

Mountain Line

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Board of Directors Minutes for Wednesday, January 17, 2024

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 17, 2024, 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), Vice President of Student Services, CCC, designee, (Zoom);
Jeronimo Vasquez, (Vice Chair), Board of Supervisors, Coconino County, (Zoom);
Josh Maher, Associate VP for Community Relations, NAU, alternate, (Zoom);
Miranda Sweet, City Councilor, City of Flagstaff, (Zoom);
Lori Matthews, City Councilor, City of Flagstaff, (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, (Zoom);
Jacki Lenners, Deputy General Manager;
Josh Stone, Management Services Director, (Zoom);
Sam Short, Workforce Director, (Zoom);
Anne Dunno, Capital Development Manager, (Zoom);
Jeremiah McVicker, Maintenance Manager, (Zoom);
Codi Weaver, Human Resources Manager;
Dave Doss, Operations Manager;
Bizzy Collins, Strategic Performance Planner, (Zoom);
Estella Hollander, Mobility Planner< (Zoom);
Heather Higgins, Purchasing and Contracts Officer, (Zoom);
Jon Matthies, IT Manager;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Scott Holcomb, Mountain Line Attorney, (Zoom)

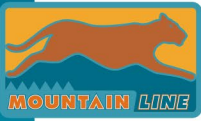
GUESTS PRESENT:

Judy Begay, Board of Supervisors, Coconino County, alternate

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

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3. SAFETY MINUTE -Sam Short, Workforce Director

Mr. Short reported on the health danger of excessive sitting and provided some recommendations for movement throughout the day.

4. MILESTONE ANNIVERSARIES -Heather Dalmolin, CEO and General Manager

Ms. Dalmolin reviewed the December and January milestone anniversaries and one retirement.

5. CALL TO THE PUBLIC

Ms. Cashman stated no members of the public were present at the meeting.

6. APPROVAL OF MINUTES 11/15/2023

Director Maher moved to approve the minutes for the meeting held on November 15, 2023. Vice Chair 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	

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.

7. MOUNTAIN LINE TITLE VI POLICY -Codi Weaver, Human Resources Manager Staff recommends the Board of Directors adopt updates to Mountain Line's Title VI Policy to incorporate changes that reflect legal and regulatory requirements as well as Mountain Line's actual Title VI practices to stay complaint with the Federal Transit Administration.

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

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

DISCUSSION / ACTION ITEMS:

8. BUS STOP IMPROVEMENT PRIORITIES

-Estella Hollander, Planning Manager

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

Ms. Hollander explained that the interactive activity at the October Advance related to prioritizing 29 sign bus stop improvements has led to further work by staff regarding feasibility and incorporating some logo stops into the prioritization list. She shared the most recently determined top 15 bus stop improvements shown in a chart and on a map for reference. She noted staff is ready to work with City Capital Projects when they have projects in these areas. She reported next steps are to discuss an implementation strategy in the spring, seek funding opportunities, and establish a transit easement acquisition procedure. Chair Williams asked if there is a budget for these improvements. Ms. Hollander stated there is no capacity in FY2024 unless it's off budget, but there is potential for funding in the FY2025 budget. Ms. Dalmolin added that Ms. Hollander is leading the effort on the grant strategy process to prepare a package around a federal ask, so if it ends up being off budget, it is only the local share and not the complete cost. There were no further questions.

9. Fy2024 EMPLOYEE ENGAGEMENT SURVEY RESULTS

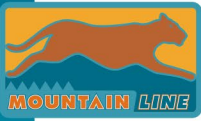
-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin reported that this employee engagement effort was done in consultation with TransPro. She reviewed the methodology and incorporation of questions related to our new core values, as well as a different scoring system. She noted the overall engagement score of 76 out of 100 is higher than the average for other transit agencies. She reviewed the results summary and key takeaways. She stated a new compensation study will be done and staff will dig a little deeper related to the areas that warrant it. Director Maher acknowledged the efforts taken to improve workplace culture. Chair Williams concurs. Ms. Dalmolin stated there were open comments encouraged with every question and management is sorting through those. She shared that next steps include Ms. Weaver communicating the results to leadership and then sharing with all employees, trying to gain insight as to what the comments mean. She stated management will continue to encourage employees to share feedback, continue to build capacity in our team, and conduct a compensation study to address those comments of unfair or inadequate pay. Chair Williams stated this survey demonstrates the support of employees; it is an important action by leadership. He recommended continuing to embrace these surveys. There were no other questions or comments.

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PROGRESS REPORTS:

There were no questions regarding the progress reports.

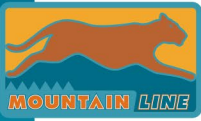
10. FY2023 COMPLETION AND FY2024 FINANCIAL UPDATE
-Josh Stone, Management Services Director
11. METROPLAN AND MOUNTAIN LINE COORDINATED PLAN UPDATE
-Estella Hollander, Planning Manager
12. 2024 TRANSIT TAX UPDATE
-Jacki Lenner, Deputy General Manager
13. DOWNTOWN CONNECTION CENTER PROJECT UPDATE
-Anne Dunno, Capital Development Manager
14. COMMERCIAL DRIVER'S LICENSE (CDL) PROJECT UPDATE
-Anne Dunno, Capital Development Manager
15. FY2025 MEETING DATES
-Rhonda Cashman, Executive Assistant and Clerk of the Board
16. DELEGATIONS OF AUTHORITY
-Heather Dalmolin, CEO and General Manager
17. SUMMARY OF CURRENT EVENTS
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- Mountain Line provided service to the Arizona Snowbowl daily December 26th - January 2nd and now offers service on weekends in January and February. Snowbowl offered a \$10 resort voucher to each rider this season.
- Mountain Line operators and other related staff were congratulated for an accident free challenging construction season last year.
- Ridership is up another 10 percent.
- Staff have been working closely with Flagstaff Unified School District (FUSD) families and students now riding Mountain Line to various Middle and High schools due to discontinued FUSD bus services.
- Staff have been notified of our FY2024 Triennial Review which was last completed in FY2021 due to a delay related to COVID in FY2020. Document review has begun and there will be a site visit later this year. The Federal Transit Administration (FTA) tests 23 areas for compliance. Our last review had zero findings. This will be Mountain Line's 8th Triennial Review.
- Three operators graduated from our training program recently.
- Ms. Hollander has been promoted to Planning Manager.

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- December and January anniversaries were reviewed.

ITEMS FROM COMMITTEE AND STAFF:

Ms. Dalmolin stated she would provide a winter weather electric bus report to Board members via email in response to Director Matthews' inquiry.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

February/March Working Agenda

The next Board meeting will be February 21, 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. February agenda items may include but not be limited to the City of Flagstaff Regional Plan 2045 Update, Workforce Budget Overview, Recruitment and Retention Update, Safety Plan Update, GMV Syncromatics Corp Update, Kaspar Maintenance Facility Update, Contract Template Changes, FY2025 Budget Message, Status on How Flagstaff Unified School District (FUSD) Service is Going, 2024 Transit Tax Update, First/Last Mile 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.

18. ADJOURNMENT -Chair Williams adjourned the meeting at approximately 10:52am.

Tony Williams, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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