

Mountain Line

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Board of Directors Minutes for Wednesday, September 21, 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, September 21, 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);
Miranda Sweet, Vice Mayor, City of Flagstaff;
Jeronimo Vasquez, Board of Supervisors, Coconino County, (Zoom), left at approximately 10:40am;
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:

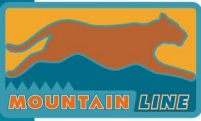
Heather Dalmolin, CEO and General Manager;
Kate Morley, Deputy General Manager, left at approximately 11:21am;
Jim Wagner, Operations Director, (Zoom), left at approximately 11:21am;
Josh Stone, Management Services Director, left at approximately 11:21am and returned at approximately 12:09pm;
Jacki Lenner, Marketing and Communications Director, (Zoom), left at approximately 11:21am;
Sam Short, Safety Manager, (Zoom), left at approximately 11:21am;
Estella Hollander, Mobility Planner, left at approximately 11:21am;
Heather Higgins, Purchasing and Contracts Officer, (Zoom), left at approximately 11:21am;
Jon Matthies, IT Manager, left at approximately 11:25am and returned at approximately 12:09pm;
Rhonda Cashman, Executive Assistant and Clerk of the Board, left at approximately 11:25am and returned at approximately 12:09pm;
Scott Holcomb, Mountain Line Attorney, (Zoom)

GUESTS PRESENT:

Joseph Tyree, Transit Bus Operator, Mountain Line, (Zoom), left at approximately 10:15am;
Stephen Olvera, Transit Bus Operator, Mountain Line, left at approximately 11:21am;
Russell Beck, Transit Bus Operator, Mountain Line, left at approximately 11:10am;
Dave Wessel, Planning Manager, MetroPlan, left at approximately 10:46am

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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

Mr. Short reported on preparing for winter driving conditions.

4. CALL TO THE PUBLIC

There were no members of the public present.

5. MILESTONE ANNIVERSARIES
Ms. Dalmolin introduced Russell Beck. She noted his 5 year anniversary was in August and he was not able attend that meeting. She announced five milestone anniversaries in September and shared a little information about each staff member: Dave Janeway, 10 years; Stephen Olvera, 5 years; Joseph Tyree, 5 years; Estella Hollander, 5 years; and Jeremiah McVicker, 5 years.

6. APPROVAL OF MINUTES 8/17/2022:

Vice Chair Williams moved to approve the minutes for August 17, 2022. Director Sweet 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. STRIDE FORWARD – REGIONAL TRANSPORTATION PLAN

-Dave Wessel, Planning Manager, MetroPlan

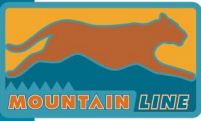
Mr. Wessel shared a PowerPoint presentation with the Board. Board member comments were heard, and questions were responded to by Mr. Wessel.

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.

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8. UPDATED PURCHASING AND TRAVEL POLICIES

-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

-Jacki Lenners, Marketing & Communications Director

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

The Consent Agenda items 8 and 9 received a motion to approve as presented by Director Maher. Director Sweet 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 | |
| Josh Maher | X | |

DISCUSSION / ACTION ITEMS:

10. APPROVE THE FY2022 ANNUAL REPORT

-Josh Stone, Management Services Director

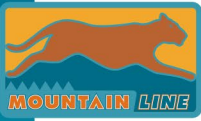
Staff recommends the Board of Directors approve the FY2022 Annual Report and authorize staff to submit the report to the State of Arizona and partner agencies as required in the Master IGA.

Mr. Stone reviewed a PowerPoint presentation with the Board. He shared highlights of the year related to ridership recovery, staffing challenges, the pay adjustment, Small Transit Intensive Cities (STIC) funding award, and other federal funds used. He reported capital plans in process include the Downtown Connection Center (DCC), the Kaspar Master Plan, and the joint project with Northern Arizona University (NAU) for the Commercial Driver's License (CDL) Training Course and Bus Storage facility. He reviewed ridership data by program for Bus, Paratransit, City and County Taxi, and Vanpools, as well as Revenues and Expenses. There were no questions. Director Sweet moved to approve the FY2022 Annual Report 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 | |
| Josh Maher | X | |

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11. TRANSIT ASSET MANAGEMENT (TAM) PLAN

-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.

Mr. Wagner provided some history regarding the TAM Plan which tracks asset age and mileage. It was first submitted in 2018, but it was never formally approved by the Board. He stated this update is due in October 2022. There were no questions. Vice Chair Williams moved to approve the TAM Plan as presented. Director Sweet 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 | |
| Josh Maher | X | |

12. CONSIDER METROPLAN EXECUTIVE BOARD MEMBER ASSIGNMENT

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin stated Vice Chair Williams will rotate into the Mountain Line Chair position in January and currently serves as the Mountain Line Board Member on the MetroPlan Executive Board. She stated the preference for the MetroPlan Board seat is to assign our Coconino Community College (CCC) and NAU Board members so there is not a problem with quorum for the City and County. Vice Chair Williams noted he wanted to make sure no one felt like there would be a conflict of interest. No concerns were voiced by Board members.

PROGRESS REPORTS:

There were no questions regarding the progress reports.

13. CAPITAL PLANNING PROCESS

-Anne Dunno, Capital Project Manager

14. SUMMARY OF CURRENT EVENTS

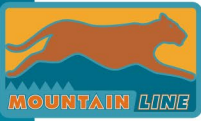
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- Anniversaries for September were reviewed.
- Promotions – Congratulations!
- Drive Flagstaff, the joint job fair was held by Mountain Line, NAU, and Flagstaff Unified School District (FUSD).

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- Most fixed route service was restored in August.
- Approximately 10 employees short now, five will finish their training soon.
- Thank you to Ms. Collins for overseeing the triage service plan.
- Thank you to Mr. Lesinski for keeping up with staffing changes and finding coverage.
- Staff met with the Arizona Department of Transportation (ADOT) regarding the traffic signal at Phoenix and Milton and it was a good conversation.
- FUSD is looking into how to get passes for students and staff and not overlap service.
- Staff has discontinued the Department of Economic Security (DES)/Division of Developmental Disabilities (DDD) contract for 12 clients. They still have the service, but there was a cost to the DDD mandates, which are now removed. All clients were given 60 day notice and support related to this change.
- Ms. Morley has received concurrence on our National Environmental Policy Act (NEPA) for the DCC. Staff are planning a groundbreaking event real soon.
- Our first electric bus should arrive in October. It will need to be wrapped for Mountain Line locally. A public unveiling event will be planned in the near future.

At approximately 11:21am, 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 | |
| Miranda Sweet | X | |
| Josh Maher | X | |

EXECUTIVE SESSION

Executive sessions are closed to the public.

The Board convened an executive session at approximately 11:25am 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 reconvened the public meeting at approximately 12:09pm.

DISCUSSION / ACTION ITEM:

15. CHIEF EXECUTIVE OFFICER (CEO) AND GENERAL MANAGER CONTRACT AMENDMENT
-Josh Stone, Management Services Director
Staff recommends the Board of Directors adopt the second amendment to the CEO and General Manager Contract.

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Mr. Stone asked Board members to approve the CEO Contract Amendment. The Board member consensus was that the requests were reasonable. Ms. Dalmolin expressed her gratitude. Vice Chair Williams moved to approve the CEO Contract Amendment as presented. Director Sweet 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 | |
| Josh Maher | X | |

ITEMS FROM COMMITTEE AND STAFF:

Ms. Dalmolin reminded Board members the October Advance would be in person only at the Aquaplex on the 19th, 9am-2pm for strategic planning.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

October/November Working Agenda

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 -Chair Shimoni adjourned the meeting at approximately 12:14pm.

Adam Shimoni, Chair of the Mountain Line Board of Directors

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ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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