



Mountain Line

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Board of Directors and Transit Advisory Committee Joint Meeting Minutes for Wednesday, May 17, 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 and Transit Advisory Committee met in Joint Session on Wednesday, May 17, 2023 at 10:00am in the Community Room at the Flagstaff Aquaplex, 1702 N. Fourth Street, Flagstaff, AZ 86004.

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.

Unless otherwise noted, this meeting held in the Community Room at the Flagstaff Aquaplex is open to the public. Public may observe and participate in the meeting at the address above.

BOARD MEMBERS PRESENT:

Tony Williams, (Chair), Acting Meeting Chair, Dean of Student Affairs, CCC, designee;
Jeronimo Vasquez, (Vice Chair), Board of Supervisors, Coconino County;
Miranda Sweet, City Council, City of Flagstaff;
Lori Matthews, City Council, City of Flagstaff;
Josh Maher, Associate Vice President for Community Relations, NAU, alternate;
Judy Begay, Board of Supervisors, Coconino County, alternate

**Three of our five Board member seats must be present to constitute a quorum.*

***The City of Flagstaff holds two seats.*

BOARD MEMBERS EXCUSED:

Deborah Harris, Mayor, City of Flagstaff, alternate

TAC MEMBERS PRESENT:

Erin Stam, (Chair), Director of Parking and Shuttle Services, NAU, designee;
Greg Clifton, (Vice Chair), City Manager, City of Flagstaff, arrival at approximately 10:19am;
Dave Wessel, Manager, MetroPlan, designee;
Carol Covington, Citizen Representative, Coconino County;
Kurt Stull, Executive Director of Facilities and Security, CCC, designee;
Gail Jackson, Economic Development Representative, ECoNA;
Tiffany Kerr, Health Disparities Program Manager, Coconino County, designee;
Andy Bertelsen, Deputy County Manager, Coconino County, alternate;
Michele James, Citizen Representative, City of Flagstaff;

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Rafy Rivera, Assistant Director of Shuttle Services, NAU, alternate;
Carlton Johnson, Citizen Representative, City of Flagstaff, alternate
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Kate Morley, Interim Executive Director, MetroPlan, alternate;
Jeff Bauman, Traffic Engineer, City of Flagstaff, alternate;
Maria Machelor, President, ASNAU

MOUNTAIN LINE STAFF PRESENT:

Heather Dalmolin, CEO and General Manager;
Jim Wagner, Operations Director;
Jacki Lenner, Marketing and Communications Director;
Sam Short, Workforce Director;
Anne Dunno, Capital Project Manager;
Bizzy Collins, Strategic Performance Planner;
Estella Hollander, Mobility Planner;
Jon Matthies, IT Manager;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Scott Holcomb, Mountain Line Attorney

GUESTS PRESENT:

Nicole McCleary, TransPro Consulting;
Ehren Bingaman, TransPro Consulting;

1. CALL TO ORDER -Chair Williams called the meeting to order at approximately 10:06am.
2. ROLL CALL AND INTRODUCTIONS

Chair Williams welcomed our new alternate TAC members and our TransPro Consultants.

3. SAFETY MINUTE
Sam Short, Workforce Director

Mr. Short reported on wild animal driving hazards. He noted deer and elk are more active in the early morning and early evening. He explained it is best not to swerve to avoid hitting the animal as it could lead to other unforeseen consequences, the importance of wearing your seatbelt, and to brake when you see the animal.

DISCUSSION / ACTION ITEMS:

4. FY2024 BUDGET PRESENTATION
-Josh Stone, Management Services Director
The Board may provide discussion and direction, but there is no recommendation from staff at this time.

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Ms. Dalmolin presented this item on behalf of Mr. Stone who was not in attendance at the meeting. She reviewed the current revenue sources. She noted budget requests have been submitted to partners. She shared a chart of the FY2024 budgeted revenue sources. She explained the Financial Plan – Fund Balance criteria and noted this plan is effective through 2040. She then reviewed some assumptions related to the Fund Balance graph provided. There were no questions for Ms. Dalmolin regarding the budget.

5. STRATEGIC WORKPLAN METRICS

-Bizzy Collins, Strategic Performance Planner

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

Ms. Collins referenced that she had placed handouts at each seat in case anyone has trouble seeing the screen. She noted her need for feedback throughout her presentation to establish the Key Performance Indicators (KPIs). She reviewed proposed KPIs for each of the six goals in the Strategic Plan and received member feedback. She reviewed next steps including making edits from suggested feedback, seeking adoption in June, and creating a handout for public distribution.

6. MOUNTAIN LINE MISSION, VISION, AND STRATEGIC PLAN UPDATE

-Heather Dalmolin, CEO and General Manager

-TransPro Consultants

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

TransPro consultants introduced themselves and reviewed their agenda. They talked about organizational alignment and vision being critically important. They reported staff felt the mission of Getting You Where You Want To Go is still relevant and will be kept. Ms. Dalmolin and Advisor Bertelsen shared some history with the group related to the vision as established in 2006. They recommend clarity and employees' ability to recite the vision may be helpful for all to support the vision.

LUNCH

TransPro consultants started the afternoon off with an activity – What would the Arizona Daily Sun headline be about Mountain Line on May 17, 2025? Some common themes identified from this exercise were: Expansion, Carbon Neutrality, Sustainability, Electric Vehicles, and Service to Outlying Areas. They reviewed some other agency vision statements with members. There was a lengthy discussion on developing our Mountain Line vision. The group agreed upon a first draft of the vision: Leading, connecting communities, and enhancing quality of life through sustainable transportation services. They stated they would refine this vision statement with staff and bring it back for approval in June. TransPro consultants reviewed a Training Curriculum/Roadmap for succession planning. They plan to provide a summary of today's workshop. A one word close was done; each member, and some staff members, shared their one word takeaway.

PROGRESS REPORTS:

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There were no questions regarding the progress reports.

7. KASPAR MAINTENANCE FACILITY PROJECT UPDATE
-Anne Dunno, Capital Project Manager
8. EQUAL EMPLOYMENT OPPORTUNITY (EEO) WORKFORCE UTILIZATION ANALYSIS, FEDERAL FISCAL YEAR 2023
-Josh Stone, Management Services Director
9. DELEGATION OF AUTHORITY UPDATE
-Heather Dalmolin, CEO and General Manager
10. SUMMARY OF CURRENT EVENTS
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin communicated the Current Events Report is a printed handout this month and she wants to touch on a few key items.

- The new Arizona Department of Transportation (ADOT) Director, Jennifer Toth, visited the Downtown Connection Center (DCC) site and discussed the traffic light at Phoenix and Milton that is needed for Mountain Line buses. This was extremely helpful for them to see in person.
- The DCC Groundbreaking event is Wednesday, May 31st. Guests from the Federal Transit Administration and hopefully the State of Arizona will be in attendance. Please plan to join us and RSVP to Rhonda if you haven't already.
- Anniversaries were reviewed.
- She is grateful for everyone's participation today.

Chair Williams thanked our consultants for their guidance.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

June/July/August Working Agenda

The next TAC meeting will be on June 1, 2023 and will be a Hybrid in person and Zoom meeting based in Flagstaff in the VERA Conference Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. June Agenda items will include, but not be limited to the Budget Adoption, Key Performance Indicators (KPIs) Adoption, Disadvantaged Business Enterprise (DBE) Goal Setting, Cybersecurity Policies, Procurement Resolution, Grant Resolution/Transportation Improvement Program (TIP) Table, Line of Credit, Personnel Policy Manual Updates, Annual Cybersecurity Report, Bus Stop Rehabilitation Update, Meeting Calendar Review, and Delegation of Authority Updates. The June agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the TAC.

The next Board meeting will be on June 21, 2023 and will be a Hybrid In-Person and Zoom meeting based in Flagstaff in the VERA Conference Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. June agenda items will include but not be limited to the Zero Fare Policy, FY2024

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Budget Adoption, Key Performance Indicators (KPIs) Adoption, Disadvantaged Business Enterprise (DBE) Goal Setting, Cybersecurity Policies, Vision Statement Approval, Procurement Resolution, Grant Resolution/Transportation Improvement Program (TIP) Table, Line of Credit, Personnel Policy Manual Updates, Annual Cybersecurity Report, Bus Stop Rehabilitation Update, Meeting Calendar Review, and Delegation of Authority Updates. The June agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the Board.

11. ADJOURNMENT -Chair Williams adjourned the meeting at approximately 1:46pm.

Tony Williams, Chair, Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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