



Mountain Line

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Board of Directors Minutes for Wednesday, August 17, 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, August 17, 2022, at 10:00am 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 attend.

BOARD MEMBERS PRESENT:

Adam Shimoni, (Chair), City Councilor, City of Flagstaff, (Zoom);
Tony Williams, (Vice Chair), Dean of Student Affairs, CCC, designee, (Zoom);
Josh Maher, Associate VP for Community Relations, NAU, alternate, (Zoom);
Judy Begay, Board of Supervisors, Coconino County, alternate, (Zoom), joined at approximately 10:04am and left at approximately 11:40am

**Three of our five Board member seats must be present to constitute a quorum.*

***The City of Flagstaff holds two seats.*

BOARD MEMBERS EXCUSED:

Miranda Sweet, Vice Mayor, City of Flagstaff;
Paul Deasy, Mayor, City of Flagstaff;
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 11:40am;
Jim Wagner, Operations Director, (Zoom), left at approximately 11:40am;
Josh Stone, Management Services Director, (Zoom), left at approximately 11:40am;
Jacki Lenner, Marketing and Communications Director, (Zoom), left at approximately 11:40am;
Sam Short, Safety Manager, (Zoom);
Jeremiah McVicker, Maintenance Manager, (Zoom), left at approximately 11:40am;
Bizzy Collins, Transit Planner, (Phone), left at approximately 11:40am;
Estella Hollander, Mobility Planner, (Zoom), left at approximately 11:40am;
James Olson, IT Technician, left at approximately 11:42am and returned at approximately 11:50am;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Kris Beecher, Mountain Line Attorney, (Zoom);
Michele Molinario, Mountain Line Attorney, (Zoom)

GUESTS PRESENT:

Andy Brown, Transit Bus Operator, Mountain Line, left at approximately 11:40am;
David Spence, Member of the Public, left at approximately 11:28am;

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Rich Bowen, Senior Vice President, Genterra Enterprises, (Zoom); jointed at approximately 10:28am and left at approximately 11:28am

1. CALL TO ORDER -Chair Shimoni called the meeting to order at approximately 10:00am.
2. ROLL CALL
3. SAFETY MINUTE
-Sam Short, Safety Manager

Mr. Short reported on School Zone Safety as children are returning to school this month. He recommended being very attentive and observing school zone's decreased speed limit.

4. CALL TO THE PUBLIC

Mr. Spence stated he is a school bus driver, and he appreciated the safety message. He communicated he wants to talk to the Board about fossil fuel divestment. He noted Mountain Line's payroll is handled by Wells Fargo Bank, which is investing in fossil fuels. He shared he wants to address climate concerns, asking the Board to pull Mountain Line's payroll account. Chair Shimoni thanked him for coming forward to speak about this topic.

Mr. Wagner announced four milestone anniversaries and shared a little information about each staff member: Andy Brown and Al Chief, 10 years each in July and Russell Beck and Jeremiah McVicker, 5 years each in August.

Mr. McVicker announced Andrew Everett was selected to receive one of Mass Transit's 40 under 40 award. He stated Mr. Everett has led development of processes and policies within the fleet department and he is a great asset. Mr. Everett said he is looking forward to his new shop.

5. APPROVAL OF MINUTES 6/15/2022:

Director Maher moved to approve the minutes for June 15, 2022. 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	
Josh Maher	X	
Judy Begay	X	

DISCUSSION / ACTION ITEMS:

6. AMENDED RULES OF PROCEDURE FOR THE TRANSIT ADVISORY COMMITTEE (TAC) AND BOARD OF DIRECTORS (BOD)
-Rhonda Cashman, Executive Assistant and Clerk of the Board

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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, as well as update the MetroPlan member to the Executive Director.

Ms. Cashman explained the rotation by agency was suggested by a TAC member due to difficulty in receiving volunteers for their officer positions. In review of the Rules of Procedure document with our attorneys, Ms. Dalmolin and Ms. Cashman discussed making the officer rotation by agency change for Board and TAC, changing the start of the term to January 1st each year to align with the election cycle of our elected officials for both, and as a cleanup item recognizing the Executive Director of MetroPlan as the TAC member. Ms. Cashman communicated staff are recommending approval of all parts, but at a minimum, approval of the officer rotation by agency for the TAC. Chair Shimoni stated he thought it was important to have the City or County paired with either NAU or CCC in the rotation. There were questions about a long term alternate ascending into an officer position and a member who resigns or retires requiring a brand new member to step into an officer position. Ms. Cashman responded that the alternate would assume the officer position as the agency’s representative and the brand new member would step into the officer role, but perhaps the longer term officer, either Chair or Vice Chair would run a couple meetings allowing for the new member officer to get acquainted with Mountain Line. Ms. Dalmolin stated the officer rotation actually has a long term positive impact and resolves having to hold more frequent elections when members do leave, allowing meeting time for important discussions versus elections. She also noted there could be some allowance made for a new member adjustment to their officer position, if needed. Chair Shimoni stated his support of the proposed changes. Vice Chair Williams moved to approve the changes to the Rules of Procedure 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	
Josh Maher	X	
Judy Begay	X	

7. 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.

Ms. Cashman noted that action is needed to affirm the Chair and Vice Chair Continuity Extension and based on the approved revisions to the Rules of Procedure, the officer rotation by agency would go into effect in January 2023. Chair Shimoni stated that means Vice Chair Williams will ascend to the Chair position and a member of the Coconino County Board of Supervisors would become Vice Chair in January. Ms. Cashman confirmed. Director Maher moved to approve alternative #3 as presented – to exercise the Continuity Extension for the Chair and Vice Chair, starting the new agency officer rotation in January 2023. Vice Chair Williams 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	
Josh Maher	X	
Judy Begay	X	

8. 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.

Mr. Stone stated the procurement resolution is the same as in prior years allowing the CEO and General Manager to approve and award procurements, and execute contracts related to projects and expenses already in the budget. Mr. Stone explained Chair Shimoni pulled this item from the Consent Agenda in June and his questions have been addressed. Vice Chair Williams moved to approve the FY2023 Procurement Resolution 2023-110 as recommended. Director Maher seconded. There was no discussion. All approved, none opposed. Motion carried.

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

9. DOWNTOWN CONNECTION CENTER UPDATE

-Kate Morley, Deputy General Manager

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

Ms. Morley reported the City of Flagstaff is acquiring the Burlington Northern Santa Fe sliver of land and will consolidate the parcels for the Mountain Line long term lease; the land value can be used as local match for the project. She noted Mountain Line will receive \$6 million from the State of Arizona to offset the rise in construction costs for a total project cost of \$40 million. There is an appraisal going on now to confirm the land value. She explained the State Historic Preservation office has concurred with the National Environmental Policy Act (NEPA) results. Ms. Morley stated the project design is approaching 50 percent. She also noted City Council approved the intergovernmental agreement (IGA) and it can be executed after the final approvals of NEPA are completed. She said HDR, our architectural firm, has refined the building design and different rendering views were shared. She stated staff are still working through the Americans with Disabilities Act (ADA) ramp. She shared staff are waiting on landscaping design concepts to add for public outreach events. She said Phase 2 planning will

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begin soon for the bus bays and civic space; there was a slight delay due to the Rio de Flag project. She confirmed the NEPA process should be finalized soon. She noted there is some asbestos remediation that is required before the current building can be demolished; hoping to break ground in November. She said vertical construction should commence in February 2023 with a target of opening in the summer of 2024. There was a discussion about the separate ADA ramp and stairs. Board members communicated they are hopeful that staff will get creative and find a way to offer universal access for equity and inclusion purposes; they are otherwise pleased with the building design. There was a question about bike lockers and Ms. Morley pointed out they are below the planter in the rendering and there will also be lots of bike racks. There was a suggestion to have branded signage for the Milton Road west side of the building. Ms. Morley stated she will bring forth the signage for consideration. There were no further questions.

10. DELEGATE AUTHORITY TO THE CEO AND GENERAL MANAGER TO EXECUTE THE MOUNTAIN EXPRESS SERVICE AGREEMENT WITH ARIZONA SNOWBOWL RESORT LIMITED PARTNERSHIP

-Bizzy Collins, Transit Planner

Staff recommends the Board delegate authority to the CEO and General Manager to execute the Mountain Express service agreement with Arizona Snowbowl Resort Limited Partnership.

Ms. Collins explained this has been a seven year partnership. She stated there is already delegation in place, but a Board member suggested this item come to the Board for consideration due to its regional significance. She noted this is a one year agreement with the opportunity to renew for up to 15 years. There was a question about having a stop at the bottom of Snowbowl Road. Ms. Collins shared the current location of the six route stops. She stated Snowbowl staff are interested in having a stop at the bottom, but it doesn't achieve the goal of relieving congestion along Highway 180; it would be counterproductive. She noted there is a possibility that Snowbowl would provide their own service from the bottom of the mountain. There was a suggestion to encourage the Park and Ride locations which are more beneficial. Ms. Collins reported Mountain Express is promoted through flyers, signage, and coordination with the Arizona Snowbowl. Director Maher moved to approve the delegation to the CEO and General Manager as related to the Mountain Express agreement with the Arizona Snowbowl. 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	
Josh Maher	X	
Judy Begay	X	

11. FLAGSTAFF IN MOTION, A COMMUNITY TRANSIT PLAN

-Bizzy Collins, Transit Planner

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

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Ms. Collins communicated staff are working on finalizing recommendations. She reviewed the project status. She recapped the list of improvements related to fixed route timing issues, route improvements, and coverage improvements, as well as pedestrian and bike improvements. She explained recommendations are to be determined with cost estimates and rider input related to ranked items as follows: Ponderosa Trails, the Airport, Route 5 increased frequency, Route 3 permanent deviation on Fourth Street (since transit loves density and there are some new housing areas), add microtransit for the Country Club area and to continue serving Foxglenn Street, and offer microtransit in University Heights. Other recommendations to consider with cost estimates and rider input are fare free service during peak congestion/all day, late night service, hours when we provide the most frequent service (peak span), start and end of service (span smoothing), Saturday service matches weekday service, and frequency and connections. There are further recommendations to be determined on funding partnerships related to Northern Arizona Healthcare, a high priority, and others: Doney Park, Kachina Village, Bellemont, and Baderville. Chair Shimoni commented on using an equity lens; he thinks a case can be made for any of these areas. Ms. Collins reviewed the next steps including further analysis to arrive at staff recommendations for cost estimates and rider outreach priorities, engaging the Citizen Advisory Committee, and funding sources. Vice Chair Williams shared that MetroPlan has a grant to explore creative funding. Chair Shimoni commented that Route 3 is a good consideration. There were no questions.

12. NORTHERN ARIZONA HEALTHCARE HOSPITAL RELOCATION UPDATE

-Kate Morley, Deputy General Manager

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

Ms. Morley stated Mountain Line staff have been meeting with Genterra staff on behalf of Northern Arizona Healthcare (NAH). She reminded the Board that our request has always been for a plan be in place for transit service before the NAH rezoning request is approved by the City of Flagstaff. She noted the recommendation remains the same to offer 20 minute service with the opening of the main hospital and scaled service is recommended with the outpatient facility scheduled to open first. She explained there may be an opportunity to realign Routes 4 and 14 for some savings and not duplicate service on Milton Road. Chair Shimoni commented on the importance of these discussions. Mr. Bowen stated his role with Genterra, as well as the roles of Ms. Mazza and Mr. Kinney who have been involved with Mountain Line in the past. He noted the NAH project is complex and costly, and they understand it will be super important to have a transit route. He said the hospital should come online in approximately 2027-2028. He offered their help with the next election and wants to see how NAH can be supportive in an equitable fashion. He explained more definition is needed before Council review of the zoning. He anticipated going back to Council in late October or early November. Chair Shimoni said Mountain Line is good at finding grants. Mr. Bowen noted they want to be holistic with a transit line and go beyond with a tax initiative and pursuing grants. Chair Shimoni commented that the public needs to be able to reach the hospital with ease. There were no questions.

PROGRESS REPORTS:

There were no questions regarding the progress reports.

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13. UPDATE ON 2020-2025 STRATEGIC PLAN
-Heather Dalmolin, CEO and General Manager
14. UPDATE ON ZERO EMISSIONS BUS (ZEB) TRANSITION PLAN AND ELECTRIC VEHICLE IMPLEMENTATION
-Jim Wagner, Operations Director
15. ANNUAL INFORMATION TECHNOLOGY UPDATE
-Jon Matthies, IT Manager
16. ANNUAL SAFETY REPORT
-Samuel Short, Safety Manager
17. ANNUAL FLEET REPORT
-Jeremiah McVicker, Maintenance Manager
18. UPDATE ON RECRUITMENT AND RETENTION STRATEGIES
-Heather Dalmolin, CEO and General Manager
19. DELEGATIONS OF AUTHORITY
-Heather Dalmolin, CEO and General Manager
20. SUMMARY OF CURRENT EVENTS
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- Anniversaries for May, June, July, and August
- New Team Members: Bus Operators and Non-Bus Operators
- Our microtransit partnership with a Transportation Network Company (TNC) - Lyft, was chosen 27 times out of 59 trips. This is a cheaper solution for Mountain Line.
- Ms. Lenners and Ms. Moeller have been busy with Back to School events – selling passes, helping with travel planning, and answering questions about riding the bus.
- Staff have been focused on staffing and staffing strategies. Mountain Line is partnering with Northern Arizona University (NAU) and Flagstaff Unified School District (FUSD) for the Drive Flagstaff Job Fair. This joint effort will take place on Saturday, August 20th at Coconino High School.

At approximately 11:38 am, Vice Chair Williams made a motion to convene an executive session. Director Maher seconded. All approved, none opposed. Motion carried.

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

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EXECUTIVE SESSION

Executive sessions are closed to the public.

The Board convened an executive session at approximately 11:42am 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 litigation. ARS § 38-431.03(A)(3) and (4).

Following the conclusion of the Executive Session, the Board reconvened the public meeting at approximately 11:50am.

ITEMS FROM COMMITTEE AND STAFF:

Ms. Dalmolin stated staff are planning to hold the October Advance in person only at the Aquaplex. She also noted Mountain Line is in the procurement process for banking outside of treasury management and the public comment regarding our payroll account at Wells Fargo will be brought forward for discussion at a future meeting.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

September/October Working Agenda

The next Board meeting will be September 21, 2022 and will be a Hybrid In-Person and 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. September agenda items will include but not be limited to MetroPlan's Stride Forward – Regional Transportation Plan Presentation, Procurement Policy, Charter Service Policy, Mountain Line Annual Report, Transit Asset Management (TAM) Update, Capital Planning Process, and Delegation of Authority Updates. The September agenda will be available for review on Mountain Line's website and at Mountain Line's public posting places (listed on the Mountain Line website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the Board.

21. ADJOURNMENT -Chair Shimoni adjourned the meeting at approximately 11:53am.

Adam Shimoni, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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