



## Mountain Line

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### Board of Directors Minutes for Wednesday, June 15, 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, June 15, 2022, at 10am in the Mountain Line VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004.

This was a WEB BASED meeting. Members of the Board and staff attended in person, by internet conferencing, or telephone. The public was invited to observe and participate in the meeting at the address above.

#### *BOARD MEMBERS PRESENT:*

Adam Shimoni, (Chair), City Councilor, City of Flagstaff, (Zoom);  
Tony Williams, (Vice Chair), Dean of Student Affairs, CCC, designee, (Zoom);  
Miranda Sweet, City Councilor, City of Flagstaff, (Zoom);  
Jeronimo Vasquez, Board of Supervisors, Coconino County, (Zoom);  
Josh Maher, Associate VP for Community Relations, NAU, alternate, (Zoom);  
*\*Three of our five Board member seats must be present to constitute a quorum.*  
*\*\*The City of Flagstaff holds two seats.*

#### *BOARD MEMBERS EXCUSED:*

None.

#### *MOUNTAIN LINE STAFF IN ATTENDANCE:*

Heather Dalmolin, CEO and General Manager, (in person and Zoom);  
Kate Morley, Deputy General Manager;  
Jim Wagner, Operations Director, (Zoom);  
Josh Stone, Management Services Director, (Zoom);  
Jacki Lenner, Marketing and Communications Director, (Zoom);  
Sam Short, Safety Manager, (Zoom);  
Jeremiah McVicker, Maintenance Manager, (Zoom);  
Anne Dunno, Capital Project Manager, (Zoom);  
Bizzy Collins, Transit Planner (Zoom);  
Estella Hollander, Mobility Planner;  
Heather Higgins, Purchasing and Contact Officer, (Zoom);  
James Olson, IT Technician;  
Rhonda Cashman, Executive Assistant and Clerk of the Board;  
Scott Holcomb, Mountain Line Attorney, (Zoom)

#### *GUESTS PRESENT:*

None.

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1. CALL TO ORDER -Chair Shimoni called the meeting to order at approximately 10:02am.
2. ROLL CALL
3. SAFETY MINUTE  
-Sam Short, Safety Manager  
  
The Safety Minute was skipped.
4. CALL TO THE PUBLIC  
  
No members of the public were in attendance.
5. APPROVAL OF MINUTES:
  - a. REGULAR BOARD MEETING 4/20/2022
  - b. BOARD AND TAC JOINT MEETING 5/18/2022

Vice Chair Williams moved to approve the minutes for the Board meeting on April 20, 2022 and the Joint meeting on May 18, 2022. Director Maher seconded. There was no discussion. All approved, none opposed. Motion carried.

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

### DISCUSSION / ACTION ITEMS:

6. FY2023 PROPOSED BUDGET  
-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.

Mr. Stone stated the FY2023 Budget components related to employee salaries and benefits, operations, capital, and revenues were reviewed with the TAC and Board at previous meetings. He shared a pie chart of the noted components and listed some of the capital projects budgeted in FY2023. The Transit Tax fund balance graph was also reviewed. Mr. Stone thanked all those involved with crafting the FY2023 Budget. Director Maher moved to approve the budget as presented. Director Sweet seconded. There was no discussion. All approved, none opposed. Motion carried.

Chair Shimoni explained the time constraints due to members attending to emergency wildfire response and community needs; therefore, the decision was made to abbreviate this meeting by tabling items that are not time sensitive. Specifically, Chair Shimoni made a motion to table items 7, 8, 10, 11, and

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12 to the next meeting in August. Vice Chair Williams seconded. There was no discussion. All approved, none opposed. Motion carried.

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

### 7. AMENDED RULES OF PROCEDURE (ROP) FOR THE TRANSIT ADVISORY COMMITTEE (TAC) AND BOARD OF DIRECTORS (BOD)

-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.

This item was tabled.

### 8. ELECTION OF VICE CHAIR OF THE BOARD OF DIRECTORS

-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.

This item was tabled.

### 9. MOUNTAIN LINE GO! REPORT

-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.

Ms. Hollander reviewed each of the microtransit pilot programs. She explained through the grant staff were able to purchase fare collection equipment for our paratransit vehicles to offer this comingled service with microtransit. She noted staff plan to align the fare with the fixed route to allow for passes and other fare products to be able to be used by passengers. She reported staff have applied for American Rescue Plan Act (ARPA) grant funds from Coconino County to support continuation of this program and staff will continue to look for other grants as well. Ms. Hollander communicated that there is no disputing there is demand for airport service, but the estimated annual cost is \$538,000, which is not budgeted. She noted this service is comingled during regular service hours, but this pilot program is offering extended hours, primarily used during early morning hours and it ends up requiring a dedicated vehicle. She reported Board members felt more data was needed at the joint meeting in May, but staff disagree. She explained we are having staffing issues, and the cost per trip is \$77 as

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compared to the fare of \$2 per trip. Staff recognize the fare needs to be right-sized, and a deeper dive is recommended through Flagstaff in Motion. Director Vasquez asked about the plan going forward to fill this need. Ms. Hollander stated there may be options to explore such as a fixed route through Ponderosa Trails or a different arrangement for microtransit, as well as looking for partners to assist in funding this service. Chair Shimoni suggested outreach to adjacent businesses, and to consider how to make microtransit work versus fixed route. He also asked for funding calculation with the assumption that vans are running to the airport at closer to full capacity. Ms. Hollander stated she understood, and staff plan to continue to explore options. Chair Shimoni noted the airport service is important.

1. Vice Chair Williams moved to approve the continuation of the Huntington/Industrial Corridor microtransit service as presented. Director Maher seconded. There was no discussion. All approved, none opposed. Motion carried.

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

2. Director Vasquez moved to approve the discontinuation of the airport microtransit service as presented. Director Sweet seconded. There was no further discussion. All approved, none opposed. Motion carried.

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

### 10. ZERO EMISSION BUS TRANSITION PLAN

-Jim Wagner, Operations Director

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

This item was tabled.

### 11. DOWNTOWN CONNECTION CENTER UPDATE

-Kate Morley, Deputy General Manager

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

This item was tabled.

### 12. ANNUAL INFORMATION TECHNOLOGY UPDATE

-Jon Matthies, Information Technology Manager



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

### 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.

13. RESOLUTION 2023-100: FY2023 COLLECTIVE GRANT RESOLUTION AND THE FY2023-FY2027 TRANSIT PROGRAM FROM THE TRANSPORTATION IMPROVEMENT PROGRAM  
-Kate Morley, Deputy General Manager  
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  
-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 \$500,00  
-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  
-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.

Chair Shimoni stated he has questions about the Procurement Resolution, item 14, and he would like to have it pulled for discussion and action at the August meeting.

Director Maher made a motion to approve items 13, 15, and 16 on the consent agenda. Director Vasquez seconded. There was no discussion. All approved, none opposed. Motion carried.

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

### PROGRESS REPORTS:

There were no questions regarding the progress reports.

17. NO SERVICE CHANGES FOR AUGUST 2022  
-Bizzy Collins, Transit Planner
18. INITIATE CEO AND GENERAL MANAGER EVALUATION PROCESS  
-Heather Dalmolin, CEO and General Manager
19. REVIEW FY2023 MEETING DATES  
-Rhonda Cashman, Executive Assistant and Clerk of the Board
20. DELEGATIONS OF AUTHORITY  
-Heather Dalmolin, CEO and General Manager
21. SUMMARY OF CURRENT EVENTS  
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following brief highlights:

- Rhonda Cashman, Clerk of the Board – 11<sup>th</sup> Anniversary
- Staffing update: on top of already experiencing a staffing shortage, 10 employees are out due to the wildfire, living in either Set or Go zones. Service has been reduced to weekend frequency, keeping weekday hours. The service reduction will remain in effect until the fire danger has subsided.

### ITEMS FROM COMMITTEE AND STAFF:

Chair Shimoni requested information be shared about the Sedona Shuttle service at a future meeting.

### SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

August/September Working Agenda

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, Strategic Plan Update, Flagstaff in Motion,



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Commercial Driver's License (CDL) Course Construction, Northern Arizona Healthcare (NAH) Update, Electric Vehicle (EV) Implementation and Zero Emission Bus Transition (ZEB) Plan, 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** -Chair Shimoni adjourned the meeting at approximately 10:35am.

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Adam Shimoni, Chair of the Mountain Line Board of Directors

ATTEST:

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Rhonda Cashman, Executive Assistant and Clerk of the Board

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