



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, September 21, 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 1-3

1. CALL TO ORDER
2. ROLL CALL
3. SAFETY MINUTE
-Sam Short, Safety Manager
4. CALL TO THE PUBLIC
5. MILESTONE ANNIVERSARIES
-Heather Dalmolin, CEO and General Manager
6. APPROVAL OF MINUTES 8/17/2022

-pages 4-11

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7. STRIDE FORWARD – REGIONAL TRANSPORTATION PLAN

-Dave Wessel, Planning Manager, MetroPlan

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.

8. UPDATED PURCHASING AND TRAVEL POLICIES

-pages 12-13

-Heather Higgins, Purchasing and Contracts Officer

Staff recommends the Board of Directors approve and adopt updated Purchasing and Travel policies to provide direction to staff on these activities in a manner that meets the regulations of local, state, and federal agencies while ensuring the delegation of authority approved by the Board of Directors in the Procurement Resolution.

9. MOUNTAIN LINE CHARTER SERVICE POLICY

-pages 14-16

-Jacki Lenners, Marketing & Communications Director

Staff recommends the Board of Directors adopt the updated Charter Service Policy.

DISCUSSION / ACTION ITEMS:

10. APPROVE THE FY2022 ANNUAL REPORT

-pages 17-18

-Josh Stone, Management Services Director

Staff recommends the Board of Directors approve the FY2022 Annual Report and authorize staff to submit the report to the State of Arizona and partner agencies as required in the Master IGA.

11. TRANSIT ASSET MANAGEMENT (TAM) PLAN

-pages 19-20

-James Wagner, Operations Director

Staff recommends the Board of Directors approve Mountain Line's Transit Asset Management (TAM) Plan and delegate authority to the CEO and General Manager to make necessary updates that are not substantive to the intent of the plan as adopted.

12. CONSIDER METROPLAN EXECUTIVE BOARD MEMBER ASSIGNMENT

-Heather Dalmolin, CEO and General Manager

-pages 21-22

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

PROGRESS REPORTS:

13. CAPITAL PLANNING PROCESS

-page 23

-Anne Dunno, Capital Project Manager

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14. SUMMARY OF CURRENT EVENTS

-pages 24-26

-Heather Dalmolin, CEO and General Manager

EXECUTIVE SESSION

Executive sessions are closed to the public.

The executive session is pursuant to A.R.S. § 38-431.03(A)(1) for the following purpose:

1. Discussion among the Board with Mountain Line CEO and General Manager regarding the Mountain Line CEO and General Manager evaluation. A.R.S. § 38-431.03(A)(1).

Following the conclusion of the Executive Session, the Board will reconvene the public meeting.

DISCUSSION / ACTION ITEM:

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

-Josh Stone, Management Services Director

-pages 27-28

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

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

October/November Working Agenda

-page 29

The Board and TAC Strategic Policy Advance will be held on Wednesday, October 19, 2022. It will be held in person at the Flagstaff Aquaplex, in the Community Room, 1702 N. Fourth Street, Flagstaff, AZ 86004 at 9am. The public is invited to attend. October agenda items may include but not be limited to Flagstaff in Motion, Financial Plan Review, Downtown Connection Center (DCC) Discussion, and Strategic Plan Update. The October 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 November 16, 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. November agenda items will include but not be limited to Sedona Transit Presentation, Kaspar Headquarters Master Plan Adoption, Bus Stop Acquisition Policy, Reallocation of Grant Funds from the Kaspar/Route 66 Intersection, Budget Process Kickoff, Workforce Utilization Report, and Delegation of Authority Updates. The November 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.

16. ADJOURNMENT

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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 Molinaro, 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); joined 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





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





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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DATE PREPARED: September 13, 2022

MEETING DATE: September 21, 2022

TO: Honorable Chair and Members of the Board

FROM: Heather Higgins, Purchasing and Contracts Officer

SUBJECT: Updated Purchasing and Travel Policies

RECOMMENDATION:

Staff recommends the Board of Directors approve and adopt updated Purchasing and Travel policies to provide direction to staff on these activities in a manner that meets the regulations of local, state, and federal agencies while ensuring the delegation of authority approved by the Board of Directors in the Procurement Resolution.

RELATED STRATEGIC PLAN OBJECTIVE

❖ Procurement and Travel 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 October 2017 of the Purchasing and Travel policies, staff has made the following updates to policies and programs:

1. Removed duplicate or restated information where possible throughout policies.
2. Simplified language where possible throughout policies.
3. Updated roles and responsibilities to reflect current organizational structure.
4. Updated purchasing limits and thresholds in compliance with current FTA regulations.
5. Ensured accuracy of references to related policies and procedures.

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.





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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:

Transit Advisory Committee members did not pull this report for discussion.

SUBMITTED BY:

Heather Higgins
Purchasing and Contracts Officer

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

- | | |
|----------------------|----------------------|
| 1. Purchasing Policy | -separate attachment |
| 2. Travel Policy | -separate attachment |





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DATE PREPARED: September 13, 2022

DATE: September 21, 2022

TO: Honorable Chair and Members of the Board

FROM: Jacki Lenners, Marketing & Communications Director

SUBJECT: Mountain Line Charter Service Policy

RECOMMENDATION:

Staff recommends the Board of Directors adopt the updated Charter Service Policy.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

- ❖ Goal: Service Excellence
- ❖ Objective: Develop and improve community partnerships and interagency relationships to enhance transit and improve our ability to meet community needs and deliver public transit services.
- ❖ Goal: Fiscal Responsibility
- ❖ 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's Charter Service Policy was originally adopted by the Board of Directors in 2014, with a revised version being adopted in 2017. The purpose of the policy is to outline the process for organizations or individuals to request Mountain Line charter services, detail the Federal Transit Administration's (FTA) charter service requirements and regulations, and set pricing. Charter service is an area that is stringently regulated and monitored by FTA, so it is imperative that Mountain Line keep up to date on and adhere to their policies.

When originally developed, the Charter Service Policy set a rate of \$100/hour for non-profit organizations and \$200/hour for anyone else. This pricing structure was loosely based on Mountain Line's cost per hour at the time, but the policy did not dictate any changes as those costs fluctuate annually.

Mountain Line created a Strategic Investment Plan (SIP) in 2021 to develop strategies to optimize and maintain on-time performance and to plan long-term for the implementation of those strategies in capital and financial planning. One of the outcomes of the SIP was the creation of a new costing methodology for Mountain Line's services. It was first used for the 2022-2023 agreement with Arizona Snowbowl for Mountain Express. This methodology is a combination of Mountain Line's current cost per service hour and the number of miles traveled to provide the service.

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Staff are proposing to update the Charter Service Policy to incorporate the new costing methodology. To take a real-life example, Sun Sounds of Arizona paid Mountain Line \$3,300 for 33 hours of service (at the non-profit rate of \$100/hour) for the 2019 Made in the Shade Beer Tasting Festival. Under the Fiscal Year 2023 SIP costing methodology, they would pay \$4,010 for the service. Mountain Line would provide a cost estimate based on the current cost per service hour to each organization requesting charter service.

FISCAL IMPACT:

The fiscal impact will vary annually as the cost per service hour fluctuates based on Fiscal Year costs. Mountain Line prioritizes its fixed route service and conducts very little charter service, so this does not have a significant fiscal impact.

ALTERNATIVES:

- 1) Adopt the Mountain Line Charter Service Policy to include the SIP costing methodology, with pricing updated annually (**recommended**): Staff recommends that the Board of Directors adopt the Mountain Line Charter Service Policy. If adopted, it will allow Mountain Line to charge a fair price for charter services, based on current financial conditions.
- 2) Do not adopt the Mountain Line Charter Policy (**not recommended**): If not adopted, the current Charter Service Policy and pricing structure would remain in place.

TAC DISCUSSION:

Transit Advisory Committee members did not pull this report for discussion.

SUBMITTED BY:

Jacki Lenner
Marketing & Communications Director

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. Mountain Line Charter Service Policy Draft -page 16





POLICY: Policy for charter service

GOAL: Establish a process and guidelines for handling requests for charter service in compliance with Federal Transit Administration regulations.

GUIDELINES: CRITERIA AND PROCEDURES FOR CHARTER SERVICE REQUESTS:

1. All requests for services outside the normal route system must be sent in writing to Mountain Line, except as noted for emergency response and training.
2. Requests must be submitted no less than 45 days prior to the event. The request must clearly state the specific dates, times, and services requested, including the anticipated number of participants. Mountain Line will consider requests less than 45 days in advance on a case-by-case basis, but at least seven days' notice is required to comply with regulations for notifying registered charter providers.
3. Mountain Line must supply event details to all registered charter providers, as per the Federal Transit Administration Regulations, giving these providers an opportunity to provide the service. If any provider is interested in providing the service, Mountain Line is prohibited from competing and must decline the opportunity.

Mountain Line will consider the following criteria and approve or deny the request. Approved requests will follow Step 3 in the procedure above before Mountain Line agrees to provide the service.

- Impact on the Operations Department and availability of resources
- Funding and agreement by the requester to pay the full cost of service
- The ability of regularly scheduled fixed route service to accommodate the request
- Compliance with federal regulations.

COST OF SERVICE

The requesting organization will pay the full cost for any charter service provided. Fees will be adjusted annually to reflect changes in Mountain Line's actual operating costs. Fee will be set in July each year based on Mountain Line's adopted budget per the Strategic Investment Plan cost allocation methodology using fully allocated revenue hours. Mountain Line will provide the requesting organization a cost estimate based on the number of hours requested and the predicted mileage. Final billing will be based on actual hours and miles.

EXEMPTIONS AND EXCEPTIONS

Mountain Line will consider the following exemptions and exceptions from the Charter Policy:

- Requests from the police, fire department, or other public safety agencies in an emergency will be honored whenever possible, even if there are negative impacts on regular service.
- Requests to provide transportation for government officials conducting official business.





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DATE PREPARED: September 13, 2022

MEETING DATE: September 21, 2022

TO: Honorable Chairman and Members of the Board

FROM: Josh Stone, Management Services Director

SUBJECT: Approve the FY2022 Annual Report

RECOMMENDATION:

Staff recommends the Board of Directors approve the FY2022 Annual Report and authorize staff to submit the report to the State of Arizona and partner agencies as required in the Master IGA.

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Guiding Principle: Strive for continuous improvement in all we do
- ❖ Guiding Principle: Be trustworthy and dependable

BACKGROUND:

In accordance with A.R.S. 28-9101 et seq. to establish an intergovernmental public transportation authority and the Master IGA signed on June 7, 2013, the Board will issue an annual report on or before December 1 containing a full account of the transactions, activities and finances for the preceding fiscal year and other facts and recommendations. The Board shall 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.

The FY2022 Annual Report is a formal document designed to meet the state regulation. The report contains a summary of the activities, including performance data for all provided public transportation systems. The report provides an overview of FY2022 revenues and expenditures. The FY2022 performance information and financial data from the report is as presented to the Transit Advisory Committee and Board of Directors throughout the year. The financial data is reflective of the year end information as reviewed with and presented to each partner agency.

Mountain Line's annual financial audit is still pending and if anything changes as a result of the audit, an amended report will be filed no later than March 31, 2023 and presented to the TAC and Board no later than April 2023.

FISCAL IMPACT:

There is no budgetary or financial impact with adoption of the FY2022 Annual Report.

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ALTERNATIVES:

- 1) Approve the FY2022 Annual Report and authorize submission of Annual Report as per the requirements of the Master IGA **(recommended)**: If the Board approves the Annual Report, staff can proceed with submission of the Annual Report on time and Mountain Line will remain compliant with the Master IGA as well as the State of Arizona regulations.
- 2) Do not approve the FY2022 Annual Report **(not recommended)**: If the Board does not approve the report, staff will be delayed in submitting the Annual Report. This delay could mean Mountain Line would not meet the deadline for submission as required by the Arizona Revised Statutes.

TAC DISCUSSION:

The Transit Advisory Committee did not have any remarks on this report.

SUBMITTED BY:

Josh Stone
Management Services Director

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. Mountain Line FY2022 Annual Report -available at meeting

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DATE PREPARED: September 12, 2022

MEETING DATE: September 21, 2022

TO: Honorable Chair and Members of the Board

FROM: James Wagner, Operations Director

SUBJECT: Transit Asset Management (TAM) Plan

RECOMMENDATION:

Staff recommends the Board of Directors approve Mountain Line's Transit Asset Management (TAM) Plan and delegate authority to the CEO and General Manager to make necessary updates that are not substantive to the intent of the plan as adopted.

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Stewardship of Resources
- ❖ Objective: Maintain our facilities and equipment to demonstrate our pride in service excellence and maximize their useful life.

BACKGROUND:

In 2016, the Federal Transit Administration (FTA) published the Final Rule for Transit Asset Management Plans that required grantees to develop and adopt an asset management plan no later than October 1, 2018. A Transit Asset Management plan (TAM) is required of transit agencies if they own, operate, or manage capital assets to provide public transportation and receive federal financial assistance as a recipient or subrecipient. Within the TAM, the transit provider is required to designate an Accountable Executive to ensure appropriate resources for implementing the agency's TAM plan. Additionally, transit agencies are required to update their TAM plans at least once every four years.

Mountain Line is considered a Tier II agency since we have less than 100 revenue service vehicles and are responsible for incorporating the following elements in our TAM plan.

- An inventory of assets
- A condition assessment of inventory assets
- Description of a decision support tool
- A prioritized list of investments

The 2018 Mountain Line TAM Plan was approved by the CEO and General Manager. The plan used age of equipment (for rolling stock) as the basis for determining when an asset would be replaced and relied

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on the federal guidance for determining the state of good repair for condition of facilities. The plan has served Mountain Line well for the last four years, but staff have determined that we can better assess the state of good repair for equipment by looking at more than the age of the asset. The proposed update to the plan will use cost of repairs, as a ratio of cost over miles (cost per mile), to determine when equipment has reached poor condition and is therefore eligible for replacement. There is no proposed change to how staff will evaluate the state of good repair for facilities.

While updating the TAM, staff noted that the original plan was never adopted by the Board of Directors. As the plan is a policy that directs asset planning and replacement, we are requesting the Board adopt the TAM Plan. As such, it is recommended the Board of Directors adopt the proposed TAM and further delegate authority for updates to inventory lists and exhibits to the CEO and General Manager, Heather Dalmolin, as the Accountable Executive for implementing Mountain Lines TAM plan pursuant to FTA guidelines.

FISCAL IMPACT:

There is no fiscal impact related to adoption of the update TAM; however, falling out of regulatory compliance with FTA requirements for updating the TAM could result in loss of eligibility for federal funding.

ALTERNATIVES:

- 1) Adopt the Transit Asset Management plan and delegate authority for updates to inventory list and exhibits to the CEO and General Manager as the Accountability Executive (**recommended**): Adopting the Transit Asset Management Plan is consistent with our strategic plan, stewardship of resources and assignment of the Accountability Manager follows regulatory compliance.
- 2) Do not adopt the Transit Asset Management Plan or delegate authority for updates to inventory list and exhibits to the CEO and General Manager as the Accountability Manager (**not recommended**): Not adopting the Transit Asset Management plan could jeopardize the October federal deadline. The Board could choose another Accountability Executive.

TAC DISCUSSION:

This staff report was not presented to the Transit Advisory Committee and will be presented as a progress report at the next TAC meeting.

SUBMITTED BY:

James Wagner
Operations Director

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. Mountain Line Transit Asset Management plan -available upon request

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DATE PREPARED: September 7, 2022

MEETING DATE: September 21, 2022

TO: Honorable Chairman and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Consider MetroPlan Executive Board Member Assignment

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Guiding Principle: Strive for continuous improvement in all we do
- ❖ Guiding Principle: Be trustworthy and dependable

BACKGROUND:

In February 2022, the Board of Directors appointed Coconino Community College member Tony Williams to the MetroPlan Executive Board to fulfill the commitment of Mountain Line to serve on the MetroPlan Executive Board. As a reminder, a concern was raised when we first committed to serving on this Board as they already has three City Councilmembers and two County Supervisors on the Board. It was determined that to avoid potential quorum issues for these respective bodies, our Board of Directors would elect a member that meets MetroPlan's preference to have either our NAU or CCC member be appointed.

In August 2022, the board of Directors adopted updated Rules of Procedure that created a rotation amongst membership to serve as Vice Chair and later Chair of the Board. The first rotation will take place in January 2023 with our current Vice Chair, Tony Williams, moving into the Chair position.

One impact of the rotation that was not discussed at the time that the Rules of Procedure update was presented was the likely occurrence of the Board Chair serving on the MetroPlan Executive Board concurrently. Our current representative suggested we check in to confirm there is no concern amongst Board members as he will be put in this position in January with his ascension to the Chair position. Director Williams confirmed he is willing and has capacity to serve in both roles.

FISCAL IMPACT:

There is no budgetary or financial impact as a result of this discussion.

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TAC DISCUSSION:

This item was not presented to the Transit Advisory Committee due to its specific relation to the Board of Directors.

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. None

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MOUNTAIN LINE MEMORANDUM

DATE: September 21, 2022

TO: Honorable Chair and Members of the Board

FROM: Anne Dunno, Capital Project Manager

SUBJECT: Capital Planning Process

The Mountain Line Board of Directors adopted the Strategic Investment Plan (SIP) in September 2021 which outlined a workflow process for annual capital planning and development of a Capital Improvement Plan (CIP). The CIP is the first step in our annual budget process and the CIP will be used as the basis for budget and increment requests.

The CIP process is used to evaluate and prioritize new capital projects to develop the annual budget and align with the financial plan.

The CIP starts annually on July 1 with a “call for projects” to Mountain Line departments due in September. Projects are defined as capital items that exceed \$5,000 in value and have a useful life of one year or more. Examples include fleet, equipment, infrastructure, and facilities. Projects are categorized as State of Good Repair, System Improvement, and System Expansion.

In the fall, the CIP committee convenes to evaluate projects on the following criteria: state of good repair, service impact, legal/regulatory, safety and security, cost/benefit, environmental and social equity. CIP committee members are the Deputy General Manager, Operations Director, Management Services Director, Safety & Training Manager, Information Technology Manager, Maintenance Manager, and Capital Project Manager. The submitted projects are ranked and a draft CIP is forwarded to Finance to evaluate for funding capacity. Following any modifications based on funding availability, a final draft CIP is forward to the CEO and General Manager for approval no later than December as part of the overall agency budget process.

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MOUNTAIN LINE MEMORANDUM

DATE: September 21, 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 participated in a joint job fair event with Flagstaff Unified School District and Northern Arizona University, called Drive Flagstaff. The focus of the job fair was the opportunity to work locally and serve the community in good paying jobs with competitive benefit options. We were grateful for the partnership of these other transit providers. We are already planning another event.
- We continue to work towards filling our vacant positions. We have about 10 vacant positions with 3 people anticipated to complete training in the next couple of weeks. We are further challenged by 5 staff on medical leave. Our next training class starts later this month, and we anticipate closing the gap on our fulltime status needs by end of October. In the meantime, all staff that can drive, are picking up shifts in an effort to keep overtime demands low for our operators.
- We were able to reinstate additional service options in early August. While we still have 3 routes impacted by reductions, 2, 4, and 10, it is our belief that we have a plan in place that is minimizing the stress of overtime on our team members and ensuring we can return to our regular schedule in early October. Many thanks to Bizzy Collins for managing our triage service plan. I also would like to recognize Ken Lesinski, Operations Coordinator, for collaborating with Bizzy to develop a clear staffing plan.

Partnerships and Outreach

- Our Planning Team met with City Staff to receive a more in depth look at the City's development process. The goal of the training was to improve our understanding of when and how we can offer input that is impactful to overall development requests.
- Mountain Line signed and submitted a letter of support to the National Park Service related to their pending application for Nationally Significant Federal Lands and Tribal Projects (NSFLTP) 2022 grant program. Their application addresses its aging shuttle bus fleet and demonstrates the ongoing commitment to local and national sustainability goals. The project will replace the existing compressed natural gas (CNG) bus fleet with a new, mixed fleet of battery electric buses and CNG buses, in addition to installing electrical infrastructure and equipment to sustainably support the new electric vehicles.
- Staff met with the Arizona State Engineer to escalate our request for reconsideration of the

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denial of the signal at Phoenix. Staff have again requested additional feedback on what else could be done to mitigate concerns they have raised while addressing the safety concerns of the intersection and prioritizing operational efficiencies.

- Our team members have begun meeting with Flagstaff Unified School District (FUSD) about how Mountain Line may be able to partner to support transportation needs of students participating in after school activities. FUSD has also asked about Mountain Line's bus program for employees, expressing that such a program would support the district's Climate Action Plan. FUSD has just begun exploring these options and have assembled surveys that can help define future options for a partnership.
- Federal Transit Administration recently announced the 2023 Low-No Emission and section 5339 transit funding awards. Staff will meet with FTA to talk about the strong points of our application and hear feedback on how we can be successful next time. At this time, Mountain Line still has the \$17M section 5339 award for the Downtown Connection Center and 2 battery electric buses pending expenditure. I would like to recognize the efforts and work of Bizzy Collins and Estella Hollander to develop great applications.
- Estella Hollander attended the Association for Commuter Transportation (ACT) conference, and we look forward to her sharing the information she learned for consideration as we move forward ideas for transportation demand management.

Finance, Compliance, and Procurement

- After much consideration, our operations and finance team determined that Mountain Line should allow a revenue contract with the State of Arizona Department of Economic Security, Division of Developmental Disabilities (DES-DDD) to expire. The contract was for transportation services to roughly 12 paratransit customers that are also clients of the DES-DDD program. While the contract did result in increased revenue, it also triggered additional cost and interrupted operational efficiencies. The change to the contract did not result in anyone losing paratransit service but does require the customer to pay cash fare at time of service. The customers were provided 60 days' notice regarding the change.

Employees and Morale

- Happy Anniversary to our September anniversaries.
 - Grace Charley, Transit Operator, 14 years
 - Juan Diego, IT Specialist, 1 year
 - Peter Farness, Transit Operator, 3 years
 - Estella Hollander, Mobility Planner, 5 years
 - Dave Janeway, Transit Operator, 10 years
 - Carlos Lorenzo, Operations Supervisor, 17 years
 - Stephen Olvera, Transit Operator, 5 years
 - Rich Philippi, Transit Operator, 17 years
 - Sam Short, Safety Manager, 12 years
 - Paul Teran, Operations Supervisor, 4 years
 - Joseph Tyree, Transit Operator, 5 years
 - Ken Van Doorne, Transit Operator, 8 years

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- Congratulations to the following staff who have been promoted within their division and the agency.
 - Gavin Holzer started as a bus detailer in 2015. Gavin has been shadowing our mechanics and taking on more fleet related duties since we introduced the contracted cleaning service. In recognition of his interest in developing additional skills and our growing fleet team needs, Gavin was promoted to Assistant Mechanic. This position is part of our long-term succession plan to diversify our fleet team and ensure growth opportunities for our team members.

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DATE PREPARED: September 7, 2022

MEETING DATE: September 21, 2022

TO: Honorable Chair and Members of the Board

FROM: Josh Stone, Management Services Director

SUBJECT: CEO and General Manager Contract Amendment

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Investing in Mountain Line Workforce
- ❖ Objective: Develop a workplace culture that supports employee development and work-life balance.

BACKGROUND:

Mountain Line Board of Directors conducted the CEO and General Manager annual review on September 21, 2022. The Board of Directors also received a request for an amendment to be made to the current three-year contract. To prepare for potential action during the September 21, 2022 meeting of the Board of Directors, Mountain Line's attorney has prepared a contract amendment with the requested amendment terms that is attached for review and action.

FISCAL IMPACT:

The CEO and General Manager contract amendment is within the adopted FY2023 budget for payroll.

ALTERNATIVES:

- 1) Adopt the second amendment to the CEO and General Manager contract (**recommended**): Staff recommends that the Board of Directors adopt the CEO and General Manager Contract Amendment as discussed in the September 21, 2022 board meeting.
- 2) Do not adopt the amendment to the CEO and General Manager contract (**not recommended**): If not adopted, the Board could direct staff to modify the CEO and General Manager contract amendment.

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TAC DISCUSSION:

This item is specific to the Board of Directors and was not presented to the Transit Advisory Committee.

SUBMITTED BY:

Josh Stone
Management Services Director

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. CEO and General Manager Contract Amendment -will be available to Board members

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October: No TAC Meeting Board and TAC Advance is Wed, 10/19

ITEMS:	WHO & WHAT:
Safety Minute	
Flagstaff in Motion	Bizzy - D
Financial Plan Review	Josh - D
DCC Discussion	Kate - D
Strategic Plan Update	GM Team - D
Delegation of Authority Update – Agreements, Grants, and Procurements: NAU Campus CDL Course IGA and Lease Agreement, NAU CMAR, Southwest Fab Contract Renewal	
November/January Agenda Calendar	

November: TAC Meeting is Thurs, 11/3 Board Meeting is Wed, 11/16

ITEMS:	WHO & WHAT:
Safety Minute	
Sedona Transit Presentation	Robert Weber - D
Kaspar Headquarters Master Plan Adoption	Anne - D/A
Bus Stop Acquisition Policy	Anne - D/A
Budget Process Kickoff	Josh - D/A
Flagstaff in Motion	Bizzy - D/A
Reallocation of Grant Funds from Kaspar/Route 66 Intersection	Kate - PR
Workforce Utilization Report	Josh - PR
Delegation of Authority Update – Agreements, Grants, and Procurements:	
January/February Agenda Calendar	