



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, November 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. The 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.

Public Comment Process

The Mountain Line Board of Directors welcomes public comments during meetings. Members of the public can comment on items not on the agenda under the general call to the public and on items on the agenda at the time the item is considered, in the agenda order. There are three ways to submit comments:

1. Written Comments: Members of the public can submit public comments by email up until 9:00 a.m. on the day of the meeting. Comments can be emailed to publiccomment@mountainline.az.gov and should reference if the comment is part of the general call to the public or in reference to a specific agenda item. Every email, if received by 9:00 a.m. on the day of the meeting, will be entered into the official record.
2. Virtual Comments: Members of the public can join the meeting virtually to deliver public comments. Those wishing to attend virtually must email publiccomment@mountainline.az.gov by 9:00 a.m. on the day of the meeting with their name and agenda item for which they wish to provide comment. The Clerk of the Board will provide a link to access the meeting via Zoom and will introduce those giving public comments at the appropriate time in the agenda.

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3. In-Person Comments: Members of the public can attend any Board meeting in-person and submit a speaker card to the Clerk of the Board.

The agenda for the meeting is as follows:

-pages 1-4

1. CALL TO ORDER

2. ROLL CALL

3. SAFETY MINUTE

-Sam Short, Workforce Director

4. CALL TO THE PUBLIC

The public is invited to speak on any item or any area of concern that is the jurisdiction of the Mountain Line Board. Comments relating to items on the agenda will be taken at the time the item is discussed. The Board is prohibited by the Open Meeting law from discussing, considering, or acting on items raised during the call to the public, but may direct the staff to place an item on a future agenda. Individuals are limited to a three minute presentation. A spokesperson for 10 or more people present at today's meeting may be given up to six minutes to speak. The Board will not recognize anonymous comments.

5. APPROVAL OF MINUTES:

- a. Regular Board Meeting 9/20/2023

-pages 5-12

- b. Special Board Meeting 9/28/2023

-pages 13-15

- c. Board and TAC Advance 10/25/2023

-pages 16-21

CONSENT AGENDA:

All matters under the 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.

6. UPDATED PERSONNEL POLICIES

-pages 22-24

-Josh Stone, Management Services Director

Staff recommends the Board of Directors adopt updates to Mountain Line's personnel policies to incorporate changes that reflect legal and regulatory requirements as well as Mountain Line's actual employment practices.

DISCUSSION / ACTION ITEMS:

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7. 2024-2025 LEGISLATIVE PRIORITIES -pages 25-28
-Heather Dalmolin, CEO and General Manager
Staff recommends the Board of Directors approve and adopt the 2024-2025 Legislative Priorities.
8. BATTERY ELECTRIC BUS (BEB) PILOT UPDATE (Reordered from #12)
-Heather Dalmolin, CEO and General Manager -pages 50-51
The Board may provide direction, but there is no recommendation from staff at this time.
9. UPDATE THE 12-18 MONTH WORKPLAN -pages 29-37
-Heather Dalmolin, CEO and General Manager
Staff recommends the Board of Directors approve the new 12–18 month workplan as an accompaniment to the 2020-2025 Strategic Plan.
10. APPROVE WAGE INCREASE FOR NON-EXEMPT HOURLY STAFF -pages 38-45
-Heather Dalmolin, CEO and General Manager
Staff recommends the Board of Directors approve an off-budget wage increase of sixty cents (\$0.60) per hour for all hourly positions effective January 1, 2024, in order to keep Mountain Line wages competitive with local minimum wage which is increasing by the same amount.
11. 2024 BOARD OFFICERS -pages 46-49
-Rhonda Cashman, Executive Assistant and Clerk of the Board
Staff recommends the Board of Directors enact Rules of Procedure, Section 5.3 Election and Re-election of Officers, (e) Continuity Extension, for the calendar year of 2024.

PROGRESS REPORTS:

12. FY2025 BUDGET SETTING TIMELINE -pages 52-53
-Josh Stone, Management Services Director
13. KASPAR HEADQUARTERS MAINTENANCE PROJECT UPDATE -page 54
-Anne Dunno, Capital Development Project Manager
14. EQUAL EMPLOYMENT OPPORTUNITY(EEO) WORKFORCE UTILIZATION ANALYSIS, FEDERAL FISCAL YEAR 2023 -pages 55-59
-Codi Weaver, Human Resources Manager
15. DELEGATIONS OF AUTHORITY -pages 60-61
-Heather Dalmolin, CEO and General Manager
16. MILESTONE ANNIVERSARIES (Reordered from #4)
-Heather Dalmolin, CEO and General Manager
17. SUMMARY OF CURRENT EVENTS
-Heather Dalmolin, CEO and General Manager

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ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

January/February Working Agenda

-page 62

The next Board meeting will be January 17, 2024 and will be a hybrid in-person and Zoom meeting based in Flagstaff in the Mountain Line VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. January agenda items may include but not be limited to MetroPlan Route 66 Operational Assessment, Bus Stop Infrastructure, Title VI, Budget Message, Organizational Structure Update, Employee Satisfaction Survey, 2024 Transit Tax Update, Downtown Connection Center (DCC) Update, Meeting Calendar Review, and Delegation of Authority Updates. The January agenda will be available for review on Mountain Line's website and at Mountain Line's public posting places (listed on the Mountain Line website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the Board.

18. ADJOURNMENT

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