



Mountain Line

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Board of Directors Minutes for Wednesday, August 16, 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, August 16, 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);
Jeronimo Vasquez, (Vice Chair), Board of Supervisors, Coconino County, (Zoom);
Josh Maher, Associate VP for Community Relations, NAU, alternate, (Zoom), left at approximately 11:15am;
Miranda Sweet, Vice Mayor, City of Flagstaff;
Lori Matthews, City Councilor, City of Flagstaff;
**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, (Zoom/Phone);
Jim Wagner, Operations Director, (Zoom), left at approximately 11:02am;
Josh Stone, Management Services Director, (Zoom), left at approximately 11:02am;
Jacki Lenners, Deputy General Manager, left at approximately 11:02am;
Sam Short, Workforce Director, (Zoom/In Person for executive session);
Anne Dunno, Capital Development Manager, left at approximately 11:02am;
Jeremiah McVicker, Maintenance Manager, left at approximately 11:02am;
Codi Weaver, Human Resources Manager, (Zoom), left at approximately 11:02am;
Estella Hollander, Mobility Planner, (Zoom), left at approximately 11:02am;
Heather Higgins, Purchasing and Contracts Officer, (Zoom), left at approximately 11:02am;
Mark Attenberger, Fleet Supervisor, left at approximately 10:10am;
Jon Matthies, IT Manager, left at approximately 11:03am and returned at approximately 11:15am;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Kris Beecher, Mountain Line Attorney, (Zoom)

GUESTS PRESENT:

Rick Tadder, Management Services Director, City of Flagstaff, (Zoom), left at approximately 11:02am

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

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2. ROLL CALL

3. SAFETY MINUTE

-Sam Short, Workforce Director

Mr. Short reported on School Zone Safety and safety habits were shared.

4. CALL TO THE PUBLIC

Three written public comments were received via email.

5. MILESTONE ANNIVERSARIES

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin recognized Mark Attenberger for his 15 years of service and Jerry Holzwordt for his 5 years of service. Chair Williams also expressed his appreciation, and both were applauded by all in the room.

6. APPROVAL OF MINUTES 6/21/2023

Director Sweet moved to approve the minutes for the regular meeting held on June 21, 2023. Director Matthews seconded. There was no discussion. All approved, none opposed. Motion carried.

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

DISCUSSION / ACTION ITEMS:

7. BUS RAPID TRANSIT (BRT) PROJECT UPDATE

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin explained the Bus Rapid Transit (BRT) Route being considered would have been similar to Route 10 that operates on the Northern Arizona University (NAU) campus. Additionally, she noted that a BRT route has many Federal Transit Administration (FTA) requirements. For historical purposes she shared a map reflecting the proposed north/south BRT route along Milton Road between Flagstaff Medical Center and Woodlands Village. She reviewed the BRT project historical timeline 2013-2018 and the challenges encountered 2018 to present. She stated staff did not prioritize the BRT in Flagstaff in Motion, the most current five-year plan and decided to ask FTA to withdraw our application in the Capital Improvements

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Grant (CIG) grant pipeline and stay in good standing with FTA as there may be a need to start the process over with a new proposal in the future. Chair Williams stated his appreciation for the transparency. There was no discussion.

8. DOWNTOWN CONNECTION CENTER (DCC) UPDATE

-Anne Dunno, Capital Development Manager

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

Ms. Dunno noted this is an update to the Board on the progress of the project and to view some sample materials. She reported the final building permit is pending. She noted Phase 2 of the project will be split into two sections. Phase 2A will set up interim electric vehicle charging and Phase 2B will be the operations hub and civic space, which is dependent on the Rio de Flag project for the City. She explained the Arizona Department of Transportation (ADOT) Traffic Impact Analysis (TIA) is being reinitiated for the Milton and Phoenix traffic light so buses would be able to turn left at that intersection. She communicated that the operations trailer is currently being installed for operator use during the construction. She shared samples of the Downtown Connection Center (DCC) exterior stone, and other building materials being considered for other areas. Of notable interest was the cross laminate timber (CLT) with a warm stain which she said will be part of the structure of the building and is a carbon neutral product. She shared that goal is to have the Guaranteed Maximum Price (GMP) signed off by the end of August and the new move in target date is March 1, 2025. She said the biggest hold up has been trouble getting the electrical equipment. She stated staff had a recent meeting with the Army Corp of Engineers to discuss Phase 2 of the DCC project so there is a coordinated effort. Chair Williams appreciated the update and how fast it seems things are moving for the DCC, as well as viewing the samples, and said he will look forward to future updates. Vice Chair Vasquez conveyed his excitement for the project. He stated it will go fast, and he is pleased about the use of groundbreaking materials to reduce our carbon footprint. Director Sweet thanked staff for the presentation and she requested to keep getting updates. Director Matthews agreed and said this is exciting.

9. COMMERCIAL DRIVER'S LICENSE (CDL) TRAINING AND TESTING FACILITY UPDATE

-Anne Dunno, Capital Development Manager

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

Ms. Dunno stated this is an update to show the progress of the project. She reported the National Environmental Policy Act (NEPA) approval was received. She shared that the site has had trees removed, dirt from Beulah was used as fill at a cost savings, and grading has been done. The large cement slab will be done in three pieces, the first pour should be done this Thursday and continue with other pieces through next week. She noted the access road paving should be done before Northern Arizona University (NAU) student move-in week. She shared photos of the area. She explained some details of the lease agreement. Director Matthews asked who can use the course besides bus drivers. Ms. Dunno responded that FTA has approved the Commercial Driver's License (CDL) course facility for shared use for a fee and there will be two practice/testing areas called carousels, so in addition to Mountain Line and NAU use, Coconino Community College (CCC) may use it for their CDL program and possibly others. She noted ADOT is changing their course striping requirements in the near

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future, so striping will not permanently be done at the site until springtime. Chair Williams stated there are exciting times ahead for Mountain Line and he appreciated the update.

10. TRANSIT TAX INITIATIVE UPDATE

-Jacki Lenners, Deputy General Manager

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

Ms. Lenners explained that a Citizen's Advisory Committee (CAC) has been formed with non-profit, business, school, and other community group representation; it's a good mix. She noted two meetings have been held so far; the first provided some background on Mountain Line and the second allowed for discussion around the five-year plan and funding needed. She reported a procurement was done and GlobaLocal Vision was selected to provide polling and research, and Lumen Strategies will work with staff on the voter education campaign. She told the Board the GlobaLocal Vision survey is underway now. She reported staff are also working with the City to determine if one or multiple questions for the ballot make sense. She stated she plans to provide the survey results to the Board in November and bring forward the CAC recommendation for consideration. She explained that if the Board chooses to take the recommendation to City Council more surveys would be done. Vice Chair Vasquez asked where the free fare is going to fit into the election process. Ms. Dalmolin shared that free fare will be factored into the cost and part of the public survey. Vice Chair Vasquez stated that he does not want to miss this opportunity to include it in the messaging. Director Matthews stated she learned at the Board conference in Alabama that many transit systems are using short videos that can be rolled into social media, impactful rider stories, and staff may want to consider use for communicating with the public. Ms. Lenners concurred that will be really important for overall voter education. There was no further discussion.

PROGRESS REPORTS:

There were no questions regarding the progress reports.

11. ANNUAL SAFETY REPORT

-Sam Short, Workforce Director

12. BATTERY ELECTRIC BUSES UPDATE

-Jeremiah McVicker, Maintenance Manager

13. ANNUAL UPDATE ON THE BUS STOP REHABILITATION

-Rhonda Cashman, Executive Assistant and Clerk of the Board

14. ANNUAL FLEET REPORT

-Jeremiah McVicker, Maintenance Manager

15. DELEGATIONS OF AUTHORITY

-Heather Dalmolin, CEO and General Manager

16. SUMMARY OF CURRENT EVENTS

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-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- Thank you to Board members who attended Senator Sinema’s visit to Mountain Line. It was a great event. Attendees got a glimpse of our second electric bus getting wrapped.
- Some bus stop improvements have been made on Huntington temporarily for Flagstaff Shelter Services transitional housing and staff will work with the City on safe crossings in the future.
- Mount Elden Villas contacted Mountain Line about being fire wise and the need to clean up between our properties. Facilities staff cleaned up the area without delay.
- Staff received a call from an individual with a recommendation for a bench at the Peaks bus stop on Route 5, offering 60 minute service. A bench was able to be added quickly.
- Promotions were recognized: Dave Doss, Operations Manager and Sheldon Yazzie, HR Generalist.
- July and August anniversaries were recognized.

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
Tony Williams	X	
Jeronimo Vasquez	X	
Josh Maher	X	
Miranda Sweet	X	
Lori Matthews	X	

EXECUTIVE SESSION

Executive sessions are closed to the public.

The Board considered a motion to convene 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 Beckstrom v. NAIPTA Notice of Claim. 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 Gonzales v. NAIPTA Notice of Claim. ARS § 38-431.03(A)(3) and (4).

Following the conclusion of the Executive Session, the Board reconvened the public meeting.

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ITEMS FROM COMMITTEE AND STAFF:

The next Board meeting will be September 20, 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. September agenda items may include but not be limited to Personnel Policy Manual Updates, Biannual Performance Report, Mountain Line Annual Report, Grant Status Update, Maintenance Facility Design Kick Off, Project Plan, and Flagstaff in Motion (FIM) City Adoption, and Delegation of Authority Updates. The September 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.

17. ADJOURNMENT -Chair Williams adjourned the meeting at approximately 11:18am.

Tony Williams, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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