

## Mountain Line

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### Board of Directors Minutes for Wednesday, November 16, 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, November 16, 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 Mountain Line staff attended in person, by internet conferencing, or by telephone. The public was invited to attend.

#### **BOARD MEMBERS PRESENT:**

Adam Shimoni, (Chair), City Councilor, City of Flagstaff, (In Person and Zoom);  
Tony Williams, (Vice Chair), Dean of Student Affairs, CCC, designee, (Zoom), joined at approximately 10:05am;  
Miranda Sweet, Vice Mayor, City of Flagstaff, (In Person and Zoom);  
Jeronimo Vasquez, Board of Supervisors, Coconino County, (Zoom);  
Josh Maher, Associate VP for Community Relations, NAU, alternate, (Zoom)  
*\*Three of our five Board member seats must be present to constitute a quorum.*  
*\*\*The City of Flagstaff holds two seats.*

#### **BOARD MEMBERS EXCUSED:**

None.

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

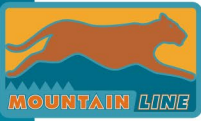
Heather Dalmolin, CEO and General Manager, (In Person and Zoom);  
Kate Morley, Deputy General Manager;  
Josh Stone, Management Services Director;  
Sam Short, Safety Manager, (Zoom);  
Jeremiah McVicker, Maintenance Manager, (Zoom);  
Anne Dunno, Capital Project Manager;  
Bizzy Collins, Transit Planner;  
Lyra Littner, Associate Transit Planner, (Zoom);  
Heather Higgins, Purchasing and Contracts Officer, (Zoom);  
Jon Matthies, IT Manager;  
Rhonda Cashman, Executive Assistant and Clerk of the Board;  
Scott Holcomb, Mountain Line Attorney, (Zoom), joined at approximately 10:44am

#### **GUESTS PRESENT:**

Jed Davis, Trainer, Mountain Line, left at approximately 10:14am;  
Judy Begay, Board of Supervisors, Coconino County, alternate, (Zoom), joined at approximately 10:32am;  
Angela Cody, Director for Supervisor Begay, Coconino County, (Zoom);  
David Spence, Member of the Public, left at approximately 11:38am;  
Kim Curtis, Member of the Public, left at approximately 10:45am;

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Marty Johnson, Member of the Public, left at approximately 10:45am

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

Mr. Spence noted he is a Northern Arizona climate change advocate, and he is working with an electric fleet coalition to try to get a grant for Northern Arizona to be a hydrogen hub, to support hydrogen fuel cell vehicles. He stated he would like Mountain Line to stay open to this fleet type in the coming years and may ask Mountain Line for a letter of support.

5. MILESTONE ANNIVERSARIES

Ms. Dalmolin shared a few words about those who are celebrating milestone anniversaries: Heather Higgins, 5 years; Gavin Holzer, 5 years; and Jed Davis, 10 years.

Ms. Dalmolin reported this would be Chair Shimoni's last meeting with Mountain Line and she expressed her gratitude. Chair Shimoni stated it has been an honor to serve.

6. APPROVAL OF MINUTES:
  - a. REGULAR MEETING 9/21/2022
  - b. BOARD AND TAC ADVANCE 10/19/2022

Director Maher moved to approve the minutes for both September 21, 2022 and October 19, 2022. Director Sweet seconded. There was no discussion. All approved, none opposed. Motion carried.

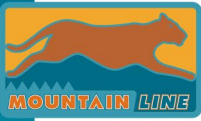
NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Tony Williams	X	
Miranda Sweet	X	
Jeronimo Vasquez	X	
Josh Maher	X	

7. SEDONA TRANSIT PRESENTATION  
-Robert Weber, Transit Administrator, City of Sedona

Presenter requested to reschedule to a later date. He was not able to attend.

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**DISCUSSION / ACTION ITEMS:**

**8. APPROVE THE UPDATED STRATEGIC PLAN AND ADOPT THE 12-18 MONTH WORKPLAN**

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors approve the revised 2020-2025 Strategic Plan and adopt the 12-18 month workplan.

Ms. Dalmolin stated the email sent to them on Tuesday does include feedback from the TAC. She reviewed the goals and noted some objectives have been updated with language that more clearly details the intent of the goal and objective. Staff are also asking for tasks to be removed from the Strategic Plan and for the Board to adopt a new 12-18 month workplan, to be attached to the Strategic Plan and updated annually. Chair Shimoni requested to add a multilingual video to be used for outreach under Goal 5. Ms. Dalmolin asked for clarification on whether a video should be part of the Strategic Plan or if it should be included in the annual marketing plan. She noted she would discuss this with Ms. Lenners and report back to the Board on how suggestion is incorporated. Vice Chair Williams moved to approve the updated Strategic Plan and adopt the 12-18 month workplan 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	
Jeronimo Vasquez	X	
Josh Maher	X	

**9. AWARD OF REQUEST FOR PROPOSAL (RFP) 2023-160, BANKING SERVICES**

-Josh Stone, Management Services Director

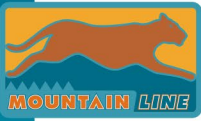
Staff recommends the Board of Directors award RFP 2023-160, Banking Services to Alliance Bank.

Mr. Stone reported on the RFP process and noted concerns expressed by members of the public on the banking relationship with Wells Fargo Bank. He confirmed there were two respondents: Wells Fargo Bank and Alliance Bank. He explained Mountain Line currently works with both banks. The award to Alliance Bank is based on best value per our procurement policy, due to our current relationship and improved local response. There were a couple questions related to the timing of this agenda item and the fossil fuel issue brought up at a previous meeting. Mr. Stone responded that the RFP was planned for this fiscal year, but it was moved forward from the spring of 2023.

Ms. Curtis noted she represents Fossil Free Arizona and stated Wells Fargo business practices do not align with our community or Mountain Line.

Ms. Johnson stated she is from the same organization, Fossil Free Arizona. She noted she has climate change concerns, and she voiced the need to stand up to fossil fuel supported banks.





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Director Maher stated it is a dangerous precedent to frame this as a discussion on fossil fuels when this item was going to come up anyway and Alliance Bank is local and has the ability to better serve our needs. Chair Shimoni explained he was aware of communication with Wells Fargo being challenging and this change should be helpful. Ms. Dalmolin noted Mountain Line has very specific procurement rules to follow and switching all banking services to Alliance should aligns our accounts to create a savings, due to certain accounts Wells Fargo does not offer and that we have been receiving from Alliance Bank, splitting the banking relationship. Director Vasquez stated he was in favor of proceeding with the recommendation to change banking services to Alliance Bank and so moved. 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	

### 10. PROPOSED SERVICE CHANGES FOR JANUARY 2023

-Bizzy Collins, Transit Planner

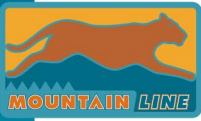
Staff recommends the Board of Directors approve the recommended service changes for implementation in January 2023.

Ms. Collins shared that the proposed changes for Route 10 are based on comments from operators and riders. Platooning was suggested, which is defined as having multiple buses at the same location when we know we need them there. She noted this route currently offers approximately eight minute service all day, Monday thru Friday, between downtown and the Woodlands Village area, through the Northern Arizona University (NAU) campus. She explained an analysis was done, which revealed Friday ridership is about 33 percent less than Monday-Thursday ridership and the crush-load ridership is Monday-Thursday, 9am-4pm and Friday, 10am-2pm, primarily during class change times. Ms. Collins noted Vice Chair Stam of the TAC, representing NAU, concurred with the results of the analysis. She further explained that this change is purely data driven and does not trigger the Title VI public comment threshold of a 10 percent reduction in annual revenue hours. She noted there would be some cost savings, and potential impacts to ridership would be monitored while testing the platooning concept targeting class breaks. If approved, she shared that our printed materials would need to be updated, there would be communications and messaging done, and implementation would occur on January 16<sup>th</sup>, with the return to spring semester schedule on Route 10. Ms. Collins mentioned that ridership has not reached pre-COVID levels yet making it challenging to predict ridership impacts. There was no discussion. Director Sweet moved to approve Route 10 service changes as presented. Vice Chair Williams seconded. Chair Shimoni asked to integrate QR codes where possible. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Adam Shimoni	X	
Tony Williams	X	

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Miranda Sweet	X	
Jeronimo Vasquez	X	
Josh Maher	X	

### 11. KASPAR HEADQUARTERS MASTER PLAN

-Anne Dunno, Capital Project Manager

Staff recommends the Board of Directors adopt the Kaspar Headquarters Master Plan.

Ms. Dunno stated we are looking for Board adoption of the Plan. She explained that most of the administrative staff will relocate to the Downtown Connection Center building once it is completed and set up for electrification. Staff are hoping to maximize bus storage and maintenance here at the Kaspar facility. In April, the Board supported Concept A and disposition of the Linda Vista property. She reviewed the visual concepts and phasing, which involves demolition of Shop 0 (attached to the main building on our existing campus). She shared the next steps: wait for the decision on a grant for final design and to conduct a National Environmental Policy Act (NEPA) study, get lot line modification completed (changing of parcel lines around our occupied property), and put the vacant land parcel up for sale next year. Vice Chair Williams thanked staff for their hard work and dedication on this project. Mr. Spence, a member of the public, commented that it would be much quicker to fuel a hydrogen fuel cell bus than wait for the vehicle battery to charge. Director Maher moved to approve the Kaspar Headquarters Master Plan. 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	

### 12. REVIEW THE BUDGET PROCESS AND KICK-OFF THE FY2024 BUDGET

-Josh Stone, Management Services Director

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

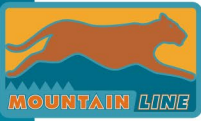
Mr. Stone reviewed the timeline of the budget process with Board members. He noted he is currently waiting on revenue projections from the City. He explained December and January are the months when most of the budgeting work happens internally in order to be timely to meet partner agency timelines. He outlined the future Board presentations to culminate in budget adoption in June as in prior years. Vice Chair Williams stated the timeline seemed appropriate and it would give Board members time to review and comment or ask questions as needed.

### 13. TAC BUSINESS OR ECONOMIC DEVELOPMENT MEMBER APPOINTMENT

-Rhonda Cashman, Executive Assistant and Clerk of the Board

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Staff recommends the Board of Directors consider appointing a Business or Economic Development representative to the TAC, effective January 18, 2023.

Ms. Cashman reported a notice of vacancy letter was sent to six agencies and one letter of interest was received from Ms. Gail Jackson with the Economic Collaborative of Northern Arizona (ECoNA). She noted Ms. Jackson currently holds the seat and is interested in continuing her service on the TAC. Chair Shimoni stated his support for Ms. Jackson, as did Director Sweet. Director Sweet made a motion to appoint Ms. Jackson the Economic Development representative to the TAC, effective January 18, 2023. Vice Chair Williams seconded. There was no discussion. All approved, none opposed. Motion carried.

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

### 14. CONSIDER APPROVAL OF NORTHERN ARIZONA HEALTHCARE HOSPITAL SERVICE AGREEMENT

-Kate Morley, Deputy General Manager

Staff recommends the Board of Directors approve the NAH Service Agreement.

Ms. Morley recommended tabling the action for today since Northern Arizona Healthcare (NAH) staff have not signed the agreement. She noted Ms. Dalmolin, CEO and General Manager could sign the agreement under the delegation of authority, but the Board has requested to have controversial items brought forward for discussion at the Board meetings. She reviewed the history of NAH planning to move the hospital off of Beaver St, served by Route 2, in a few years to a site where there is currently no transit services. She explained the key points of the proposed agreement. Staff are trying to be responsive to NAH for their process. She reviewed a spreadsheet of costs with the Board and noted Mountain Line has stretched as much as we can to accommodate this service. City staff have said they like this approach. There was a lengthy discussion of differing opinions regarding what to do since NAH will go to City Council on December 6<sup>th</sup> to seek an amendment to the Regional Plan to move forward with a zoning change request for their development slated for a January Council meeting. Board members were disappointed that NAH has not responded regarding the agreement. Ultimately, the Board asked staff to reach out to NAH/Genterra staff to attempt to schedule a meeting prior to the December 6<sup>th</sup> Council meeting to discuss the agreement.

### PROGRESS REPORTS:

There were no questions regarding the progress reports.

### 15. FLAGSTAFF IN MOTION PRIORITIZED TRANSIT IMPROVEMENTS

-Bizzy Collins, Transit Planner

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16. EQUAL EMPLOYMENT OPPORTUNITY (EEO) WORKFORCE UTILIZATION ANALYSIS, FEDERAL FISCAL YEAR 2022  
-Josh Stone, Management Services Director
17. DELEGATIONS OF AUTHORITY  
-Heather Dalmolin, CEO and General Manager
18. SUMMARY OF CURRENT EVENTS  
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- Operators, Joseph Tyree and Rachel Scala, have been promoted to Operations Supervisor positions.
- Other anniversaries were celebrated.
- Four trainees are graduating and six more are starting soon, with these 10 new operators we should be able to get back to full service in January.
- Status update on arrival of our electric buses in the new year and the plan to hold a celebration sometime after the holidays.
- Mountain Line Go! started one year ago and has served over 220 individuals and completed 1,351 trips.
- The National Transit Database (NTD) report has been submitted. Thank you to Ms. Collins and others involved with this data detailed report.

### **ITEMS FROM COMMITTEE AND STAFF:**

Chair Shimoni thanked Vice Chair Williams for chairing the joint meeting in October.

Vice Chair Williams thanked Chair Shimoni for his leadership and mentorship. He noted the October Advance was his first Mountain Line in-person meeting and he was meeting many individuals for the first time.

Director Vasquez thanked Chair Shimoni for his service and leadership; hopes he will continue transportation discussions in the future as his perspective is appreciated.

Chair Shimoni stated he will not be shy, and it has been a pleasure to work with all Board members.

### **SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS**

January/February Working Agenda

The next Board meeting will be January 18, 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. January agenda items will include but not be limited to the Stride Forward, Regional Transportation Plan Presentation, Adopt Updated Federal and State Priorities, Rider Satisfaction Survey Results, Employee Satisfaction Survey, Reallocation of Grant Funds from Kaspar/Route 66 Intersection, FY2024 Meeting Calendar Review, and Delegation of Authority Updates.

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The January 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.

19. ADJOURNMENT -Chair Shimoni adjourned the meeting at approximately 12:05pm.

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Tony Williams, Chair of the Mountain Line Board of Directors

ATTEST:

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Rhonda Cashman, Executive Assistant and Clerk of the Board

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