



Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

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, February 15, 2023

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 ANNIVERSARY
-Heather Dalmolin, CEO and General Manager
6. APPROVAL OF MINUTES 1/18/2023

-pages 4-10

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

7. COCONINO COMMUNITY COLLEGE (CCC) PROPOSITION 438 UTILIZATION OF FUNDS
-Cheyenne Grabiec, Community Outreach Coordinator, Coconino Community College

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. ADVERTISING POLICY REVISION -pages 11-17
-Jacki Lenners, Marketing & Communications Director
Staff recommends the Board of Directors approve the revised Advertising Policy.

DISCUSSION / ACTION ITEMS:

9. REVIEW AND APPROVE FEDERAL AND STATE LEGISLATIVE PRIORITIES
-Heather Dalmolin, CEO and General Manager -pages 18-20
Staff recommends the Board of Directors approve the Federal and State Legislative Priorities for 2023.
10. FY2024 WORKFORCE BUDGET AND STRATEGIES -pages 21-23
-Josh Stone, Management Services Director
The Board may provide direction, but there is no recommendation from staff at this time.
11. ANNUAL UPDATE ON THE BUS STOP PROGRAM -pages 24-29
-Jeremiah McVicker, Maintenance Manager
The Board may provide direction, but there is no recommendation from staff at this time.
12. MOUNTAIN LINE VANPOOL PROGRAM UPDATE -pages 30-31
-Estella Hollander, Mobility Planner
The Board may provide direction, but there is no recommendation from staff at this time.

PROGRESS REPORTS:

13. SUMMARY OF CURRENT EVENTS -pages 32-33
-Heather Dalmolin, CEO and General Manager

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS
March/April Working Agenda

-page 34

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

The next Board meeting will be March 22, 2023 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. March agenda items will include but not be limited to the Sedona Transit Presentation, Financial Audit Approval, Operating Budget Overview, Quarterly Performance Report, Citizen Advisory Committee (CAC) Formation, Employee Satisfaction Survey, and Delegation of Authority Updates. The March 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.

14. ADJOURNMENT

Getting you where you want to go





Board of Directors Minutes for Wednesday, January 18, 2023

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, January 18, 2023, 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:

Tony Williams, (Chair), Dean of Student Affairs, CCC, designee, (Zoom);
Miranda Sweet, Vice Mayor, City of Flagstaff, (Zoom);
Jeronimo Vasquez, (Vice Chair), Board of Supervisors, Coconino County, (Zoom), joined at approximately 10:04am;
Lori Matthews, City Councilor, City of Flagstaff, (Zoom), joined at approximately 10:04am;
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.

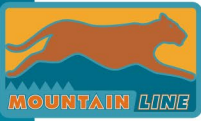
MOUNTAIN LINE STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager, (In Person and Zoom);
Kate Morley, Deputy General Manager, left at approximately 11:40am;
Josh Stone, Management Services Director, left at approximately 11:40am;
Jim Wagner, Operations Director, (Zoom), left at approximately 11:40am;
Jacki Lenners, 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;
Anne Dunno, Capital Project Manager, (Zoom), left at approximately 11:40am;
Bizzy Collins, Strategic Performance Planner, left at approximately 11:40am;
Estella Hollander, Mobility Planner, (Zoom), left at approximately 11:40am;
Lyra Littner, Associate Transit Planner, (Zoom), joined at approximately 10:21am and left at approximately 11:40am;
Heather Higgins, Purchasing and Contracts Officer, (Zoom), left at approximately 11:40am;
Jon Matthies, IT Manager, left at approximately 11:41am and returned at approximately 11:48am;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Scott Holcomb, Mountain Line Attorney, (Zoom)

GUESTS PRESENT:

Judy Begay, Board of Supervisors, Coconino County, alternate, (Zoom), left at approximately 11:36am;
Dave Wessel, Planning Manager, MetroPlan, left at approximately 11:40am;





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

Adam Shimoni, Member of the Public, (Zoom), left at approximately 11:15am;
Steve Eiss, Vice President, Construction and Real Estate Development, Northern Arizona Healthcare, (Zoom), left at approximately 11:07am;
Michele James, TAC Member, Executive Director, Friends of Flagstaff's Future, (Zoom), left at approximately 11:07am;
Erika Mazza, Vice President, Development Services, Genterra Enterprises, (Zoom), joined at approximately 10:05am and left at approximately 11:15am;
Rick Tadder, Management Services Director, City of Flagstaff, (Zoom), joined at approximately 10:06am and left at approximately 11:15am;

1. CALL TO ORDER -Chair Williams called the meeting to order at approximately 10:01am.

2. ROLL CALL

3. SAFETY MINUTE
-Sam Short, Safety Manager

Mr. Short reported on railroad track safety.

4. CALL TO THE PUBLIC

There were no members of the public present wishing to speak at this time.

5. WELCOME NEW BOARD MEMBERS
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin welcomed Councilmember Lori Matthews to the Mountain Line Board of Directors, as well as her alternate, Councilmember Deborah Harris. Director Matthews stated she was happy to be there.

6. APPROVAL OF MINUTES 11/16/2022

Director Sweet moved to approve the minutes for November 16, 2022. Director Vasquez seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Tony Williams	X	
Jeronimo Vasquez	X	
Miranda Sweet	X	
Lori Matthews	X	
Josh Maher	X	

7. STRIDE FORWARD – REGIONAL TRANSPORTATION PLAN
-Dave Wessel, Planning Manager, MetroPlan

Getting you where you want to go





Mr. Wessel provided a PowerPoint presentation for the Board. He reported there is strong public support for climate action, and they have ambitious goals through 2030 to achieve carbon neutrality. Chair Williams complimented the work that has been done and stated the Board would look forward to further discussion.

DISCUSSION / ACTION ITEMS:

8. CONSIDER UPDATED LETTER TO THE CITY REGARDING NORTHERN ARIZONA HEALTHCARE'S RELOCATION

-Kate Morley, Deputy General Manager

Staff recommends the Board of Directors consider sending an updated letter to Flagstaff City Council regarding Northern Arizona Healthcare's relocation.

Ms. Dalmolin reviewed the history of transit discussions with Northern Arizona Healthcare (NAH). She noted that after consideration of several service scenarios, staff determined fixed route service is the correct long term solution. She explained staff looked at a joint route for NAH and the airport, but they have different trip generators and route planning has moved forward as two routes. She stated staff proposed a shared cost route, but NAH staff has shared that they do not have capacity for reoccurring funding necessary for transit. She reminded everyone that Mountain Line is dependent on the City for the Transit Tax and expansion will require increased funding.

Mr. Steven Eiss stated he has appreciated the conversations with Mountain Line and offered to answer questions.

Ms. Michele James encouraged Board members to send a letter to City Council regarding Mountain Line's efforts to negotiate an agreement with NAH over the last three years for transit service to the proposed location of the new hospital. She stated many were extremely disappointed at the December 6th City Council meeting when NAH disclosed they would not partner with Mountain Line for a transit route to the new hospital location. She recommended the new council understand the history of these negotiations, read the proposed agreement NAH would not sign, and fully understand the impact and consequences if there is no agreement for a transit route. She noted the hospital relocation without equitable access is not in line with City goals. Ms. James stated there are risks and consequences involved with Council taking this to the voters to fund the full cost of a transit route to the new hospital location.

Mr. Shimoni thanked Mr. Eiss, NAH, and Mountain Line for their efforts. He stated he has been in many of the conversations and feels equitable access is important. He would recommend not moving forward without having a plan but would support a letter.

Director Maher started the Board discussion by asking Mr. Eiss what NAH would be willing to do in the future. Mr. Eiss replied that the road network will be built to accommodate transit. He stated he is in agreement regarding the need for equitable access. He said the new hospital should be completed in 2027; NAH is a non-profit and 12 percent of their profit goes back into the non-profit entity; they are currently deferring patients to Phoenix and Las Vegas due to





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

capacity; they will continue to offer free rides via Lyft; it is primarily employees using transit currently; they estimate two-thirds of patients come from outside of Flagstaff; and they estimate less than one percent of patients use transit to get to the hospital as they usually arrive by ambulance, etc. Director Maher stated his understanding is that this is less of an equity issue, and he noted his appreciation of staff changing the language in the letter.

Vice Chair Vasquez stated he was not comfortable without having a plan and asked what the options are going forward. Mr. Eiss commented that the public should fund public transportation or possible shuttle service. Vice Chair Vasquez asked if the hospital opening is planned for 2027, when would transit need to start? Mr. Eiss stated the outpatient surgery center would open first in 2025. Vice Chair Vasquez asked if NAH would offer shuttle service. Mr. Eiss stated they may offer shuttle service from their location to the closest bus stop.

Director Sweet asked if the formation of a Transit District had been discussed. Mr. Eiss said he thought NAH could support that funding option. Ms. Dalmolin stated the idea was proposed in the past, but Mountain Line cannot form a Transit District, and could only support the City and NAH in this consideration.

Chair Williams stated the nature of the draft letter is in line with the November discussion, continued support for NAH while Mountain Line gets clear on tax questions.

Director Maher made a motion to accept the staff recommendation to send the proposed letter to City Council. Director Sweet seconded. There was no further discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Tony Williams	X	
Jeronimo Vasquez	X	
Miranda Sweet	X	
Lori Matthews	X	
Josh Maher	X	

9. FLAGSTAFF IN MOTION, A COMMUNITY TRANSIT PLAN

-Bizzy Collins, Strategic Performance Planner

Staff recommends the Board of Directors adopt Flagstaff in Motion, A Community Transit Plan.

Ms. Collins shared that she has been working on this Plan for the last 18 months. She clarified that the recommendation is to approve only this plan, and it is not a tax plan. She reviewed the history of the project and some definitions, as well as the transit vision in map form. She noted all of the recommendations had strong Board and TAC member involvement during the October 2022 Advance. She stated the intent of the Plan is to provide service improvements to existing transit programs and clarified that service outside the City will require separate funding. She provided a comparison between the transit vision map and the current service map. Ms. Collins also shared the guiding principles for successful transit; these are gaining nationwide support for transit, as well as a list of transit supportive actions. She noted that streets that work for





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

transit also work well for the community. She reviewed next steps: adoption of the Plan; engagement of a Citizen Advisory Committee (CAC) regarding potential tax questions; survey of likely voters; and recommendation of a tax package to City Council for 2024. Chair Williams commented that he appreciated the Advance activities, and he believes it helped Board members understand better what is possible. Director Sweet made a motion to approve Flagstaff in Motion, A Community Transit Plan as presented. Director Maher seconded. There was no discussion. All approved, none opposed. Motion carried. Ms. Dalmolin offered her congratulations to Ms. Collins for achieving approval of this plan.

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

10. RIDER SATISFACTION SURVEY RESULTS

-Jacki Lenners, Marketing and Communications Director

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

Ms. Lenners reported that the most recent Rider Satisfaction Survey was done in October 2022. She noted these surveys are typically done every two years, but the last one was done in 2018 with the 2020 survey being skipped due to COVID. She explained Route 10 is integrated into the results this year instead being separated out as surveys were more evenly distributed across all routes. She stated the data from this survey is reflective of feedback received during the public process and as incorporated into the Flagstaff in Motion's recommendation. She shared that there were no significant declines in any areas of the survey and staff are quite pleased with the results. She recognized that one of the number one areas of concern is real time arrival solution and staff are trying to fix the issue with our vendor and cell service provider. Ms. Lenners shared additional details regarding trip purpose, reason for riding, information sources, mobility alternatives, access to bus stops (great data for planning), employment status, and vehicle access. She noted that the results identified regarding impacts of service improvements on rider use of the system are being addressed already in Flagstaff in Motion service plan. Chair Williams commented that the two are wonderfully aligned to support continuous growth. There was no discussion.

PROGRESS REPORTS:

There were no questions regarding the progress reports.

11. KASPAR INTERSECTION GRANT UPDATE

-Kate Morley, Deputy General Manager

12. FY2024 MEETING DATES

-Rhonda Cashman, Executive Assistant and Clerk of the Board

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

13. DELEGATIONS OF AUTHORITY

-Heather Dalmolin, CEO and General Manager

14. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- Anniversaries were reviewed.
- Mountain Line returned to full service this week with some issues due to the snow.
- Snow response included less service due to school closures, Mountain Express was cancelled on Sunday, the Insta-Chains were tremendously helpful, and staff prioritized connection centers and the office for snow removal activities. All routes remained operational with an 82 percent on-on time record.

Chair Williams commented that the anniversaries are great and there is some long tenure of employment.

At approximately 11:40am, Director Maher made a motion to convene an executive session. 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	

EXECUTIVE SESSION

Executive sessions are closed to the public.

The Board convened an executive session 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).
2. Discussion and consultation with Mountain Line's attorney for legal advice and with Mountain Line's attorney and designated representatives, regarding the Beckshom 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 11:48am.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

Board Agenda Packet
2/15/2023 - Page 10 of 34

ITEMS FROM COMMITTEE AND STAFF:

Chair Williams thanked everyone for their attendance. Ms. Dalmolin offered review of the February agenda items.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

February/March Working Agenda

The next Board meeting will be February 15, 2023 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. February agenda items will include but not be limited to the Coconino Community College Proposition 438 Utilization of Funds Presentation, Advertising Policy Update, Adopt Updated Federal and State Priorities, Cybersecurity Policies, Workforce Budget Overview, Bus Stop Program Update, Vanpool Update, and Delegation of Authority Updates. The February 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.

15. ADJOURNMENT -Chair Williams adjourned the meeting at approximately 11:50am.

Tony Williams, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

DATE PREPARED: February 8, 2023

MEETING DATE: February 15, 2023

TO: Honorable Chair and Members of the Board

FROM: Jacki Lenners, Marketing & Communications Director

SUBJECT: Advertising Policy Revision

RECOMMENDATION:

Staff recommends the Board of Directors approve the revised Advertising Policy.

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Fiscal Responsibility
 - ❖ Objective: Diversify funding sources to reduce dependency on federal funding for ongoing operations.
 - ❖ 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 operates an advertising sales program, selling ad spaces on the exterior and interior of transit vehicles. This program is governed by a Board-approved Advertising Policy that was established to outline permitted and excluded advertising and make clear Mountain Line's intent to not create a public forum for public discourse or expressive activity or to provide a forum for all types of advertisements. The Advertising Policy allows Mountain Line to remain neutral and maintain a positive public perception.

With the recent changes in Arizona state laws regarding marijuana, staff recommended updating the "Excluded Advertising" section of the Advertising Policy to reflect the current landscape. Mountain Line's legal consultant provided updated language for this section and a general catchall that relates to media and social media.

Action as recommended allows the Marketing & Communications Director to approve or exclude potential advertisers based on the Advertising Policy.

FISCAL IMPACT:

There is no fiscal impact to this revision.

ALTERNATIVES:

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

- 1) Approve the Advertising Policy Revision (**recommended**): The revision will ensure Mountain Line staff can exclude potential advertisements that interfere with Mountain Line maintaining a professional advertising environment.
- 2) Do not approve the Advertising Policy Revision (**not recommended**): If the revision is not approved, Mountain Line would not have the authority to exclude advertisements for recreational marijuana use and sales.

TAC DISCUSSION:

There was no TAC discussion on this item.

SUBMITTED BY:

Jacki Lenners
Marketing & Communications Director

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. Draft Advertising Policy -pages 13-17





ADVERTISING POLICY

Mountain Line provides public transportation services in the greater Flagstaff region and Northern Arizona.

Mountain Line is engaged in the sale of advertising in and upon the property and rolling stock of Mountain Line ("Transit Facilities"), consisting of: (1) print advertising on the exterior of Mountain Line's buses; (2) print advertising displayed on bus shelters and transit stations in Mountain Line's service area; (3) print advertising on the interior of Mountain Line's buses; (4) advertising on the exterior of buses in the form of a "wrap;" and (5) advertising displayed in print and electronic media such as rider guides, web pages, ticket media. This Advertising Policy ("Policy") shall apply to the sale of all forms of advertising on all Transit Facilities owned and/or managed by Mountain Line.

I. PURPOSE

Mountain Line will allow limited types of advertising on or in its Transit Facilities, pursuant to the terms of this Policy ("Permitted Advertising"). By allowing Permitted Advertising, Mountain Line does not intend to create a public forum for public discourse or expressive activity or to provide a forum for all types of advertisements. All advertising shall be subject to this uniform, viewpoint-neutral Policy.

Mountain Line will not permit the types of advertising defined as Excluded Advertising in Section III below. By not allowing Excluded Advertising, Mountain Line can: (a) maintain a professional advertising environment that maximizes advertising revenues and minimizes interference with or disruption of their transit systems; (b) maintain an image of neutrality on political, religious or other issues that are not the subject of Commercial Advertising and are the subject of public debate and concern; and (c) continue to build and retain transit ridership.

II. PERMITTED ADVERTISING

A. Exterior Advertising

The display of Permitted Advertising on the exterior of the Transit Facilities ("Exterior Advertising") is intended only to supplement fare revenue, tax proceeds and other income that fund Mountain Line's operations and to promote Mountain Line's transit operations. In order to realize the maximum benefit from the sale of space, the advertising program must be managed in a manner that will procure as much revenue as practicable, while ensuring that the advertising is of a type that does not discourage the use of the transit systems, does not diminish Mountain Line's reputation in the communities they serve or the good will of their patrons, and is consistent with the principal purpose of providing safe and efficient public transportation. To attain these objectives, Mountain Line's Board of Directors has established the following regulations governing Exterior Advertising.





Exterior Advertising includes:

1. **Commercial Advertising.** Commercial Advertising is advertising the sole purpose of which is to sell products, goods or services for profit. It does not include advertising that offers to sell products, goods or services and also conveys a political or religious message, or issue advocacy, and/or expresses or advocates opinions or positions related to any of the foregoing.
2. **Transit Operations of Mountain Line.** Transit Operations Advertising is advertising that promotes Mountain Line services.

B. Interior Advertising

Mountain Line recognizes that passengers are a captive audience to any advertisements posted on the interior of Mountain Line's buses ("Interior Advertising"). Mountain Line desires that such passengers not be subject to advertisements containing material relating to political, religious, or issue advocacy about which public opinion can be widely divergent and which some passengers may, therefore, find offensive. If passengers are so offended, it could adversely affect the ridership and revenue of Mountain Line systems. Mountain Line's Board of Directors has, therefore, established the following regulations governing Interior Advertising.

Interior Advertising includes:

1. **Public Service Advertising.** Public Service Advertising is advertising proposed by governmental entities, academic institutions or tax-exempt nonprofit organizations that relates to community, art, cultural, educational, health, or safety events, programs and/or messages and does not include Commercial Advertising or contain any direct or indirect reference to religious, political or issue advocacy. Upon Mountain Line's request, nonprofit entities must document their tax-exempt status. Unless the source of the public service advertising is obvious from the content or copy, the advertisement must specifically identify the sponsor of the advertisement or the message.
2. **Transit Operations of Mountain Line.** Transit Operations Advertising is advertising that promotes Mountain Line services.
3. **Cross-promotional Advertising.** Cross-promotional Advertising is advertising in which Mountain Line collaborates with for-profit entities to promote using Mountain Line services as a conveyance to a specific event; such advertising may not contain any direct or indirect reference to religious, political or issue advocacy.
4. **Commercial Advertising.** Commercial Advertising is advertising the sole purpose of which is to sell products, goods or services for profit. It does not include advertising that offers to sell products, goods or services and also conveys a political or religious message, or issue advocacy, and/or expresses or advocates opinions or positions related to any of the foregoing.





III. **EXCLUDED ADVERTISING APPLICABLE TO EXTERIOR AND INTERIOR ADVERTISING**

Exterior and Interior Advertising cannot be displayed or maintained on Transit Facilities if information contained in the advertisement falls within one or more of the following categories of Excluded Advertising:

1. False, Misleading or Deceptive
2. Advertise, promote, or depict the use or sale of *spirituous liquor* as that term is defined in Section 4-101, Arizona Revised Statutes and/or of medical marijuana, marijuana, or marijuana products as defined in and regulated by Title 36, Chapters 28.1 and 28.2, Arizona Revised Statutes, or businesses or dispensaries licensed under such chapters.
3. Advertise, promote, or depict the use or sale of ~~illegal~~ items that are illegal under state or federal law.
4. Represent, by language or graphics, violence or anti- social behavior.
5. Advertise or depict language, gestures, conduct, or graphical representations that are obscene, pornographic, vulgar, profane, or scatological.
6. Represent, by language or graphics, a *nude* or *seminude* person, as those terms are defined in Section 11-811(D), Arizona Revised Statutes, or the exposed buttocks of any person.
7. Depict, relate to, or reference a website or other medium that relates to *specified sexual activities* or *specified anatomical areas* as those terms are defined in Section 11-811, Arizona Revised Statutes.
8. Clearly defamatory or likely to hold up to scorn or ridicule a person or group of persons.
9. Tobacco. Tobacco products including but not limited to cigarettes, cigars, smokeless (e.g. chewing) tobacco, and electronic cigarettes and related products.
10. In advocacy of imminent lawlessness or violent action.
11. Religious.
12. Political.





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

13. Intellectual property infringement, including piracy or infringement of copyright, trade dress, service mark, title or slogan.
14. Unauthorized Endorsement.
15. Snipe Signs and Flyposting.
16. Depict, relate to, include, or reference a website, QR Code, podcast, blog, show, event, or other medium that relates to any materials, items, or categories excluded under this Section III Excluded Advertising.

For purposes of this Policy, the following definitions apply:

Religious Advertisements are defined as advertisements that contain any direct or indirect reference to religion, or to any religion, or to any deity or deities, or which includes the existence, nonexistence or other characteristics of any deity or deities, or to any religious creed, denomination, belief, tenet, cause or issue relating to (including opposing or questioning) any religion. This prohibition shall include the depiction of text, symbols, or images commonly associated with any religion or with any deity or deities, or any religious creed, denomination, belief, tenet, cause or issue relating to (including opposing or questioning) any religion.

Political Advertisements are defined as advertisements that contain political speech referring to a particular ballot question, initiative, petition, referendum, candidate, or political party or viewpoint or expresses or advocates opinions or positions upon any of the foregoing. This prohibition includes any advertisement referring to or depicting a candidate for public office in any context.

Unauthorized Endorsement Advertising is advertising that implies or declares that Mountain Line endorses a product, service, point-of-view, event or program. The prohibition against endorsements does not apply to advertising for a service, event or program for which Mountain Line is an official sponsor, cosponsor or participant.

Snipe Signs are signs of any size and material, including but not limited to paper, cardboard, wood, or metal, that are tacked, nailed, posted, pasted, glued or otherwise attached to shelters, poles, benches or other objects that are the property of or under the control of Mountain Line, and the advertising matter or other text thereon has not been previously approved by Mountain Line.

Flyposting is the act of nailing, posting, pasting, gluing or otherwise attaching signs on property belonging to Mountain Line or under Mountain Line's control, without Mountain Line's permission and/or without any other approvals or permits that may be required by state, federal, or local law.

IV. **ADMINISTRATION AND ENFORCEMENT OF POLICY**

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

A. Review by Marketing & Communications Director

The Marketing & Communications Director shall review all submitted advertisements to determine whether or not the advertisement complies with this Policy. If the Marketing & Communications Director determines that the advertisement does not

comply with this Policy, he or she shall specify the standard or standards with which the advertisement does not comply and shall notify the advertiser in writing sent no later than thirty (30) days after Mountain Line's receipt of the submittal (the "Notice") that the advertisement has been rejected and the reasons for the rejection. The Notice shall include a copy of this Policy.

B. Appeal to General Manager/CEO

Rejection of an advertisement may be appealed to Mountain Line's CEO and General Manager, or designee, by written notification delivered to the Marketing & Communications Director no later than ten (10) days from the date of the Notice (the "Appeal"). The Appeal shall set forth the arguments supporting the contention that the advertisement is in compliance with this Policy and therefore should be allowed. The CEO and General Manager will schedule a hearing to be held within thirty (30) from the date of the Appeal, and at such hearing will allow the advertiser and the Marketing & Communications Director to present any argument or evidence they wish to offer. The CEO and General Manager's decision shall be final.





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

Board Agenda Packet
2/15/2023 - Page 18 of 34

DATE PREPARED: February 7, 2023

DATE: February 15, 2023

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Review and Approve Federal and State Legislative Priorities

RECOMMENDATION:

Staff recommends the Board of Directors approve the Federal and State Legislative Priorities for 2023.

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal One: Service Excellence
 - ❖ Objective: Invest in capital to improve efficiencies and infrastructure to enhance service delivery.
- ❖ Goal Six: Fiscal Responsibility
 - ❖ Objective: Ensure a sustainable financial future through long-term financial planning.
 - ❖ 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:

This review includes an update of our Federal Funding Priorities that will help shape our applications and direct conversations with our federal representatives. We are also reviewing the State Funding Priorities to recognize the current legislative effort underway and potential opportunities in the future.

- Our funding responsibilities are shared by many staff members from planning, operations, and finance, led by the CEO and the Deputy General Manager.
- We are supported by both a federal Legislative Liaison, Nexus Consulting and a state Legislative Liaison, The Kruse Group.
- We participate in the Arizona Transit Association, the Southwest Transit Association, Community Transportation Association of America, the Bus Coalition, and the American Public Transportation Association.

In a typical year, the CEO and Deputy General Manager meet with our representatives in DC as part of the American Public Transportation Association's Legislative Conference. While we join our transit peers in many conversations, we also set individual appointments with Arizona representation to discuss our projects and priorities. We also provide our priorities to our partners, like the City and the County, and ask our Board members and other elected officials to share these in their respective conversations with our representatives.

In FY2023, we have engaged with the Arizona Transit Association to create a reoccurring funding ask of the State Legislature that can be used by Greater Arizona to match federal grants and complete capital

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

projects. We are also working on scheduling visits with our State Legislators in an effort to continue the education that was started in 2022 about the community benefits of public transportation programs and express our gratitude for the support of our funding ask for the DCC.

The proposed Federal and State Priorities are attached to this report for review and have been developed through a review of our programs and projects. Establishing both Federal and State Priorities is key to our efforts and to leveraging local funding. These priorities were adopted for the first time in 2021 and enhance our asks when we are visiting our representatives, with and without our local authorities.

FISCAL IMPACT:

There is no expected fiscal impact to this item; however, the Federal and State Priorities could impact future funding levels for Mountain Line and our partners.

ALTERNATIVES:

- 1) Approve the Federal and State Priorities (**recommended**): Through adoption of the proposed Federal and State Priorities staff will have direction on conversations to have with our representatives. Additionally, these priorities can then be shared with our partners to ensure our ask and message is clear and represents the needs of transit in the greater Flagstaff area.
- 2) Do not approve (**not recommended**): If the Federal and State Priorities are not adopted at this time, staff can take additional direction from the Board on changes needed and could place item on agenda for future discussion. The risk is that conversations with Federal and State leadership are happening now and these Federal and State Priorities are key to those discussions.

TAC DISCUSSION:

The TAC was presented a draft of the priorities and offered support without questions or comments.

SUBMITTED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. Federal and State Priorities -page 20



Federal Priorities

- **Ensure Annual Transit Appropriations Match Authorized Levels:**
The 5-year funding levels authorized in the Infrastructure Investment & Jobs Act (IIJA)/Bipartisan Infrastructure Law (BIL) sets the stage for substantial support and improvement of transit systems of all sizes across the country. Congress needs to honor these levels each year in the appropriations process. (National Transit Associations)
- **Provide Relief for Vehicle Shortages and Employee Hiring:**
The impacts of COVID have left long-lasting imprints on the ability of transit providers to procure new vehicles and hire additional front-line staff. Specific policy and regulatory mechanisms such as flexible changes, updates, or waivers to Buy America(n) requirements, the Commercial Driver's License (CDL) process, drug and alcohol testing procedures, housing programs and more can ease the burden on transit agencies in maintaining and expanding service. (SWTA)
- **Spare Ratio Flexibility**
The adoption and transit to zero emission vehicles is challenging transit agencies and creating concerns about service resiliency. Support spare ratio flexibility that recognizes growing pains associated with adopting EVs, a new and emerging technology. In addition, spare ratio flexibility should be clearly communicated to transit systems consistently from both FTA headquarters and regional FTA offices.
- **Support All Forms of Additional Revenue for Transportation:**
Due to federal gas tax rates that have remained unchanged for a generation, the Highway Trust Fund and its Mass Transit Account are often insolvent, requiring infusions of unrelated revenue by the Congress. Options include raising the gas tax as well as initiation of vehicle miles traveled (VMT) strategies to allow electric and hybrid vehicles to contribute, along with other ideas.

State Priorities

- **State Funding for Transit:**
Make the case for the State of Arizona to make available reoccurring funding that can be used by transit across the state to drawdown and keep federal funding in Arizona. (AZTA)
- **Electric Rate Structure for Public Agencies: (ongoing)**
Advocate for the setting of public agency or non-profit electric rates that will facilitate and support the transition to electric fleets; reduce or remove peak/on-demand rates for public agencies.
- **Timely Distribution of Federal Funding: (ongoing)**
Collaborate with other transit agencies across the state to request the Arizona Department of Transportation distributes transit infrastructure funds in a timely fashion with a fair and transparent process.
- **Transit Laws Advocacy: (ongoing)**
Advocate for the State of Arizona to support transit operations through laws like Yield to Bus, Transit Operator Assault, and Transit Signal Priority.

Local Priorities

- **Codify Transit and Adopt Transit Plans:**
Advocate for transit and inclusion of transit planning methods and features in City development plans and codes, including bus pass credits, bus operating contributions, bus lanes, bus stop investments, pedestrian crossings and bike lanes, and signal priorities.



Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

DATE PREPARED: February 7, 2023

DATE: February 15, 2023

TO: Honorable Chair and Members of the Board

FROM: Josh Stone, Management Services Director

SUBJECT: FY2024 Workforce Budget and Strategies

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Investing in Mountain Line Workforce
 - ❖ Objective: Enhance workplace culture to support employee development and work-life balance.
- ❖ Goal: Fiscal Responsibility
 - ❖ Objective: Ensure a sustainable financial future through long-term financial planning.

BACKGROUND:

The goal of this report is to provide detailed information on the proposed FY2024 Workforce Budget as related to salaries, benefits, and our strategies to develop and retain staff.

Our FY2024 Workforce Budget includes:

- Employee wages, including the pay plan as approved in 2020, which provides for an annual increase of between 3% and 5% to recognize cost of living changes and years of service.
- Benefits: taxes, retirement, health insurance, dental insurance, vision insurance, life insurance, unemployment, workers' compensation insurance.
- Leave: 13-30 days of vacation leave annually, 12 days of sick leave including up to 8 hours for wellness, 8 hours of volunteer time annually, up to 16 hours of anniversary leave, up to 40 hours of evacuation/emergency declaration leave.
- Conversion of unused sick to vacation: once annual conversion of up to 48 hours after five years of employment.
- Payout of leave: once annual vacation sellback option of up to 40 hours, payout of all vacation remaining accrued at the time of termination, payout of 25% of sick leave remaining accrued at the time of termination after 20 years of employment.
- Anniversary recognition: a cash gift at each 5-year anniversary worth roughly \$100 per 5-year increment of service.

Additional programs available:

- Education and professional development opportunities both through Mountain Line and through external education institutions. Support includes financial assistance as well as schedule flexibility to attend courses.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

- Employee Assistance Program that provides 12 one-hour counseling appointments on personal matters, including financial well-being.
- Referral Program encourages employees to refer friends and community members for open positions with Mountain Line. Employees may receive as much as \$800 in bonuses for a referral that results in a hire.
- New employees have an opportunity to earn a stay-on bonus of up to \$1,500 for staying on with Mountain Line after completing the training program.
- Housing assistance is available to help prevent loss of housing or to secure new leases or mortgages.
- Reward time can be granted by any supervisor to authorize an employee to take up to one additional day off as recognition for work above and beyond expectations.
- Recognition cards and movie tickets are available to express thanks and appreciation for staff that step up to help or perform work above and beyond. These cards range in value from \$5 to \$25 and are available to managers and supervisors.
- Assistance with CDL permit and physical costs during employment.
- Tool allowance is provided to maintenance team members, as well as safety equipment and uniforms.
- Uniforms are purchased for many of our positions to ensure professional dress and good repair conditions.
- Wellness room and equipment are provided to promote employee health and wellness, at the main office and in our Downtown Connection Center breakroom.
- Employee computer stations are available at the main office and in our Downtown Connection Center breakroom.

The draft budget includes updating the employer contribution to health insurance coverage to a similar level as the City of Flagstaff and Coconino County. Benefits for part-time staff will also be made available in the same manner as full-time staff. While the number of part-time staff is very limited, this allows flexibility for hiring needs and those who might not be seeking a full-time job.

Extra budget capacity has been included to remain competitive and address the 2023 City of Flagstaff minimum raise increase of \$1.30 per hour. A compensation study is currently underway to recommend wage adjustments.

FISCAL IMPACT:

Staff are not recommending any action, and there is no immediate fiscal impact to this education effort.

ALTERNATIVES:

No action is recommended; however, the Board may provide direction on additional information needed or on budget items as presented.

TAC DISCUSSION:

The TAC was presented with the details of this piece of the budget and offered no comments.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

SUBMITTED BY:

Josh Stone
Management Services Director

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. FY2024 Draft Workforce Budget -available at meeting

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

DATE PREPARED: February 7, 2022

MEETING DATE: February 15, 2022

TO: Honorable Chair and Members of the Board

FROM: Jeremiah McVicker, Maintenance Manager

SUBJECT: Annual Update on the Bus Stop Program

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Service Excellence
 - ❖ Objective: Deliver service enhancements that are in line with our 5-year transit plan and make transit an attractive mode choice.
- ❖ Goal: Stewardship of Resources
 - ❖ Objective: Maintain our facilities and equipment to demonstrate our pride in service excellence and maximize their useful life.

BACKGROUND:

This is an update on the close-out of the FY2022 Bus Stop Rehabilitation Program outlined in the February 2022 Board progress report.

The annual Bus Stop Rehabilitation Program repairs or replaces bus stop infrastructure, including shelter amenities, to maximize useful life and maintain a state of good repair. Bus stops are prioritized based on asset condition and the annual rehabilitation list is finalized based on budget capacity. Budget capacity for bus stop rehabilitation is typically \$125,000 annually. For FY2022, the total budget for the shelter rehabilitation program was \$148,708.

Mountain Line has a single contract to implement the annual bus stop rehabilitation program. RFP 2016-108 was awarded on June 15, 2016 for bus stop amenity fabrication, installation and rehabilitation to Southwest Fabrication, LLC for a 5-year term which expired on June 15, 2021. Through an effort in 2021, Mountain Line staff determined that Southwest Fabrication was the only vendor available to perform the scope of work and decided that a sole source contract is appropriate. A contract was executed with Southwest Fabrication June 1, 2021, for a one year term with up to five additional one-year terms.

FY2022 BUS STOP REHABILITATION PROGRAM:

Mountain Line rehabilitated the following 5 Shelter bus stops, and 11 Logo stops:

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

Shelter Replacements:

- Fanning/ Lockett Eastbound Removed and dispose of existing Summit shelter. Install new small shelter, bench, bike rack, and trash can.
- 66/ Metz Walk Eastbound Remove and dispose of existing Tolar shelter. Install new small shelter, bench, and trash can.
- Lone Tree Rd./ C.C.C. Northbound Remove and dispose of existing Coconino Community College shelter. Install new Standard shelter, bench, bike rack, and trash can.
- Lone Tree Rd./ C.C.C. Southbound Remove and dispose of existing Summit shelter. Install new small shelter, bench, bike rack, and trash can.
- Lake Mary/High County Northbound Remove and dispose of existing Summit shelter. Install new small shelter, bench, bike rack, and trash can.

Logo Stop Rehabilitation:

- 66 /super pawn Eastbound Removed, Rehab of existing Logo stop and then reinstall.
- Lockett/ king Eastbound Removed, Rehab of existing Logo stop and then reinstall.
- Butler/ Elden out Eastbound Removed, Rehab of existing Logo stop and then reinstall.
- Lone Tree/ Franklin Southbound Removed, Rehab of existing Logo stop and then reinstall.
- Lone Tree/ Brannen Southbound Removed, Rehab of existing Logo stop and then reinstall.
- Lone Tree/ Brannen Northbound Removed, Rehab of existing Logo stop and then reinstall.
- Lone Tree/ Pine Knoll Northbound Removed, Rehab of existing Logo stop and then reinstall.
- Lone Tree/ Pine Knoll Southbound Removed, Rehab of existing Logo stop and then reinstall.
- Lake Mary/ Walapai Southbound Removed, Rehab of existing Logo stop and then reinstall.
- Lake Mary/ Mohawk Northbound Removed, Rehab of existing Logo stop and then reinstall.
- Lake Mary/ Mohawk Southbound Removed, Rehab of existing Logo stop and then reinstall.

For the FY2022 bus stop amenities, Southwest Fabrication scope of work included the removal of existing shelters and the list of improvements above for value of \$144,202.

FISCAL IMPACT:

Funding available for Mountain Line's FY2022 bus stop rehabilitation program was \$148,708 which included local and Surface Transportation Block Grant (STBG) federal funds. The FY2022 program was under budget by \$4,507.

TAC DISCUSSION:

TAC was presented with the annual update with one question, how does Mountain Line determine what amenities are installed at each bus stop? By utilizing Mountain Line's adopted Transit Guidelines.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

SUBMITTED BY:

Jeremiah McVicker
Maintenance Manager

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

- | | |
|---------------------------------------|--------------|
| 1. Bus Stop Amenity Location Map 2022 | -page 27 |
| 2. Bus Stop Rehab Map 2022 | -pages 28-29 |

Getting you where you want to go



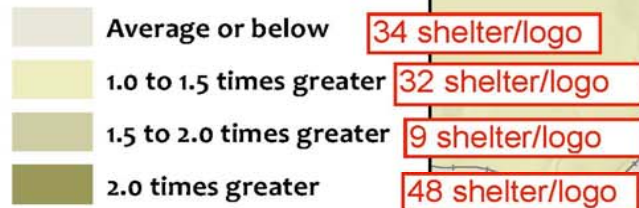


Bus Stop Amenity Locations

Poverty Status

Percentage of families whose income in the past 12 months was below the poverty level

Regional Average 19.2%

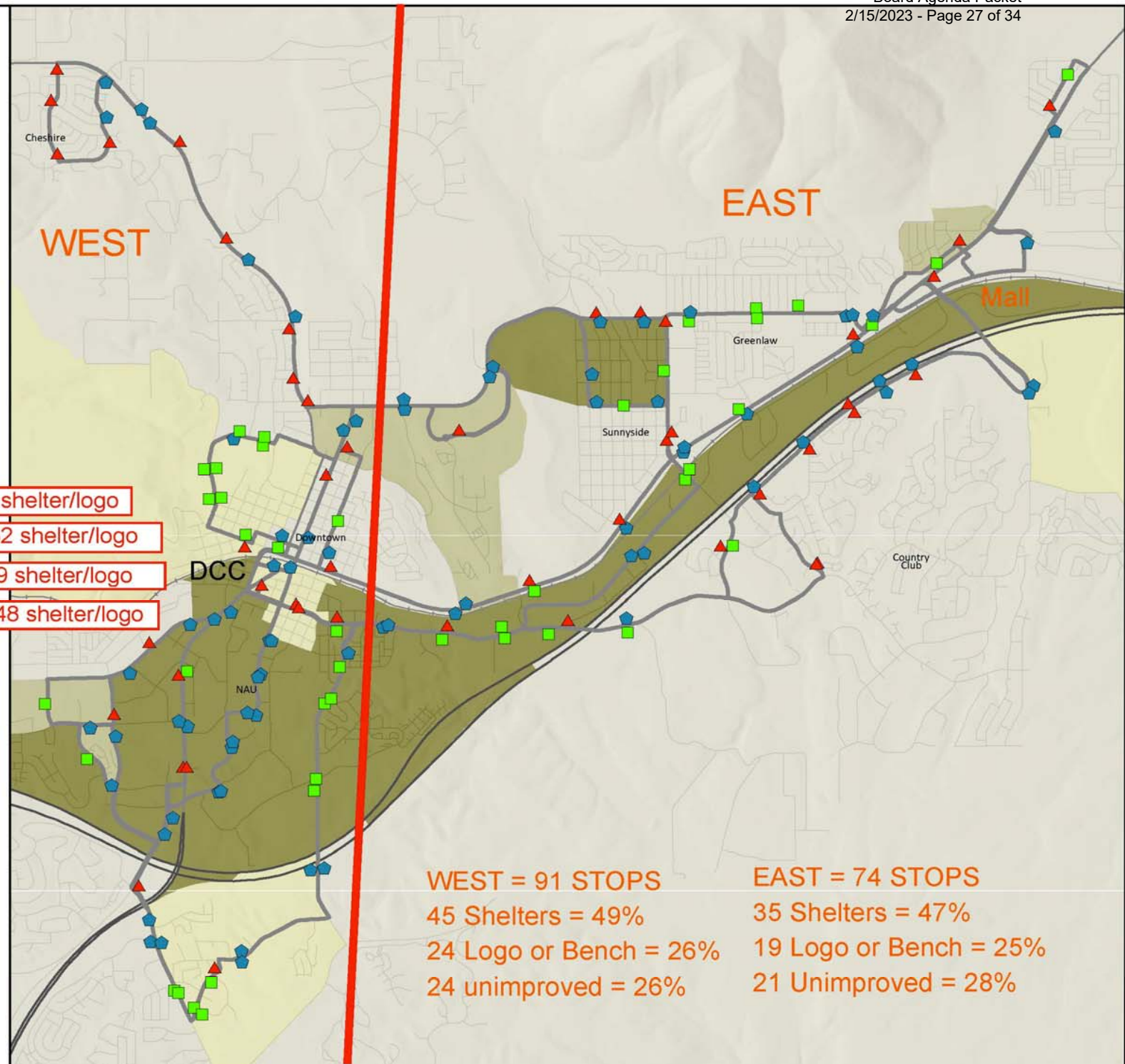


Stop Amenities

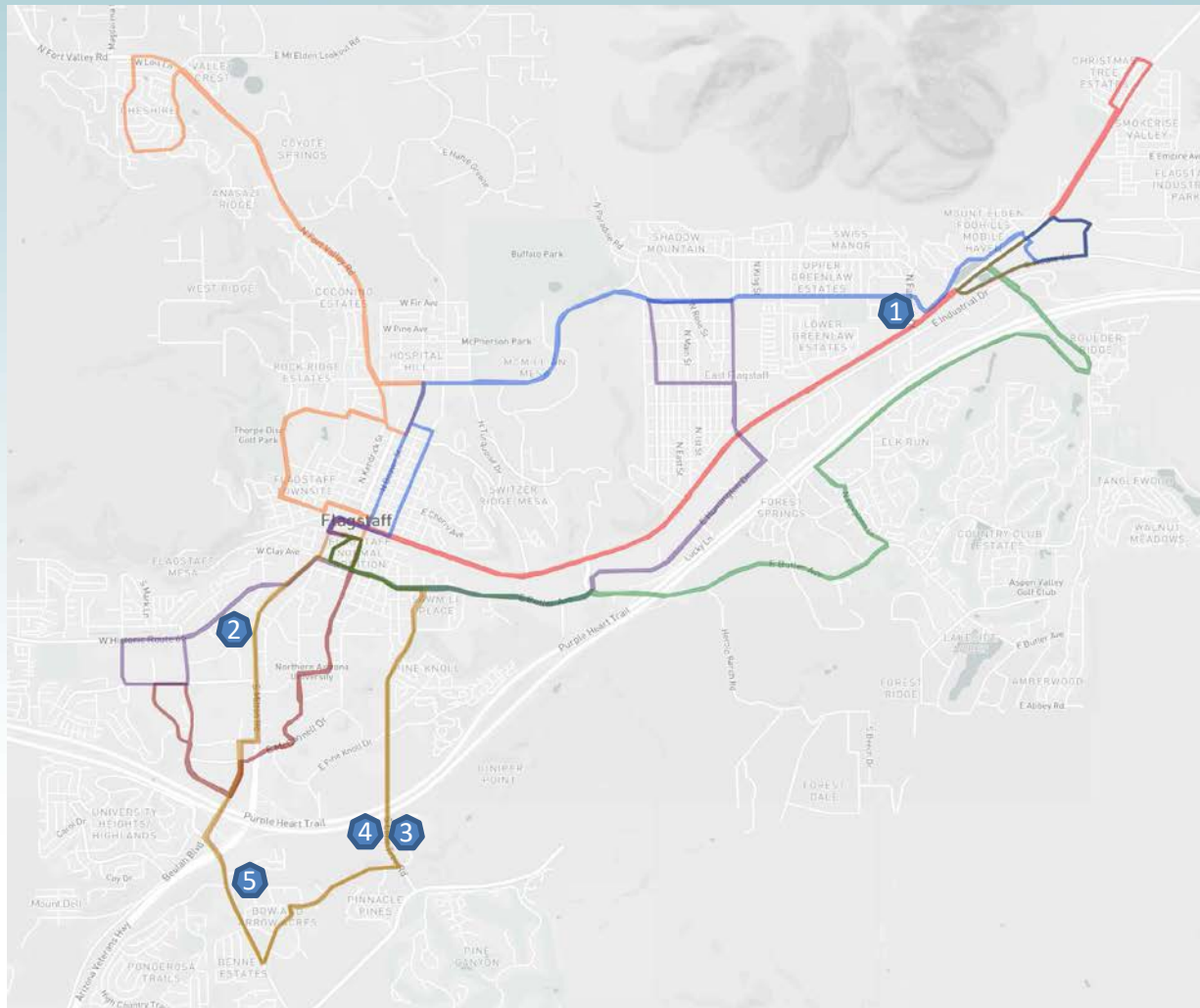
Reflects NAIPTA amenity conditions as of December 2018

- Logo/bench
- Shelter
- No amenities
- Bus routes

Source:
U.S. Census Bureau
2012-2016 5-Year
American Community Survey



FY2022 Bus Stop Rehabilitation Program



1) Fanning/ Lockett Eastbound

Remove and dispose of existing Summit shelter.
Install new Small shelter, bench, bike rack, and trash can.

2) 66/ Metz Walk Eastbound

Remove and dispose of existing Tolar shelter.
Install new Small shelter, bench, and trash can.

3) Lone Tree Rd./ C.C.C. Northbound

Remove and dispose of existing Coconino Community College shelter.
Install new Standard shelter, bench, bike rack, and trash can.

4) Lone Tree Rd./ C.C.C. Southbound

Remove and dispose of existing Summit shelter.
Install new Small shelter, bench, bike rack, and trash can.

5) Lake Mary/High County Northbound

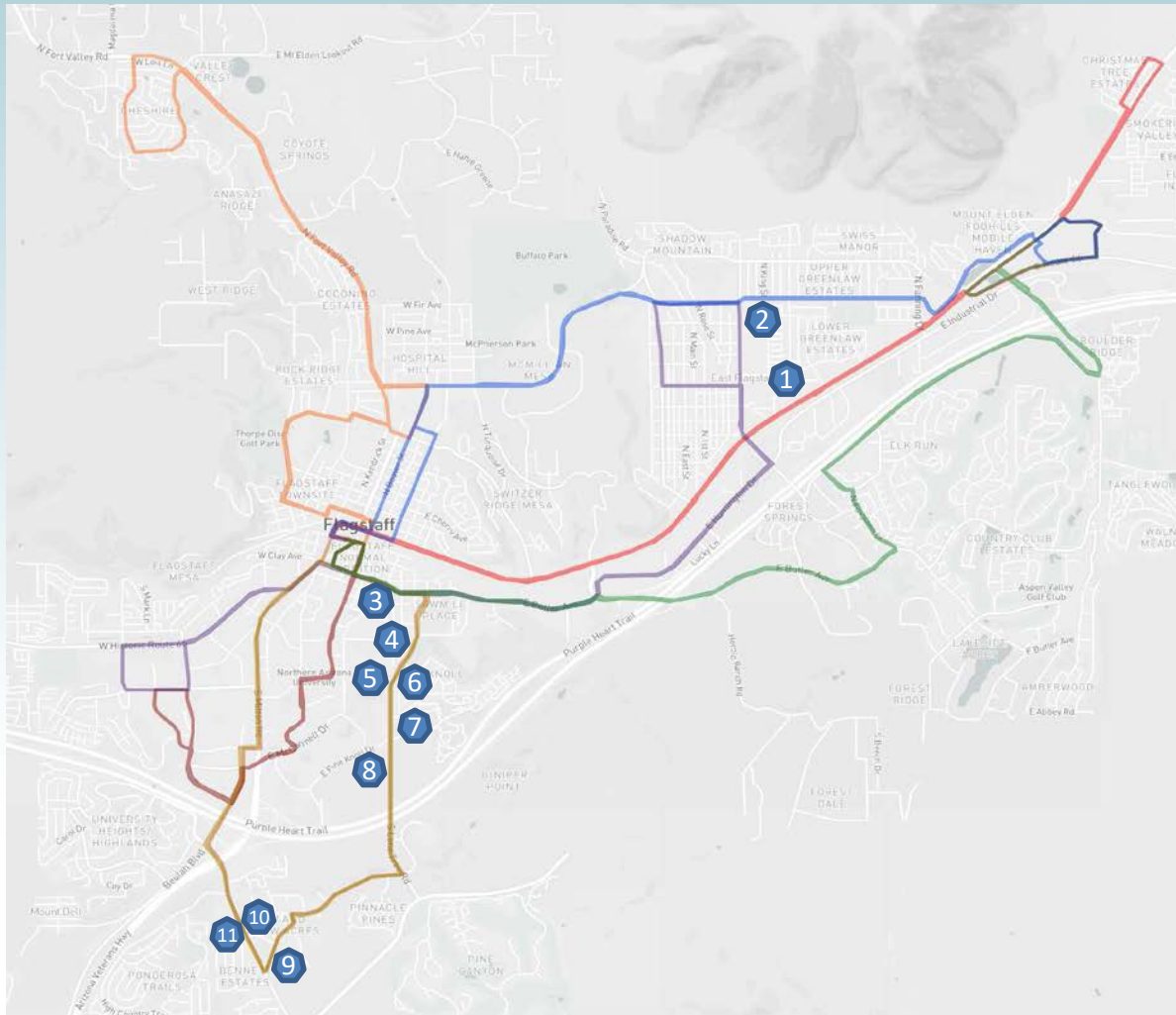
Remove and dispose of existing Summit shelter.
Install new Small shelter, bench, bike rack, and trash can.



Getting you where you want to go



FY2022 Bus Stop Rehabilitation Program



- 1) 66 /super pawn Eastbound**
Removed, Rehab of existing Logo stop and than reinstall.
- 2) Lockett/ king Eastbound**
Removed, Rehab of existing Logo stop and than reinstall.
- 3) Butler/ Elden out Eastbound**
Removed, Rehab of existing Logo stop and than reinstall.
- 4) Lone Tree/ Franklin Southbound**
Removed, Rehab of existing Logo stop and than reinstall.
- 5) Lone Tree/ Brannen Southbound**
Removed, Rehab of existing Logo stop and than reinstall.
- 6) Lone Tree/ Brannen Northbound**
Removed, Rehab of existing Logo stop and than reinstall.
- 7) Lone Tree/ Pine Knoll Northbound**
Removed, Rehab of existing Logo stop and than reinstall.
- 8) Lone Tree/ Pine Knoll Southbound**
Removed, Rehab of existing Logo stop and than reinstall.
- 9) Lake Mary/ Walapai Southbound**
Removed, Rehab of existing Logo stop and than reinstall.
- 10) Lake Mary/ Mohawk Northbound**
Removed, Rehab of existing Logo stop and than reinstall.
- 11) Lake Mary/ Mohawk Southbound**
Removed, Rehab of existing Logo stop and than reinstall.



Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

DATE PREPARED: February 2, 2023

MEETING DATE: February 15, 2023

TO: Honorable Chair and Members of the Board

FROM: Estella Hollander, Mobility Planner

SUBJECT: Mountain Line Vanpool Program Update

RECOMMENDATION:

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

RELATED STRATEGIC PLAN 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

BACKGROUND:

The Mountain Line Vanpool Program is a shared ride transportation option, similar to carpooling, where riders are the drivers and groups decide their own schedule and pick-up and drop-off locations. A vanpool group consists of 5 – 14 people and the commute must start or end in Coconino County. Mountain Line has a contract with Commute with Enterprise, which provides the vanpool group with a vehicle, assists with marketing, and provides vanpool oversight and administration. Mountain Line provides each vanpool group with a \$400 monthly subsidy to reduce the lease cost from Commute with Enterprise. This subsidy is grant funded by Arizona Department of Transportation (ADOT) 5311 Rural Transportation Program and Coconino County pays the local match. Funding for administration functions is at an 80/20 split, while the vanpool subsidy is at a 90/10 split.

Since 2017, the Mountain Line Vanpool Program has consistently had 4 - 6 vans. This program was not impacted by COVID-19 and the program did not lose any vanpools in 2020 while other modes saw drastic decreases. However, over the course of the last 8 months, the program has doubled the number of vanpools from 5 vans to 10 vans. Vanpools consist of four vans for Kaibab National Forest which travel Flagstaff to Williams, three vans for Winslow Indian Healthcare Center which travel from Flagstaff and Leupp to Winslow, two vans for Coconino National Forest which travel to Sedona and Happy Jack from Flagstaff, and one van for Northern Arizona Healthcare which travels to Cottonwood from Flagstaff. Much of this success is due to increased marketing efforts and likely a result of increase in gas prices. These vanpools will reduce over 1.6 million miles each month in commuter miles compared to if the riders were driving individually. This program is continuing to see an increase in interest and potential requests to join including Grand Canyon National Park, Coconino National Forest, and Winslow Indian Healthcare Center.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

FISCAL IMPACT:

This program is funded by ADOT's 5311 Rural Transportation Program and Coconino County pays the local match. ADOT awarded new grant funding in September 2022 which provided enough subsidy to fund nine vanpools. This program is currently at funding capacity and is challenged to meet the growing demand. Coconino County provides Mountain Line \$32,028 annually to support the Vanpool Program and the Taxi Program. For FY2024, Mountain Line will move \$10,427 from the Taxi Program to the Vanpool Program to support the continued growth in the program. This will bring the total FY2024 Vanpool budget from \$68,177 to \$76,110, a 12% increase. This budget will have capacity to fund 15 vanpools. In addition, ADOT will award next year's funding in Spring 2023. Staff will make the case to ADOT that there is need for additional funding to support the continued growth in this program.

TAC DISCUSSION:

The TAC was supportive of this update. One member asked how Infrastructure Investment and Jobs Act (IIJA) funding affects this program and if there are opportunities to increase federal funding.

SUBMITTED BY:

Estella Hollander
Mobility Planner

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

MOUNTAIN LINE MEMORANDUM

DATE: February 15, 2023
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

- Operations is fully staffed and working on supplementing our fulltime needs with part-time and extra staff. This has been a monumental effort for the past 12-18 months and I am grateful for support of the Board of Directors for wage changes that are making recruitment and retention possible.
- Our Scheduling Coordinator, Ken Lesinski, has successfully implemented our new run-cutting and driver scheduling system. The new system is allowing us to deploy new and more effective schedules that meet needs of our workforce and provide for efficient schedules. He has completed 5 separate run cuts/schedules in the last 6 weeks, and we are lucky to have expertise at the wheel of this new software.
- We have interviewed the two finalists for the HR Manager position that has been vacant for almost a year. We believe we will have success in negotiating an offer with the top candidate and expect to be able to announce this position as filled before the end of February.
- We will be testing bus platooning on Route 10 the week of the 13th. Platooning is the intentional bunching of buses to meet the demand at specific times versus spacing them out on a time schedule. Our goal is to balance loads on buses and leave less students behind.

Partnerships and Outreach

- Mountain Line's Electric Bus launch event is on February 22 at 7:30 a.m. All Board and TAC members should have received an invitation. Please RSVP to Rhonda Cashman.
- Our Leadership team met with Flagstaff Shelter Services to learn about the shelter. We also participated in a service activity to create care packages that were donated to the shelter. Staff contributed both the funding and the time to participate in the activity.
- We have been contacted by the new Transportation Planner for the Grand Canyon National Park who is very interested in connecting Flagstaff and the Grand Canyon via public transit. We will participate in these conversations alongside the Northern Arizona Council of Governments (NACOG) team.
- Staff are meeting with staff at the City to talk about how Flagstaff in Motion can be presented to and adopted by the City as a guiding policy for developers. This action is a huge step forward and viewed by Mountain Line as a key piece of the 'Big Shift' conversation.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

Finance, Compliance, and Procurement

- The delivered battery electric bus has been received and given the all clear after post-delivery inspections by both Gillig and Cummins and is ready to be put in service. Our mechanics have completed training and we will begin staff training later this month.
- We have several firms interested in introducing a new financial software at Mountain Line. We have used our current system since our start in 2006 and staff are looking for a more efficient and effective way to integrate finance, project-contract management, and grant reporting. Our current methods include multiple spreadsheets which cost staff hours of manual work and expose us to human error in carrying data from one sheet to another.
- The latest census report has changed several definitions in Arizona and may impact future funding. Avondale-Goodyear has moved to Large Urban while Bullhead City and City of Maricopa have joined the Small Urban group.
- We're moving! Abatement of asbestos at DCC will begin in late March. The need to move out of comfort station will happen prior to that, likely before the March Board meeting. So exciting.
- Our IT Team has confirmed that we will use Advanced Endpoint Protection and Converged Endpoint Management products provided by the State of Arizona, providing us a savings of \$12,685 per year.

Employees and Morale

- Happy Anniversary to our February anniversaries.
- Congratulations to the following staff who have been promoted within our Operations department. Andrew Everett has been a mechanic with Mountain Line since 2009 and was promoted to Lead Mechanic as recognition of his innovation and his efforts to mentor and develop our mechanical team.
- Mountain Line CEO and General Manager Heather Dalmolin was nominated for an Athena Award. The ceremony will be held during the Flagstaff Chamber of Commerce Annual Meeting on February 10.

Getting you where you want to go



March: TAC Meeting is Thurs, 3/2 Board Meeting is Wed, 3/22

ITEMS:	WHO & WHAT:
Safety Minute	Sam
Milestone Anniversaries	Heather D
Sedona Transit Presentation for BOD Only (TAC done in Nov)	Robert Weber
Financial Audit Approval	Josh - D/A
Operating Budget Overview	Josh - D
Quarterly Performance Report	Bizzy - D
Citizen Advisory Committee (CAC) Formation	Heather/Kate - D
Employee Satisfaction Survey	Heather D - D
Delegation of Authority Update – Agreements, Grants, and Procurements: Beulah Extension – Bus Only Lanes, NAU Campus CDL Course IGA and Lease Agreement, and NAU CMAR	
April/May Agenda Calendar	

April: TAC Meeting is Thurs, 4/6 Board Meeting is Wed, 4/19

ITEMS:	WHO & WHAT:
Safety Minute	Sam
Milestone Anniversaries	Heather D
The Coordinated Plan	Estella – D/A
Capital Budget Overview	Josh - D
Key Performance Indicators (KPIs)	Bizzy - D
Delegation of Authority Update – Agreements, Grants, and Procurements:	
May/June Agenda Calendar	