

Mountain Line

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Board of Directors Minutes for Wednesday, February 15, 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, February 15, 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);

Lori Matthews, City Councilor, City of Flagstaff, (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:

Jeronimo Vasquez, (Vice Chair), Board of Supervisors, Coconino County;

Judy Begay, Board of Supervisors, Coconino County, alternate

MOUNTAIN LINE STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager, (In Person and Zoom);

Kate Morley, Deputy General Manager, (Zoom), left at approximately 11:11am;

Josh Stone, Management Services Director, (Zoom), left at approximately 11:11am;

Jacki Lenner, Marketing and Communications Director, (Zoom), left at approximately 11:11am;

Jeremiah McVicker, Maintenance Manager, left at approximately 11:11am;

Anne Dunno, Capital Project Manager, (Zoom), left at approximately 11:11am;

Bizzy Collins, Strategic Performance Planner, (Zoom), left at approximately 11:11am;

Estella Hollander, Mobility Planner, left at approximately 11:11am;

Heather Higgins, Purchasing and Contracts Officer, (Zoom), left at approximately 11:11am;

Jon Matthies, IT Manager, left at approximately 11:12am and returned at approximately 11:37am;

Rhonda Cashman, Executive Assistant and Clerk of the Board;

Scott Holcomb, Mountain Line Attorney, (Zoom)

GUESTS PRESENT:

-Cheyenne Grabiec, Community Outreach Coordinator, CCC, (Zoom), left at approximately 10:30am;

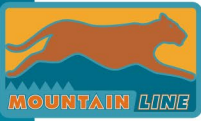
1. CALL TO ORDER -Chair Williams called the meeting to order at approximately 10:00am.

2. ROLL CALL

3. SAFETY MINUTE

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-Sam Short, Safety Manager

Ms. Dalmolin reported on behalf of Mr. Short regarding fire extinguisher safety and proper use.

4. CALL TO THE PUBLIC

There were no members of the public in attendance.

5. MILESTONE ANNIVERSARY

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin recognized Marvin Chee's 10 years of service.

6. APPROVAL OF MINUTES 1/18/2023

Director Maher moved to approve the minutes for January 18, 2023. Director Sweet seconded. There was no discussion. All approved, none opposed. Motion carried.

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

7. COCONINO COMMUNITY COLLEGE (CCC) PROPOSITION 438 UTILIZATION OF FUNDS

-Cheyenne Grabiec, Community Outreach Coordinator, Coconino Community College

Mr. Grabiec started off with a thank you for the community support for the new opportunities CCC will be able to offer. He shared how the additional money will be used to expand existing programs and for some new career programs, as well as scholarships for students. Mr. Grabiec also provided some college updates. There were no questions. Chair Williams thanked him for his presentation.

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

-Jacki Lenner, Marketing & Communications Director

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

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Director Maher moved to approve the consent agenda. Director Matthews seconded. There was no discussion. All approved, none opposed. Motion carried.

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

DISCUSSION / ACTION ITEMS:

9. REVIEW AND APPROVE FEDERAL AND STATE LEGISLATIVE PRIORITIES

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin explained adoption of the Federal and State legislative priorities will assist staff in discussions with legislators in the future. She stated the Federal priorities are to: 1) Ensure Annual Transit Appropriations Match Authorized Levels, 2) Provide Relief for Vehicle Shortages and Employee Hiring, 3) Support Spare Ratio Flexibility, and 4) Support All Forms of Additional Revenue for Transportation. She noted the State priorities are: 1) State Funding for Transit, 2) Electric Rate Structure for Public Agencies (ongoing), 3) Timely Distribution of Federal Funding (ongoing), and 4) Transit Laws Advocacy (ongoing). Additionally, she reported staff are working to have local government agencies codify transit and adopt transit plans; this direction was suggested at the October Advance. She noted staff are seeking support from City and County planning teams. Chair Williams commented that he is pleased to see this local priority. Director Sweet made a motion to approve the Federal and State legislative priorities. Director Maher seconded. There was no further discussion. All approved, none opposed. Motion carried.

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

10. FY2024 WORKFORCE BUDGET AND STRATEGIES

-Josh Stone, Management Services Director

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

Due to technical difficulties, Ms. Dalmolin presented this item on behalf of Mr. Stone following the vanpool program update. She noted the budget segments lead up to the request for budget approval in June. She reviewed the benefits offered to employees including the Arizona State Retirement System (ASRS), insurances, leave programs, Pay Plan, potential bonuses, and

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workforce development opportunities. She reported staff have restructured the Mountain Line contribution to insurance premiums for plus one and family plans to be similar to the City of Flagstaff. She noted a compensation study is currently being done to evaluate if Mountain Line wages are keeping pace with the current minimum wage increase. She shared the overall workforce budget increase is approximately \$373,000. There were questions about the Pay Plan, whether the wage increases were automatic, and if there has been any feedback or problems with repayment related to the use of the housing assistance program to retain our workforce. Ms. Dalmolin responded that the Pay Plan is an automatic increase on a 10-year scale that was adopted in 2019 and employees are recognized through the bonus program if they go above and beyond the expectations of their position. She replied that three employees have utilized the housing assistance program to successfully stabilize their housing situation with repayment over time through an automatic deduction without any known hardship or adjustment needed. Ms. Dalmolin noted the goal is to have Board members feel well informed when it comes time to adopt the budget in June.

11. ANNUAL UPDATE ON THE BUS STOP PROGRAM

-Jacki Lenners, Marketing and Communications Director

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

Mr. McVicker reported that all bus stops are typically serviced twice a week. He explained bus stops are inspected annually to evaluate if there is a need for rehabilitation or replacement of amenities, and the budget for this program of approximately \$103,000-\$140,000 per year. In FY2022, 5 shelters were replaced, and 11 logo stops were rehabilitated. He noted the CCC-owned bus stop shelter near the college was replaced with a shelter that now matches the system. Chair Williams stated his appreciation for this process as he drove by during the CCC shelter replacement, and he thought it was very interesting. There were no other comments or questions.

12. MOUNTAIN LINE VANPOOL PROGRAM UPDATE

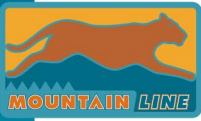
-Estella Hollander, Mobility Planner

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

Ms. Hollander explained the vanpool program is a shared ride alternative with a similar origin and destination which must start or end in Coconino County and the trip has to be 12 miles or more one way. She reported Mountain Line offers a \$400 per month subsidy per vanpool with the funds coming from a Section 5311 grant through the Arizona Department of Transportation and local match from Coconino County. She reported the program has doubled in the last year, with 10 vanpools currently operating. She shared the vanpool locations and employers, as well as the outcomes. She stated the program is currently at capacity and there is still potential for it to grow. Ms. Hollander reported for FY2024 the plan is to redistribute approximately 12 percent of the county taxi program funds to the vanpool program, without disruption to that program, and allow for 5 more vanpools. There were questions regarding vanpool program feedback and advertising on the vehicles. Ms. Hollander responded that there has not been any negative feedback and most people seem to enjoy traveling with others, along with the benefit of the subsidy. She noted there is some advertising on the vehicle related to Mountain Line and Commute with Enterprise, the agency managing the program.

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Another question addressed any foreseeable negative impact to the taxi program with the shifting of funds. Ms. Hollander replied that there is no known downside since the taxi program has been operating at a similar level for several years.

PROGRESS REPORTS:

There were no questions regarding the progress reports.

13. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- Anniversaries were reviewed.
- The Electric Bus Launch event will be on Wednesday, February 22nd at 11:30am. Keeping the news under wraps for the unveiling. Please join us!
- Leadership Team Meet and Greet event with Board members on Tuesday, February 28th, 9:30-10:30am. Staff will share what they do.
- ADOT has awarded Mountain Line \$5.6 million for zero emissions buses and support vehicles, as well as final design and environmental on our Kaspar facility; once a majority of staff move to the new DCC, a maintenance bay will be constructed to house and work on our 60 foot buses.
- Operations is fully staffed. A big thank you to operations and human resources staff to make this happen.
- Test bus platooning on the NAU campus – this is intentional to make sure no passengers are left behind and meet Route 10 ridership demands.
- Grand Canyon National Park staff have inquired about transit between Flagstaff and the Grand Canyon. Staff will include Northern Arizona Council of Governments (NACOG) in the discussion.
- The Operator comfort station will soon be moving out of the current building to allow for the new DCC construction to progress.

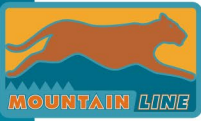
Chair Williams commented that he appreciates the inclusion of the monthly anniversaries; it is helpful to understand employees' longevity.

Director Matthews asked if there has been any discussion with outlying hotels for shuttle service to downtown to alleviate congestion. Ms. Dalmolin responded that staff regularly visit with hotels along our routes to educate and support use of transit for their employees and customers, but it is a fixed route and we can't go off route; education on how to access fixed route service could be considered for outlying hotels. Ms. Lenners stated staff are planning to present to the Northern Arizona Lodging, Tourism, Restaurant Association (NALTRA) Executive Director in the near future to explain how transit can work and most transit stops are within walking distance from a majority of the local hotels. She stated she is aware that many guests and employees use the bus stop near Little America.

At approximately 11:11am, Director Sweet made a motion to convene an executive session. Director Maher seconded. There was no discussion. All approved, none opposed. Motion carried.

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NAME	YES VOTE	NO VOTE
Tony Williams	X	
Miranda Sweet	X	
Lori Matthews	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 Papanastasopoulos 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 11:37am.

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

March/April Working Agenda

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, User Fees for the Commercial Driver's License (CDL) Course, Operating Budget Overview, Biannual Performance Report, Downtown Connection Center (DCC) Update, 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.

15. ADJOURNMENT -Chair Williams adjourned the meeting at approximately 11:39am.

Tony Williams, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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