pass, C-Pass and agency)	\$ 547,869	\$ 547,869	\$ 586,219	\$ 592,082	\$ 598,002	\$ 603,982	\$ 610,022	\$ 616,122	\$ 622,284	\$ 628,507
FTA Sec 5307 Formula Program (up to 50% of net operating costs)	\$ 3,428,752	\$ 4,219,174	\$ 4,219,174	\$ 3,860,304	\$ 3,860,304	\$ 3,860,304	\$ 3,329,311	\$ 2,999,000	\$ 2,999,000	\$ 2,999,000
FTA Sec 5307 Capital Program (up to 80% of costs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FTA Sec 5339 Capital Program (up to 80% of costs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FTA Sec ???? Small Starts Program (up to 80% of capital)										
County General Fund Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LTAF II	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contribution for operations from NAU (MOVED TO REFLECT AS FARES)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other-Existing Misc Sources (5)	\$ 535,503	\$ 535,503	\$ 413,356	\$ 413,375	\$ 414,331	\$ 415,305	\$ 416,299	\$ 417,313	\$ 418,348	\$ 419,403
Subtotal Non-Transit Tax Revenues	\$ 5,150,330	\$ 5,927,455	\$ 5,922,149	\$ 5,575,687	\$ 5,589,156	\$ 5,602,769	\$ 5,078,810	\$ 4,755,613	\$ 4,762,809	\$ 4,770,086
Operating Cost (401)										
Operating Cost (403)										
Operating Cost (404)										
Operating Cost (405)										
Operating Cost (411)	\$ 4,728,369	\$ 4,396,567	\$ 5,214,205	\$ 6,279,963	\$ 6,498,995	\$ 6,722,533	\$ 7,488,387	\$ 8,058,315	\$ 8,302,786	\$ 8,552,208
Transit Tax needed to balance the budget	\$ 4,728,369	\$ 4,396,567	\$ 5,214,205	\$ 6,279,963	\$ 6,498,995	\$ 6,722,533	\$ 7,488,387	\$ 8,058,315	\$ 8,302,786	\$ 8,552,208
Total System Revenue	\$ 9,878,699	\$ 10,324,022	\$ 11,136,354	\$ 11,855,650	\$ 12,088,151	\$ 12,325,302	\$ 12,567,196	\$ 12,813,928	\$ 13,065,595	\$ 13,322,295

Mountain Line - City of Flagstaff
Capital Summary

	FY 2022 <i>Budget</i>	FY 2022 <i>Projected</i>	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
EXPENSES										
Buses	\$ 7,145,959	\$ 454,752	\$ 8,491,207	\$ -	\$ 2,000,000	\$ 3,000,000	\$ 2,000,000	\$ 1,844,798	\$ 2,850,212	\$ 3,407,196
Capital Replacement fund										
Light Duty Vans	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 304,025	\$ 313,146	\$ 322,540
Capitalized Repairs and Rehabilitation	\$ 245,000	\$ 247,563	\$ 220,000	\$ 310,000	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -
Shelters, Pads and Installation	\$ 488,708	\$ 148,708	\$ 636,000	\$ 306,000	\$ 165,000	\$ 180,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000
Facility Costs and Transfer Centers	\$ 6,010,304	\$ 758,386	\$ 31,244,787	\$ 15,845,398	\$ -	\$ 17,500	\$ 210,000	\$ -	\$ -	\$ -
Misc (see sheet for details)	\$ 4,783,754	\$ 392,060	\$ 4,134,547	\$ 696,800	\$ 206,800	\$ 334,800	\$ 706,800	\$ 15,000	\$ -	\$ 15,000
Route Construction	\$ 10,751,253	\$ 411,846	\$ 10,339,407	\$ 1,080,000	\$ 2,994,680	\$ -	\$ 217,140	\$ -	\$ -	\$ -
TOTAL CAPITAL EXPENSES	\$ 29,424,978	\$ 2,413,315	\$ 55,065,948	\$ 18,238,198	\$ 5,456,480	\$ 3,532,300	\$ 3,343,940	\$ 2,373,823	\$ 3,373,358	\$ 3,954,736

REVENUES

FTA Sec 5307 Formula (80% Federal-20% local)	\$ 62,633	\$ 62,633	\$ 108,000	\$ 120,000	\$ 132,000	\$ 144,000	\$ 168,000	\$ 62,633	\$ 62,633	\$ 62,633
FTA Sec 5339 Capital Program (up to 80% of costs)	\$ 22,399,940	\$ 1,576,306	\$ 42,994,276	\$ 14,034,318	\$ 3,995,744	\$ 2,462,400	\$ 2,133,712	\$ 1,719,058	\$ 2,530,686	\$ 2,983,789
FTA Sec ??? Small Starts Program (up to 80% of capital)										
County Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LTAF II	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NAU Contribution	\$ 1,029,192	\$ 88,400	\$ 437,558	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local-Flex STP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle Replacement Fund	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 600,000	\$ 400,000	\$ 368,960	\$ 570,042	\$ 681,439
Other-Misc Sources	\$ 2,626,701	\$ 348,976	\$ 5,522,628	\$ 1,566,154	\$ 160,000	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -
Subtotal Non-Transit Tax Revenues	\$ 26,118,466	\$ 2,076,315	\$ 49,062,462	\$ 15,720,472	\$ 4,687,744	\$ 3,406,400	\$ 2,901,712	\$ 2,150,651	\$ 3,163,362	\$ 3,727,861
Transit Tax - Capital (401)	\$ 40,575	\$ 40,575								
Transit Tax - Capital (402)	\$ 400,000	\$ 44,345								
Transit Tax - Capital (403)		\$ -								
Transit Tax - Capital (404)		\$ -								
Transit Tax - Capital (405)		\$ -								
Transit Tax - Capital (411)	\$ 2,865,938	\$ 252,080	\$ 6,003,486	\$ 2,517,726	\$ 768,736	\$ 125,900	\$ 442,228	\$ 223,172	\$ 209,996	\$ 226,875
Subtotal Transit Tax needed	\$ 3,306,513	\$ 337,000	\$ 6,003,486	\$ 2,517,726	\$ 768,736	\$ 125,900	\$ 442,228	\$ 223,172	\$ 209,996	\$ 226,875
TOTAL REVENUES	\$ 29,424,978	\$ 2,413,315	\$ 55,065,948	\$ 18,238,198	\$ 5,456,480	\$ 3,532,300	\$ 3,343,940	\$ 2,373,823	\$ 3,373,358	\$ 3,954,736



DATE PREPARED: June 2, 2022

MEETING DATE: June 15, 2022

TO: Honorable Chair and Members of the Board

FROM: Josh Stone, Management Services Director

SUBJECT: Line of Credit Renewal from Wells Fargo for \$500,000

RECOMMENDATION:

Staff recommends the Board of Directors authorize Mountain Line Management Services Director 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 2022-2023.

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Fiscal Responsibility
- ❖ Objective: Ensure a sustainable financial future through long-term financial planning.
- ❖ Objective: 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.

BACKGROUND:

Mountain Line has limited cash funding readily available as the organization is funded on a reimbursement basis by partner and granting agencies. Due to the potential of cash flow issues related to timing of reimbursement funds and the lag in federal funding, a line of credit has historically been secured as an option to close the gap in cash necessary for solvency. The line of credit as recommended is important to ensuring we are able to keep accounts payable current with vendors while waiting for reimbursement.

The line of credit makes funds available as needed to help cover costs. The interest rate, as of the March 2022 quarter, was anticipated to be 3.50% per annum with max credit of \$500,000. Staff selected Wells Fargo Bank, as Wells Fargo is Mountain Line's bank and as Coconino County Treasurer, Mountain Line's treasurer, has a relationship with Wells Fargo that makes transactions and payback simple, if needed. The line of credit makes funds available to be drawn as needed and would only be used as a last resort. Mountain Line would only incur interest costs based upon amount of funds drawn for the time required for repayment of the line of credit. The line of credit is subject to renewal once annually.

Action as recommended allows the Management Services Director to authorize the renewal of the line of credit when and if the line of credit becomes necessary.

Mountain Line will issue a request for proposal for banking services in FY2023. Should an alternative bank be identified and awarded contract, the same line of credit requirements will apply. Action by the





Mountain Line

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Board of Directors as recommended will result in approval of a line of credit with Wells Fargo Bank, or any bank awarded contract in the fiscal year, if necessary.

FISCAL IMPACT:

There are no application fees or maintenance costs associated with renewing the line of credit.

If funds are drawn against the line of credit, Mountain Line would be charged the interest rate until such time as the funds are repaid. Mountain Line did not budget for the interest rate that would incur if funds are drawn on the line of credit. If Mountain Line uses the line of credit, a budget adjustment will be required to cover interest costs related to the expenditure.

ALTERNATIVES:

- 1) Authorize the Management Services Director to renew the line of credit (**recommended**): The line of credit will provide needed assurance of adequate cash flow while reimbursements from various funding sources are pending.
- 2) Do not approve the renewal of the line of credit (**not recommended**): Mountain Line could operate without the line of credit. On occasion, this option could prevent timely payment of invoices and cost additional finance or late fees.

TAC DISCUSSION:

The Transit Advisory Committee meeting on June 2nd was cancelled for lack of quorum.

SUBMITTED BY:

Josh Stone
Management Services Director

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.





Mountain Line

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DATE PREPARED: June 2, 2022

MEETING DATE: June 15, 2022

TO: Honorable Chair and Members of the Board

FROM: Josh Stone, Management Services Director

SUBJECT: Updated Personnel Policies

RECOMMENDATION:

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.

RELATED STRATEGIC PLAN OBJECTIVE

❖ Personnel policies support all staff in carrying out all aspects of the Strategic Plan.

BACKGROUND:

Mountain Line's various policies are reviewed regularly and updated to reflect regulatory changes and changes in Mountain Line's practices. Staff make necessary updates throughout the year and inform staff. As has been the practice, the updated policies are being presented to the Board for acknowledgment and adoption.

Since the Board's last approval in August 2021, staff has made the following updates to policies and programs:

1. Removed duplicate or restated information where possible throughout personnel policies.
2. Simplified language where possible throughout personnel policies.
3. Removed remaining references to compensatory time.
4. Updated regulatory requirements in leave sections as required by the Arizona Fair Wages and Healthy Families Act.
5. Added domestic partners to policies that contain a reference to spouses where appropriate.
6. Update the anniversary recognition program to include additional public recognition, a floating holiday, and change milestone gifts to a cash award.
7. 2.4 clarified language of hours of work
8. 3.13 update vacation sellback to allow participation at the manager's discretion if eligibility requirements have not been met.
9. 3.15 removed location restriction, clarification to accrual period.
10. 4.2 removed behaviors already outlined in the code of ethics.
11. 4.22 revised entire Telecommuting policy and renamed Flexible Work Arrangements to reflect a broader array of work arrangements.

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12. 4.26 moved the Electric Charging policy out of the leave policies section.

Staff members continue to look for opportunities to refine and simplify policies while keeping policies up to date with regulatory and legal updates.

FISCAL IMPACT:

There is no fiscal impact to updating the Mountain Line policies as proposed and failure to update some policies could result in fines and/or loss of federal funding.

ALTERNATIVES:

- 1) Approve updates to Mountain Line policies. **(recommended)**: The changes are necessary to reflect both regulatory language and actual Mountain Line practices.
- 2) Do not approve updates **(not recommended)**: If not approved, staff will need to redraft policies and this delay has the potential for confusing employees while exposing Mountain Line to unnecessary risks with policies that don't reflect current regulations.

TAC DISCUSSION:

The Transit Advisory Committee meeting on June 2nd was cancelled for lack of quorum.

SUBMITTED BY:

Josh Stone
Management Services Director

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. Personnel Policy Manual

-available upon request





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MOUNTAIN LINE MEMORANDUM

DATE: June 15, 2022
TO: Honorable Chair and Members of the Board
FROM: Bizzy Collins, Transit Planner
SUBJECT: No Service Changes for August 2022

Service analysis is conducted year-round as opportunities and challenges arise. Additionally, operator and public comments are regularly received and always considered by staff. A Service Planning Team comprised of representatives from all Mountain Line divisions meet every other week to discuss the items listed above as well as on-time performance, special events, detours, and seasonal services. A list of service changes is considered and discussed by the team, reaching consensus on what to recommend to the Board of Directors. This is shared within Mountain Line for transparency to all staff and to encourage communication among all divisions on how best to achieve the diverse transportation needs of the communities we serve. Typically, service changes occur in August, prior to the start of the school year. Staff consolidate implementation for August of the coming year to save costs on printing ride guides, posters, marketing, and staff time. This also sets expectations of the riding public to anticipate and plan for any impacts to their travel at the same time each year.

According to the process above, Mountain Line evaluated some potential changes for August 2022 implementation. In January the Service Planning Team did not recommend any changes for the upcoming year but wanted to wait and see should developments enable beneficial service changes. Below are a few of the changes that were considered with explanation of why the change is not recommended.

Additional federal investment in formula fund allocations was discussed for use in service expansion. However, escalating costs for capital projects underway and an unknown cost burden for the new hospital bus route to the Fort Tuthill area do not instill confidence that any new service could be sustained with additional expenses such as these. The Flagstaff in Motion Community Transit Plan is still in progress and staff would prefer this is finalized and used to make expansion decisions as funds are available.

Mountain Line is in the procurement process of Operator Scheduling Software and was hopeful the timeline might enable any efficiencies identified by the software could be implemented quickly and have great benefit to Operations staffing. The implementation of this software is in progress but not to the

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point where any changes have been identified. Staff will continue to monitor opportunities for Scheduling Software to make efficiencies to current service and Operations staffing.

For all these reasons staff is intentionally not pursuing any service changes in August or FY2023. In our effort to achieve continuous improvement, Mountain Line will continue to evaluate opportunities and challenges over the coming year and bring recommendations to the Board of Directors next year.

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MOUNTAIN LINE MEMORANDUM

DATE: June 15, 2022

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Initiate CEO and General Manager Evaluation Process

It is time to complete the annual performance review and evaluation process for the CEO and General Manager position. In accordance with decisions made at the conclusion of the 2021 review process, I have begun the process to engage Lancaster Consulting to complete a 360 feedback review. As a reminder, the review will contain the following steps:

- A confidential survey of peers, direct reports, and other staff at Mountain Line using the Zenger-Folkman tool. The survey will consider data from 16 competencies
- An evaluation report containing a summary feedback and comments.
- A coaching session to review the report.
- A report to the Board on the results.

The report will provide the Board the opportunity to evaluate:

- What are my strengths, are the concerns about fatal flaws, and what could I be doing to further the organizational goals?

The report will also look at Mountain Line's goals and objectives as captured in and updated since the adoption of the 2020-2025 Strategic Plan.

Last year, members of the Transit Advisory Committee (my peers), staff that report directly to me, and members of our Leadership Team (other managers at Mountain Line) participated in the process. After discussion with Chair Shimoni, we want to offer an opportunity to Board Members as my supervisors, members of the TAC as my peers, my direct reports, and Mountain Line team members from across the agency (representing a variety of roles and level of positions). My goal is to provide a robust system of feedback that can be considered as part of this evaluation process.

The timeline is proposed to begin with survey requests sent in late June, report review with a coach by end of July, and a report to the Board in August.





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MOUNTAIN LINE MEMORANDUM

DATE: June 15, 2022

TO: Honorable Chair and Members of the Board

FROM: Rhonda Cashman, Executive Assistant and Clerk of the Board

SUBJECT: Review FY2023 Meeting Dates

Pursuant to Board practice, staff offers a calendar review twice each year. This allows all Board, TAC, and staff members to plan ahead and have meetings marked on their calendars.

Please bring forward any dates you feel may be a conflict for yourself and your alternate.

Attachment:

1. FY2023 Board and TAC Meeting Dates

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MOUNTAIN LINE FY2023 REGULAR MEETINGS

Transit Advisory Committee (TAC) - First Thursday of each Month
Board of Directors (BOD) – Third Wednesday of each Month

Date	Meeting	Location	Time
7/2022	Recess	-----	-----
8/4/2022	TAC	Zoom Mountain Line Based	10am
8/17/2022	BOD	Zoom Mountain Line Based	10am
9/1/2022	TAC	Zoom Mountain Line Based	10am
9/21/2022	BOD	Zoom Mountain Line Based	10am
10/19/2022	BOD/TAC Advance	Zoom Mountain Line Based	9am-2pm
11/3/2022	TAC	Zoom Mountain Line Based	10am
11/16/2022	BOD	Zoom Mountain Line Based	10am
12/2022	Recess	-----	-----
1/5/2023	TAC	Zoom Mountain Line Based	10am
1/18/2023	BOD	Zoom Mountain Line Based	10am
2/2/2023	TAC	Zoom Mountain Line Based	10am
2/15/2023	BOD	Zoom Mountain Line Based	10am
3/2/2023	TAC	Zoom Mountain Line Based	10am
3/22/2023 (4 th Wed)	BOD	Zoom Mountain Line Based	10am
4/6/2023	TAC	Zoom Mountain Line Based	10am
4/19/2023	BOD	Zoom Mountain Line Based	10am
5/17/2023	TAC/BOD Joint Meeting	Zoom Mountain Line Based	10am-2pm
6/1/2023	TAC	Zoom Mountain Line Based	10am
6/21/2023	BOD	Zoom Mountain Line Based	10am

Subject to change up until 24 hours before meeting

Corrected 2/22/2022



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MOUNTAIN LINE MEMORANDUM

DATE: June 15, 2022

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Delegations of Authority

In keeping with the requirements of the various authorities granted by the Board of Directors to the CEO and General Manager and as per the most recently adopted Resolutions, this update reports on all actions, including funding applications and executions of awards, enacted by the CEO and General Manager.

Collective Grant Authority – Resolution 2022-100

ADOT Section 5311 Year 1 Award

Mountain Line received notification of an award of \$42,500 in federal funds through ADOT Section 5311 program, which funds rural transportation programs. ADOT awarded \$25,000, at a 90/10 split, for Mountain Line's Vanpool Service Contract with Commute with Enterprise. ADOT also awarded \$25,000, at an 80/20 split, for administration for the vanpool program.

On May 17th, staff sent an appeal to ADOT to ask for the full request of \$52,800 for Vanpool Services Contract. This level of funding will support 11 vanpools. Staff are currently coordinating with Winslow Indian Healthcare and other regional employers to grow the program. Award of additional funding is still pending.

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MOUNTAIN LINE MEMORANDUM

DATE: June 15, 2022
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.

Operations and Staffing

- Mountain Line promoted a Healthy Hydration Challenge for staff in June with tips on staying hydrated, including foods that provide much needed hydration. Snacks, water, and prizes were made available to all staff. Thank you to Tamara Pitman for leading this event on behalf of our Wellness Committee.
- We introduced a new Flexible Work Arrangements policy designed to demonstrate the flexibility options we have available to all staff. The new policy includes recognition of core business hours, allowing staff that are not in external customer facing positions more flexibility in choosing their start and end times. We continue to focus on benefits of a hybrid schedule and offer remote work as an option up to two days per week. Other staff have the option of abbreviated schedules (4 day work week) and non-traditional weekends (off in middle of the week).
- We are proud to bring back our annual Summer Employee Barbeque. We will be hosting a catered barbeque lunch for employees and family on July 15. We will have food and games for attendees of all ages. We would love for you to join us if you can. Rhonda will send out an invite later this month.

Partnerships and Outreach

- As mentioned in May, Mountain Line is introducing several ridership campaigns this summer designed to bring back riders. We have a summer youth pass available for \$24 that allow kids aged 7-17 to travel all over town, all summer long. Additionally, we introduced Mountain Line Mondays starting on June 6. Mountain Line Monday is free-fare transit every Monday in June and July.
- We are working with Genterra and NAH to create a workshop opportunity to talk about how to fund the proposed transit. This effort should help NAH design the funding plan needed prior to returning to City Council for approvals. Mountain Line's request is to have an agreed upon plan prior to any action.
- We have received a denial of our appeal of the ADOT decision to deny our application for a light at Milton and Phoenix Ave as part of our Downtown Connection Center project. We are escalating our appeal to the State Engineer and have requested a meeting with City leadership to discuss the importance of this light and other options for accomplishing our objective.

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- Our attorney Kris Beecher has reached out to the Navajo Nation on our behalf, and we are excited to report a meeting is being planned to talk about what partnerships are needed to help get Navajo Transit staffed and or to plan for other connector service options.
- Mountain Line participated in a regional conversation put together by the City of Winslow to start a new conversation about workforce transportation needs in the region, and specifically to and from Winslow. We will continue to participate and are prepared to respond to any identified need from Mountain Line.
- Coconino Community College celebrated the first year of their CDL Training program on June 9th with a job fair. Mountain Line attended with team members from operations and Human Resources to share information on working for Mountain Line and the benefits of using their CDL right here in this community.
- Our Planning staff attended a two day Transforming Transportation Workshop, hosted jointly by MetroPlan and the City of Flagstaff. The group is looking at how to meet climate action and equity goals in our overall transportation system.
- The Arizona Transit Association held their 2022 Annual Meeting in April. Several of our team members attended and presented on Mountain Line efforts about our efforts surrounding federal funding, and driver recruitment/retention efforts. It was a great opportunity to hear from our transit peers in Arizona and make connections that we need when learning from our peers.
- The Community Transportation Association of America held their 2022 Annual Meeting and Conference earlier this month. I attended along with Estella. Estella participated in several sessions focused on our Microtransit efforts and the grant that CTAA provided for our pilot demonstrations. Again, the peer lead sessions and ability to connect with peers is key to how we implement, assess, and monitor our programs.

Finance, Compliance, and Procurement

- The first draft of the Arizona State budget has been released and our one-time funding request of \$6M for the Downtown Connection Center is currently in the budget. We acknowledge that there is still much work to reach budget approval but are excited to see our first ever request has made it this far.
- We have partnered with MetroPlan to apply for a grant to develop a Creative Local Match Plan that ensures we are able to match our new level of federal transit funding and fulfill unfunded services and projects. We learned in May that we were awarded funding for this project and we look forward to collaborating with MetroPlan to complete the plan as we lead up to a potential transit tax initiative in 2024.
- Our planning team has been busy writing funding applications this grant season:
 - Bizzy Collins drafted and submitted applications to both the Federal Low-No Emission Grant program (ask of \$5.3M) and to our federal representatives for Congressionally Directed Spending (ask of \$2M). She did a wonderful job of making the case. We won't hear for several months on whether our projects are selected for funding. The funds would support our ability to take next steps towards transitioning to Zero Emission Buses as called for in our adopted plan.
 - Estella Hollander drafted and submitted an application for Section 5339 Bus and Bus Facilities funding for \$17M to support modifications and improvements at our

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existing Kaspar Headquarters to serve our current maintenance needs and our long-term fleet plans. As with other applications mentioned above, we won't hear for several months on whether our projects are selected for funding.

- Congratulations to our team on receiving Arizona DOT awards of both 5310 and 5311 funds to support the ADA plus program, taxi voucher program, vanpool, and our mobility management efforts.

Employees and Morale

- Happy Anniversary to our June anniversaries.

Karen Moeller, 8 years



Jen Petri, 11 years



Rhonda Cashman, 11 years



Rob Lessley, 7 years



Tamara Pitman, 6 years



- Congratulations to David Doss. David has been promoted to position of Operations Supervisor from our transit driver group. David joined our team in March of 2021 and we are excited to have him join our leadership team within Operations.

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August: TAC Meeting is Thurs, 8/4 Board Meeting is Wed, 8/17

ITEMS:	WHO & WHAT:
Safety Minute	
DCC IGA with City of Flagstaff	Kate - D/A
Kaspar Headquarters Master Plan Adoption/Vacant Land Use - Lot Line Modification	Anne - D/A
Strategic Plan Update	Heather D - D/A
Flagstaff In Motion	Bizzy - D/A
State Funding Report	Kate - D/A
NAH Update	Kate - D/A
Reallocation of Grant Funds from Kaspar/Route 66 Intersection	Kate - PR
EV Implementation	Anne - PR
Annual Safety Report	Sam - PR
Annual Maintenance Report	Jeremiah - PR
CEO/GM Evaluation Results Presentation – Executive Session	
CEO/GM Contract Item if any changes needed	Josh/Board Chair
Delegation of Authority Update – Agreements, Grants, and Procurements: NAU Campus CDL Course IGA and Lease Agreement, NAU CMAR	
September/October Agenda Calendar	

September: TAC Meeting is Thurs, 9/1 Board Meeting is Wed, 9/21

ITEMS:	WHO & WHAT:
Safety Minute	
Bus Stop Acquisition Policy/Equity/What are other agencies doing?	Anne - D/A
Mountain Line Annual Report	Josh - D/A
Quarterly Performance Report	Brody - D/A
Transit Asset Management (TAM) Plan Update	Jim/Jeremiah - PR
Capital Planning Process	Anne - PR
Delegation of Authority Update – Agreements, Grants, and Procurements:	
October/November Agenda Calendar	