



Mountain Line

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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, February 21, 2024

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. MILESTONE ANNIVERSARIES

-Heather Dalmolin, CEO and General Manager

5. 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.

6. APPROVAL OF MINUTES 1/17/2024

-pages 5-9

7. CITY OF FLAGSTAFF REGIONAL PLAN 2045 UPDATE PRESENTATION

-Sara Dechter, Comprehensive and Neighborhood Planning Manager, City of Flagstaff

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.

8. AMENDMENT TO THE RULES OF PROCEDURE-CODE OF CONDUCT AND CONFLICT OF INTEREST STATEMENTS FOR THE TRANSIT ADVISORY (TAC) AND THE BOARD OF DIRECTORS (BOD)

-pages 10-20

-Rhonda Cashman, Executive Assistant and Clerk of the Board

Staff recommends the Board of Directors approve the amendment to the Rules of Procedure related to the Code of Conduct and Conflict of Interest statements.

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DISCUSSION / ACTION ITEMS:

9. FY2025 BUDGET MESSAGE -pages 21-22
-Heather Dalmolin, CEO and General Manager
The Board may provide direction, but there is no recommendation from staff at this time.
10. FY2025 WORKFORCE BUDGET -pages 23-25
-Josh Stone, Management Services Director
The Board may provide direction, but there is no recommendation from staff at this time.
11. RECRUITMENT AND RETENTION -pages 26-27
-Codi Weaver, Human Resources Manager
The Board may provide direction, but there is no recommendation from staff at this time.
12. MAINTENANCE FACILITY PROJECT UPDATE -pages 28-29
-Anne Dunno, Capital Development Manager
The Board may provide direction, but there is no recommendation from staff at this time.
13. DOWNTOWN CONNECTION CENTER (DCC) UPDATE -pages 30-32
-Anne Dunno, Capital Development Manager
The Board may provide direction, but there is no recommendation from staff at this time.

PROGRESS REPORTS:

14. FLAGSTAFF UNIFIED SCHOOL DISTRICT (FUSD) UPDATE -page 33
-Jacki Lenners, Deputy General Manager
15. FIRST MILE LAST MILE PROJECT UPDATE -pages 34-35
-Estella Hollander, Planning Manager
16. GMV SYNCROMATICS UPDATE -pages 36-37
-Jon Matthies, Information Technology Manager
17. DELEGATIONS OF AUTHORITY UPDATE -pages 38-39
-Heather Dalmolin, CEO and General Manager
18. SUMMARY OF CURRENT EVENTS -pages 40-41
-Heather Dalmolin, CEO and General Manager

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

March/April Working Agenda

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The next Board meeting will be March 27, 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. March agenda items may include but not be limited to Operating Budget Overview, Financial Audit, Safety Plan Update, Lot Modification of Adjacent Land Parcel, Biannual Performance Report, Electric Bus Performance Report, 2024 Transit Tax Update, Triennial Review Update, 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.

19. ADJOURNMENT

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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 Lenner, 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 compliant 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 Lenners, 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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DATE PREPARED: February 8, 2024

MEETING DATE: February 21, 2024

TO: Honorable Chair and Members of the Board

FROM: Rhonda Cashman, Executive Assistant and Clerk of the Board

SUBJECT: Amendment to the Rules of Procedure-Code of Conduct and Conflict of Interest Statements for the Transit Advisory Committee (TAC) and the Board of Directors (BOD)

RECOMMENDATION:

Staff recommends the Board of Directors approve the amendment to the Rules of Procedure related to the Code of Conduct and Conflict of Interest statements.

RELATED STRATEGIC PLAN GOAL & OBJECTIVE

- ❖ Goal: Community Engagement
 - ❖ Objectives: Ensure active participation from a supportive network of stakeholders.
Increase the community's awareness of Mountain Line's value to the community.

BACKGROUND:

The Mountain Line Rules of Procedure (the "Rules") were adopted on March 25, 2020. Then the Rules of Procedure were amended related to TAC and BOD rotation of officers on August 17, 2022. A TAC member suggested we look into if the Annual Conflict of Interest statement is required to be signed each year by law; proposing signature of this document upon assuming role, much like the oath statement, only needing to be signed once for the entire term of service.

The proposed change updates the Mountain Line Rules of Procedure to implement this recommended change. Serving Board of Directors and Transit Advisory Committee members will be asked to sign the required document upon appointment to respective role, eliminating the need to get this signature annually. Mountain Line legal reviewed the recommendation and had no concerns with making this change.

FISCAL IMPACT:

There is no fiscal impact associated with approval of this document.

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ALTERNATIVES:

- 1) Approve the amendment to the Rules of Procedure – Code of Conduct for both TAC and BOD **(recommended)**: There was a TAC member suggestion to only ask a member to sign the Conflict of Interest statement once upon assuming their role for the entire term of service.
- 2) Do not approve the amendment to the Rules of Procedure for TAC and BOD **(not recommended)**: The Rules of Procedure – Code of Conduct would not be changed, and the Annual Conflict of Interest statement will continue to have to be signed by each member at the beginning of each fiscal year.

TAC DISCUSSION:

The Transit Advisory Committee did not discuss this Consent Agenda item.

SUBMITTED BY:

Rhonda Cashman
Executive Assistant and Clerk of the Board

APPROVED:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

- | | |
|---|----------------------|
| 1. Rules of Procedure – Code of Conduct Reference Highlighted | -separate attachment |
| 2. Rules of Procedure – Code of Conduct Addendum Amendment Redlined | -pages 12-18 |
| 3. TAC Conflict of Interest Statement Redlined | -page 19 |
| 4. BOD Conflict of Interest Statement Redlined | -page 20 |

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ADDENDUM A

NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY (“MOUNTAIN LINE”) CODE OF CONDUCT

This Mountain Line Code of Conduct is an addendum to the Mountain Line Rules of Procedure and shall be considered incorporated into such Rules of Procedure and the Mountain Line Personnel Policy Manual, as they may be amended from time to time. Capitalized terms not expressly defined herein shall have the same meaning ascribed to such terms as in the Rules of Procedure, unless the context clearly indicates otherwise.

Article I Public Records

Section 1 - Statement on Public Records

As a public body, Mountain Line is subject to Arizona’s public records law and must make available for public inspection public records, including but not limited to meeting agendas, minutes, e-mails, and other documents reflecting the official business of Mountain Line. Mountain Line, and each Board Member, Officer, TAC member, or employee of Mountain Line may have independent obligations to maintain and preserve any and all public records that are in the possession of that individual. Nothing in this Code of Conduct should be construed to create any obligation on Mountain Line greater than that imposed by law.

Section 2 - Roles

1. Mountain Line

Mountain Line as a public body recognizes the public’s right to inspect its public records, and through its staff maintain systems that facilitate access to public records. Mountain Line through its staff will respond to public records requests by gathering responsive records that are under Mountain Line’s control. Mountain Line will work to coordinate gathering records, not under Mountain Line’s control, from other custodians including Mountain Line’s Board Members, Officers, TAC members, and employees.

2. Individual Board Members, Officers, TAC Members, and Employees of Mountain Line

Mountain Line’s Board Members. Officers, TAC members and employees should be aware that:

- A. the public has a right to inspect public records;
- B. public records can be created on virtually any medium, including personal cell phone messages, e-mails, social media;
- C. Mountain Line’s Board Members, Officers, TAC members, and employees have an independent duty under the law to maintain and preserve public records in their custody.

In light of these realities, Mountain Line recommends its Board Members, Officers, TAC members, and employees

A. avoid using personal accounts (including personal cell phones, e-mail accounts, and social media accounts) for official or public business. By using official accounts only, public records are centralized in fewer locations which enhances the public's ability to access records and minimizes the burden on individual record custodians.

B. cooperate with Mountain Line staff in gathering and providing responsive records stored in personal accounts.

Article II Social Media

Section 1 - Policy of Social Media

Mountain Line recognizes that social media has become a ubiquitous feature of contemporary life and Mountain Line supports the use of social media to facilitate communications with constituents and engage in the community. To address the fast-changing landscape of the internet and the way residents communicate and obtain information online, Mountain Line and its officials may consider using social media tools to reach a broader audience. Mountain Line encourages the use of constructive social media to advance and further Mountain Line's goals and mission, where appropriate.

Mountain Line has an overriding interest and expectation in deciding what is "spoken" on its behalf on social media sites, however, and designates its CEO and General Manager or his or her designee to have exclusive authority to manage Mountain Line's official social media presence.

Section 2 - Individual Responsibility

1. Board Members, Officers, TAC members, and employees who choose to use social media to discuss Mountain Line business must take care in that usage. Board Members, Officers, TAC members, and employees should adhere to the following requirements:
 - All social media posting should clearly delineate between posts in a Board Member's, Officer's, TAC member's, or employee's personal capacity and in a public capacity. Mountain Line strongly recommends using separate accounts for personal and public posting.
 - Board Members, Officers, TAC members, and employees must avoid implying that their individual views are the official views of Mountain Line. If a Board Member, Officer, TAC member, or employee is using social media in his or her official capacity, they should include disclaimers when and if appropriate, such as: "The postings on this site are my own and do not reflect or represent the opinions of Mountain Line."
 - Posts made in a Board Member's, Officer's, TAC member's, or employee's official capacity should be preserved pursuant to Arizona's public records law.
 - If a Board Member, Officer, TAC member, or employee chooses to use social media for public purposes, that individual must take care not to block critics or individuals expressing differing points of view and should not delete comments or responses of either themselves, or of others.

- Board Members and TAC members must take care to avoid creating a quorum in a nontraditional forum (such as joining the same group on a networking site or other technology enabled forum).

Section 3 - Social Media Usage During Meetings

It is the policy of Mountain Line to prohibit the usage of social media by Board Members, Officers, TAC members, or employees of Mountain Line during duly noticed and agendized meetings and work sessions. The purpose of this policy is to ensure that consideration and deliberation of Mountain Line business occurs in a public meeting and that public input relating to matters under Mountain Line's consideration is publicly received by all members on equal terms.

Article III Conflicts of Interest

Section 1 - Definitions

1. **Financial Interest.** A person has a financial interest if the person enters or proposes to enter into a transaction with Mountain Line, or such person has, directly or indirectly, through business, investment or family:

A. an ownership or investment interest in any entity with which Mountain Line has a transaction or arrangement, or

B. a compensation arrangement (which shall include any employment or independent contractor arrangement) with Mountain Line, or any entity or individual with which Mountain Line has a transaction or compensation arrangement, or

C. a potential ownership or investment interest in, or compensation arrangement with, Mountain Line or with any entity or individual with which Mountain Line is negotiating a transaction or compensation arrangement.

A compensation arrangement includes any arrangement pursuant to which any direct and indirect remuneration passes to or from Mountain Line.

2. **Interested Person.** Any Board Member, Officer, or representative of a committee with voting powers, who has a direct or indirect "financial interest", as defined above, is an "interested person".

Section 2 - Procedures

1. Approval Requirement

All transactions or compensation arrangements in which an interested person has a financial interest shall be disclosed and subject to the approval of the Board; provided, however, that no such disclosure or approval is required for (1) contributions, donations or other support given to Mountain Line in support of its mission for no consideration (except recognition, acknowledgment and other courtesies routinely extended to similarly situated donors), or (2) the purchase of goods or services from Mountain Line on the same terms and conditions as are made available by Mountain Line to the general public, or (3) any transaction or compensation arrangement that would, if the interested person

were a "public officer" and Mountain Line were a "public agency", constitute a "remote interest", as each such term is defined in A.R.S. § 38-502 (governing conflicts of interest of public officers).

2. Duty to Disclose

In connection with any transactions or compensation arrangements which are or may be subject to disclosure and approval as required herein, an interested person must disclose in writing the existence and nature of his or her financial interest to the Presiding Officer of the Board or committee, who shall then bring the matter before the Board and General Counsel. The existence and nature of the financial interest of the interested person shall be disclosed to the Board or committee considering the proposed transaction or compensation arrangement.

3. Determining Whether a Conflict of Interest Exists

After written disclosure of the financial interest, Mountain Line's General Counsel shall make a determination of whether a conflict of interest exists and report the determination to the CEO and Presiding Officer of the Board or committee prior to any discussion or action on the transaction or compensation arrangement by the body. In the event of a disclosure of a financial interest during a meeting, Mountain Line's General Counsel shall determine whether a conflict of interest exists prior to the discussion or action of the transaction or compensation agreement. In the event a conflict of interest is found, the conflicted Board Member or committee member shall refrain from discussing or voting on the transaction or compensation agreement.

4. Procedures for Addressing the Conflict of Interest

If a conflict of interest is determined to exist, the Board or committee shall, after consideration of whether there are alternatives to the proposed transaction or compensation arrangement and whether Mountain Line can obtain a more advantageous transaction or compensation arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest, determine by a majority vote of the disinterested Board Members or committee members present and voting at the meeting (including the alternative representative for the interested party, if applicable) whether the transaction or compensation arrangement is in Mountain Line's best interest and for its own benefit, whether the transaction or project is fair and reasonable to Mountain Line, and the Board or committee shall make its decision as to whether to enter into the transaction or compensation arrangement in conformity with such determination.

Section 3 - Records of Proceedings

The minutes of Board, Board Committee, or TAC meetings, as applicable, shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, and the General Counsel's determination of whether a conflict of interest exists.

2. The names of the persons who were present for discussions and votes relating to the transaction or compensation agreement, the content of the discussion, including any alternatives to the proposed transaction or compensation arrangement or opportunity project, and a record of any votes taken in connection therewith.

Section 4 - Annual Statements

Each Board Member, Officer and TAC member shall ~~annually, upon assuming their role with Mountain Line, no later than July 1 of each new fiscal year,~~ sign a statement which affirms that such person:

1. has received a copy of the conflicts of interest policy;
2. has read and understands the policy;
3. has agreed to comply with the policy.

Article IV Representing Mountain Line

Section 1 – Code of Conduct

It is expected that every Board and TAC member will aspire to develop a culture of excellence and adhere to the following code of conduct:

1. Recognize the worth of fellow Board or committee members and appreciate their individual perspectives, backgrounds, and contributions;
2. Uphold the strategic goals and priorities of Mountain Line, and help the Authority develop a culture of risk-taking and innovation;
3. Understand and work towards what is in the best interest of the greater Authority region, even when the regional interest must sometimes be balanced with local considerations;
4. Treat fellow Board Members, TAC members, Mountain Line staff, and members of the public with respect and professionalism even when legitimate disagreements over policy and process might arise;
5. Conduct public affairs with honesty, integrity, fairness, and respect for others;
6. Represent the adopted positions of Mountain Line when communicating on behalf of Mountain Line;
7. Communicate any real or perceived conflicts of interest to the Presiding Officer and Mountain Line's CEO and General Manager;
8. Make attendance at all meetings of the Board or TAC, and any applicable committees, a high priority. Come to Mountain Line meetings prepared to discuss the issues and business on the agenda.
9. Recognize that every Board Member, TAC member, and staff member represents the diversity of the region and has the right to freedom from all forms of discrimination and harassment in their association with Mountain Line;

10. Avoid and discourage conduct that is divisive or harmful to Mountain Line and the region.

11. Always consider that as a Board or TAC member, your actions and communications will reflect upon Mountain Line, whether at Mountain Line meetings and events, or when engaging the community professionally and privately.

12. Clearly delineate between Mountain Line's messages to the public and personal views and opinions. When sharing opinions or materials with members of the public, Board and committee members should consider expressing orally or inserting a disclaimer in written communications to the effect that their opinions, posts, communications, etc., reflect only their own personal beliefs and do not reflect the opinion of Mountain Line.

Article V Mountain Line Meeting Decorum and Order

Section 1 – Decorum and Order

The Presiding Officer shall preserve decorum and decide all questions of order, subject to appeal to the body, as follows:

1. During public meetings, Board Members and TAC members (for the purposes of this Article V, each shall be referred to as a "Member") shall preserve order and decorum and shall not delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or the Rules of Procedure. Every Member desiring to speak shall address the Presiding Officer, and upon recognition by the Presiding Officer shall confine all comments to the question under debate and shall avoid all personalities and indecorous language. Once recognized, a Member shall not be interrupted while speaking unless called to order by the Presiding Officer or unless a point of order is raised by another Member. If a Member is called to order while speaking, the Member shall immediately cease speaking until the question of order is determined. If ruled to be not in order, the Member shall remain silent or shall alter all remarks so as to comply with the Rules of Procedure. If the Presiding Officer fails to act, any Member may move to require the Presiding Officer to enforce the rules, and the affirmative vote of the majority of the body shall require the Presiding Officer to act.

2. The Presiding Officer shall have the authority to preserve decorum in meetings. Any remarks shall be addressed to the Presiding Officer and to any or all Members. Without permission from the Presiding Officer, no staff member, other than the staff member who has the floor, shall enter into any discussion, either directly or indirectly.

3. All persons attending meetings shall observe the same rules of propriety, decorum, and good conduct applicable to Members. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous while addressing the body or while attending the meeting, shall be removed from the room if so directed by the Presiding Officer. Unauthorized remarks from the audience, stomping of feet, whistles, yells, or similar demonstrations shall not be permitted by the Presiding Officer, who shall direct the removal of such offenders from the room. Should the Presiding Officer fail to act, any member of the body may move to require the Presiding Officer to enforce the rules, and the affirmative vote of the majority of the body shall require the Presiding Officer to act. Any members of the public desiring to address the body shall be recognized by the Presiding Officer, shall state their name and city of residence in an audible tone for the record, and shall limit their remarks to the questions under discussion. Any remarks shall be addressed to the Presiding Officer and to any or all Members.

4. Any Member may appeal a ruling of the Presiding Officer to the body. If the appeal is seconded, the Member making the appeal may briefly state the reason for the same, and the Presiding Officer may briefly explain the ruling, but there shall be no debate on the appeal, and no other Member shall participate in the discussion. The Presiding Officer shall then ask the question, "Shall the decision of the Chair be sustained?" If the majority of the body present vote "Aye," the ruling of the Presiding Officer is sustained; otherwise, it is overruled.

5. Without permission of the Presiding Officer, no Member of the body or member of the public shall be allowed to speak more than once upon any one subject until all Members have had an opportunity to speak, nor for a longer time than five (5) minutes. Citizen groups shall be represented in presentation to the body by one of the group's members.



~~ANNUAL~~ CONFLICT OF INTEREST STATEMENT

Pursuant to the Rules of Procedure of Northern Arizona Intergovernmental Public Transportation Authority ("Mountain Line"), I hereby certify that I:

- (a) have received the Mountain Line Conflict of Interest Policy ("Policy"); and
- (b) have read and understand the Policy; and
- (c) agree to fully comply with its terms and conditions at all times during my service as a Mountain Line TAC Member.

TAC Member Signature

TAC Member Printed Name

Date



~~ANNUAL~~ CONFLICT OF INTEREST STATEMENT

Pursuant to the Rules of Procedure of Northern Arizona Intergovernmental Public Transportation Authority ("Mountain Line"), I hereby certify that I:

- (a) have received the Mountain Line Conflict of Interest Policy ("Policy"); and
- (b) have read and understand the Policy; and
- (c) agree to fully comply with its terms and conditions at all times during my service as a Mountain Line Board Member.

Board Member Signature

Board Member Printed Name

Date



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DATE PREPARED: February 13, 2024

DATE: February 21, 2024

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: FY2025 Budget Message

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Investing in Mountain Line Workforce
 - ❖ Objective: Enhance workplace culture to support employee development and work-life balance.
- ❖ Goal: Fiscal Responsibility
 - ❖ Objective: Ensure a sustainable financial future through long-term financial planning.

BACKGROUND:

The goal of this report is to provide a high-level overview of the methods and priorities used by staff in developing the FY2025 budget.

Financial Capacity:

Mountain Line is dependent on a variety of funding sources; however, the major portions of funding are from federal funding and local transit tax. As we began the FY2025 budget, we evaluated capacity within the transit fund balance, the estimated annual revenues from the transit tax, and the reliability of continued federal appropriations. Based on anticipated reoccurring funding remaining relatively flat and since no new funding has been secured, staff were directed to develop a fiscally conservative (constrained) budget around existing services.

Inflationary Impacts:

Mountain Line continues to monitor the changing cost of goods and services as inflation is an uncontrollable cost that must be accommodated within any proposed budget and by our funding sources. At the start of the budget, we identified that the last published Cost Price Index change was 3.5% (Dec '22 over Dec '23) while month over month trend in earliest part of year was closer to 7%. Additional rate increases identified in our approach to the budget include: liability insurance, minimum wage, fuel cost plateau at higher than anticipated rate, water rates, electric rates, contract costs (related to minimum wage and/or inflation), parts and supply, and health insurance for employees.

Goals:

The set goals for FY2025 include:

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- improve attraction and retention of staff to reduce need for overtime through training, budget capacity for the current pay plan and the outcome of the compensation study, and improved recruitment strategies that increase visibility of our positions and attract the necessary staff for full service;
- focus on improving the customer experience through improved riders' tools (i.e. technology), fare structure and payment systems, and adjusting rider rules to focus on putting the customer first;
- evaluate value in house staffing versus contracted services to determine if we can 1) reduce cost, 2) improve efficiency, and 3) increase quality of service;
- continue with evaluation of battery electric buses technology via our two pilot buses;
- complete a community education effort on impacts and benefits of transit to ensure an informed election in November 2024;
- break ground on the construction of the new Maintenance Facility, and
- open the new Downtown Connection Center facility.

FISCAL IMPACT:

Staff are not recommending any action, and there is no immediate fiscal impact to this education effort.

ALTERNATIVES:

No action is recommended; however, the Board may provide direction on additional information needed or on budget items as presented.

TAC DISCUSSION:

There were no questions from the Transit Advisory Committee.

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.





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Board Agenda Packet
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DATE PREPARED: February 9, 2024

DATE: February 21, 2024

TO: Honorable Chair and Members of the Board

FROM: Josh Stone, Management Services Director

SUBJECT: FY2025 Workforce Budget

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Investing in Mountain Line Workforce
 - ❖ Objective: Enhance workplace culture to support employee development and work-life balance.
- ❖ Goal: Fiscal Responsibility
 - ❖ Objective: Ensure a sustainable financial future through long-term financial planning.

BACKGROUND:

The goal of this report is to provide detailed information on the proposed FY2025 Workforce Budget as related to salaries, benefits, and our strategies to develop and retain staff. Unless otherwise indicated, these are continued efforts and not new programs or offerings to staff.

Our FY2025 Workforce Budget includes:

- A total increase to the workforce budget of 3.45% or \$407,226.
- The indirect management cost has decreased \$107,523 due to reorganization of positions and responsibilities. The indirect management rate has declined from 13% to 11% of total salaries and benefits, 11% is consistent with or lower than other comparable organizations.
- Employee wages, including the pay plan as originally approved in 2020, which provides for an average annual increase of 4% to recognize cost of living changes and years of service. The cost of the pay plan is approximately \$143,000.
- Inclusion of approximately \$150,000 to support moving overtime from 1.5x pay per hour to 2.0x pay per hour. This adjustment recognizes and thanks staff for their contribution in providing service to the community when positions are not fully staffed.
- Benefits: taxes, retirement, health insurance, dental insurance, vision insurance, life insurance, unemployment, workers' compensation insurance.
 - Benefits are budgeted to increase \$187,715 due primarily to increased employer taxes on increased income and a small health insurance premium increase.
 - NAPEBT has approved a 1.5% increase to health insurance premiums for the FY2025. This includes intensive wellness programs targeted at improving the health of staff most at risk for high cost treatment needs now or in the future.
 - Arizona State Retirement System does not have a meaningful change to contributions for FY2025.

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- Paid Leave: 13-30 days of vacation leave annually, 12 days of sick leave including up to 8 hours for wellness, 8 hours of volunteer time annually, up to 16 hours of anniversary leave, up to 40 hours of evacuation/emergency declaration leave.
- Conversion of unused sick to vacation: once annual conversion of up to 48 hours after five years of employment.
- Payout of leave: once annual vacation sellback option of up to 40 hours, payout of all vacation remaining accrued at the time of termination, payout of 25% of sick leave remaining accrued at the time of termination after 20 years of employment.
- Anniversary recognition: a cash gift at each 5-year anniversary worth \$100 per 5-year increment of service.

Additional programs available:

- Education and professional development opportunities both through Mountain Line and through external education institutions. Support includes financial assistance as well as schedule flexibility to attend courses.
- Employee Assistance Program that provides 12 one-hour counseling appointments on personal matters, including financial well-being.
- Referral Program encourages employees to refer friends and community members for open positions with Mountain Line. Employees may receive as much as \$800 in bonuses for a referral that results in a hire that stays employed for more than a year.
- New employees have an opportunity to earn a stay-on bonus of up to \$1,500 for staying on for more than a year with Mountain Line after completing the training program.
- Housing assistance is available to help prevent loss of housing or to secure new leases or mortgages.
- Reward time can be granted by any manager to authorize an employee to take up to one additional day off in recognition of work above and beyond expectations.
- Recognition cards and movie tickets are available to express thanks and appreciation for staff that step up to help or perform work above and beyond. These cards range in value from \$5 to \$25 and are available to managers and supervisors.
- Assistance with CDL permit and medical card physical costs during employment.
- Tool allowance is provided to maintenance team members, as well as safety equipment and uniforms.
- Uniforms are purchased for many of our positions to ensure professional dress and good repair conditions.
- Wellness room and equipment are provided to promote employee health and wellness, at the main office and will be available in our future Downtown Connection Center.
- Employee computer stations are available at the main office and in our Downtown Connection Center breakroom.

The draft budget includes maintaining the employer contribution to health insurance coverage to be similar to our partners at the City of Flagstaff and Coconino County. Benefits are offered to part-time staff and while the number of part-time staff is very limited, this allows flexibility for hiring needs and those who might not be seeking a full-time job.

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Extra budget capacity has been included to remain competitive and address the 2024 City of Flagstaff minimum raise increase of \$0.60 per hour. A compensation study will be conducted to recommend wage adjustments, if any.

FISCAL IMPACT:

Staff are not recommending any action, and there is no immediate fiscal impact to this education effort.

ALTERNATIVES:

No action is recommended; however, the Board may provide direction on additional information needed or on budget items as presented.

TAC DISCUSSION:

The Transit Advisory Committee did not request any discussion after presentation of this proposed budget review.

SUBMITTED BY:

Josh Stone
Management Services Director

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. FY2025 Draft Workforce Budget -available at meeting

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DATE PREPARED: February 8, 2024

MEETING DATE: February 21, 2024

TO: Honorable Chair and Members of the Board

FROM: Codi Weaver, Human Resources Manager

SUBJECT: Recruitment and Retention

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Investing in Mountain Line workforce
- ❖ Objective: Enhance workplace culture to support employee development and work-life balance.

BACKGROUND:

Mountain Line has an ever-revolving retention and recruitment strategies to keep up with the economy, employee market and generation workforce change. Mountain Line has taken steps over the years to continue to improve retention rates and recruitment strategies.

Staff will provide a presentation on prior and current practices, as well as future efforts, to recruit and retain the staff necessary for supporting and operating the full-service schedule as published.

FISCAL IMPACT:

The fiscal impacts associated with these efforts are budgeted. As programs are created and implemented, there may be unanticipated costs and costs will be weighed against opportunity to improve recruitment and retention versus loss of staff or continued position vacancy. There may be unbudgeted costs assumed by Mountain Line in order to improve in these areas.

TAC DISCUSSION:

Transit Advisory Committee members suggested adding extra presentation slides for formatting clarity.

SUBMITTED BY:

Codi Weaver
Human Resources Manager

APPROVED:

Heather Dalmolin
CEO and General Manager

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ATTACHMENTS:

None.

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DATE PREPARED: February 12, 2024

MEETING DATE: February 21, 2024

TO Honorable Chair and Members of the Board

FROM: Anne Dunno, Capital Development Manager

SUBJECT: Maintenance Facility Project Update

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Service Excellence
 - ❖ Objective: Invest in capital to improve efficiencies and infrastructure to enhance customer-first service delivery.
- ❖ Stewardship of Resources
 - ❖ Objective: Maintain our facilities and equipment to demonstrate pride we take in service excellence and to maximize useful life.

BACKGROUND:

Mountain Line is making progress on Phase 1 of the Kaspar Headquarters Master Plan (KHMP) to construct a new maintenance facility focused on safety, efficiency, resilience, and futureproofing for new fleet technologies. Future Phase 2 of KHMP will construct a new bus storage facility to support service growth through 2043. Phase 2 is currently not funded but identified in Mountain Line's 5-Year Capital Improvement Plan.

Mountain Line submitted a Phase 1 concept package to the City and received minor comments. Next step is to submit the site plan package and to commence with schematic design with a series of workshops with internal stakeholders. Mountain Line is pursuing NEPA environmental clearance this spring and must obtain a Conditional Use Permit (CUP) from the City of Flagstaff to construct the maintenance facility. In addition, Mountain Line will pursue a property line modification of the adjacent Linda Vista property and associated rezoning as part of the CUP process to maximize the land resources available to Mountain Line for the master plan. The lot modification and Linda Vista property discussion for sale or other disposition will be presented to the Board this spring.

Mountain Line is in the process of procurement for a Construction Manager at Risk (CMAR) with anticipated CMAR award by February 1. Information on the CMAR procurement will be provided in a subsequent Delegation of Authority progress report.

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Phase 1 Maintenance facility construction is scheduled for 2025-2026 with potential for minor utility work to be completed in late 2024.

FISCAL IMPACT:

The adopted FY2024 Mountain Line budget includes fiscal capacity in the amount of \$2,000,000 for the Maintenance Project. The timeline of the project is such that final design work and pre-construction services can be managed within this existing \$2,000,000 budget capacity. The full value of construction will be finalized and included in the FY2025 budget.

The Maintenance Project is funded by two FTA competitive grants with the following breakdown:

- Design Grant: FTA 5307/5339 Grant valued at \$2,000,000 (\$1,600,000 Federal/\$400,000 Local)
- Construction Grant: FTA FY2023 Low or No Emissions (LoNo) 5339 Grant valued at \$20,447,500 (\$16,358,000 federal/\$4,089,500 local)

It should be noted that the full project value and local cost will be impacted by the residual federal investment value in the portion of the facility being demolished to accommodate the new maintenance facility construction. Valuation of the federal investment owed back to the Federal Transit Administration as additional local funding will be determined prior to inclusion in the FY2025 budget.

TAC DISCUSSION:

The Transit Advisory Committee had no comments or questions about the project update.

SUBMITTED BY:

Anne Dunno
Capital Development Manager

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.

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DATE PREPARED: February 13, 2024

MEETING DATE: February 21, 2024

TO: Honorable Chair and Members of the Board

FROM: Anne Dunno, Capital Development Manager

SUBJECT: Downtown Connection Center (DCC) Update

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Service Excellence
 - ❖ Objective: Invest in capital to improve efficiencies and infrastructure to enhance customer-first service delivery.

BACKGROUND:

Mountain Line has continued to make progress on the Downtown Connection Center (DCC) project since the last update in August 2023. Mountain Line will present this DCC update to Flagstaff City Council on March 26, 2024.

Phase 1 DCC Building- Construction

Loven Contracting has completed waterproofing, backfilling of foundation, building pad, building stem walls and access ramp retaining walls, interior footings, and completion of electrical conduit under the building pad. Next step is to obtain rough grading certification, tracking for early February to continue with vertical construction. The cross laminated timber (CLT) is currently being manufactured with shipment scheduled by early April.

The City's public art for the DCC front window art glass and exterior grove sculpture are being coordinated with the City's art team and incorporated into the DCC construction schedule.

DCC Phase 1 construction completion and move-in is tracking for early May 2025.

DCC Phase 2a Interim – Operations Hub Planning & Design

Mountain Line completed a draft plan for the "interim" Phase 2a for bus operations during the Rio de Flag (RDF) construction; it is currently in review by the City and Army Corp. There are several critical requests

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of the RDF project for maintenance of traffic to allow buses to egress to Beaver Street and site constraints in order to maintain transit service during RDF construction. The timeline to develop the “interim” DCC Phase 2 – in order to be ready for RDF - is approximately 12-18 months with critical path to underground the APS utility lines located on the northside Phoenix Avenue; this step is necessary to enable access to the interim bus operations. As part of the interim DCC development, Mountain Line will buy out the public parking stalls in accordance with the City and Mountain Line’s DCC Intergovernmental Agreement; bus operations will need to use the parking area for operations. Mountain Line will move forward for design and construction of the Phase 2a interim plan with the goal to be ready for RDF construction onsite Phoenix Avenue by July 2025.

DCC Phase 2b – Ultimate Layout Operations Hub and Civic Space

Mountain Line will pursue 60% design of the “ultimate” 13-bus bay layout and electrical infrastructure in coordination with APS. It is prudent to develop 60% design with APS in order to secure the required future power requirements at the DCC for electrification. Mountain Line anticipates constructing the operations hub immediately after the RDF is complete; this is currently anticipated in 2027-2028. Mountain Line anticipates civic space development would be after 2028 following the completion of the portion of the RDF construction on the City’s Phoenix Avenue property.

The construction of the civic space component of Phase 2 is scheduled for after 2028 pending RDF construction completion and the City’s update of the FEMA flood maps. The existing FEMA regulatory floodway designation limits civic space improvement opportunities until the area is removed from the FEMA floodway. It is recommended to reconvene the design of the civic space once there is a known timeline for the RDF completion on the Phoenix Avenue property and associated timeline for FEMA map changes.

Milton/Phoenix Traffic Signal – Traffic Impact Analysis (TIA) update

Mountain Line submitted a TIA update to ADOT in late December to consider a bus only traffic signal, curb island refuge and at-grade pedestrian crossing. Mountain Line’s TIA is coordinated with the City’s Downtown Mile (DTM) Milton Bridge replacement TIA. If the TIA is approved, Mountain Line will pursue design development of the Milton/Phoenix traffic signal improvements. Future construction of any improvements would be coordinated with the DTM Milton Bridge construction scheduled for after 2026.

FISCAL IMPACT:

The Downtown Connection Center is paid for by multiple grants from the Federal Transit Administration (FTA) and \$6 million from the State of Arizona with a total project value of \$56 million, including the value of the City of Flagstaff land lease valued at \$8,460,000. The project is budgeted in FY2024 and will carry over to FY2025; the project is included in the 10-year Financial Plan.

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In November 2023, Mountain Line received an FTA grant in amount of \$14,393,000 (\$11,514,400 federal/\$2,878,600 local) to cover rooftop solar for Phase 1 building and construction of Phase 2 DCC operations hub.

TAC DISCUSSION:

The Transit Advisory Committee had no comments or questions about the project update.

SUBMITTED BY:

Anne Dunno
Capital Development Manager

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.

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MOUNTAIN LINE MEMORANDUM

DATE: February 21, 2024
TO: Honorable Chairman and Members of the Board
FROM: Jacki Lenner, Deputy General Manager
SUBJECT: FUSD Update

Flagstaff Unified School District (FUSD) announced in December that effective January 4 they would no longer provide yellow bus service for high school students and out-of-boundary middle school students. There were about 600 students impacted by this change, and FUSD partnered with Mountain Line to provide K-12 semester bus passes to these students.

Mountain Line worked with FUSD to disseminate information to families about safety, trip planning, real time arrival app, and how to get a pass. Staff attended events at all middle and high schools and one at the district headquarters to distribute passes and help families with trip planning.

As of January 23, 2024, Mountain Line has distributed 203 physical passes and 64 virtual passes.

Mountain Line staff were present at key locations for the first few days of the semester to help students and assess ridership levels. To date, no buses have reached capacity due to increased ridership from FUSD students and staff continue to monitor buses at peak times.

FUSD students are still able to pick up physical passes at the Mountain Line office, or they can call the office to receive access to a virtual pass. Staff will work with FUSD officials in the coming months to develop plans for the next semester and beyond.

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MOUNTAIN LINE MEMORANDUM

DATE: February 21, 2024
TO: Honorable Chairman and Members of the Board
FROM: Estella Hollander, Planning Manager
SUBJECT: First Mile Last Mile Project Update

Mountain Line and the City of Flagstaff are partnering to design and construct a series of pedestrian and bicycle infrastructure improvements across Flagstaff to support access to transit. Mountain Line and the City of Flagstaff are currently in the design phase for the pedestrian and bicycle improvements and 60% design is anticipated to be completed by March 30, 2024. Construction will be phased over late 2024 – 2026.

This project is grant funded through Sections 5307-5339, a Federal Transit Administration (FTA) grant program that is administered by the Arizona Department of Transportation. The City of Flagstaff is providing the 20% required local match for this project with non-transit tax funds. Post-construction, the City of Flagstaff will be the owner of the pedestrian and bicycle improvements.

Mountain Line issued a Request for Proposals (RFP) for a Construction Manager at Risk (CMAR) in January and this procurement will close February 15th. Ardurra is the Design Professional on this project.

The following is the preliminary list of sidewalks, pedestrian crossings, and bikeway improvements that will be designed to 60% design plans. Due to constructability and/or budget constraints, these projects may not continue to final design and construction.

Sidewalks/Crossings

- Fort Valley Rd crossings
 - Fort Valley Rd @ Forest Ave
 - Fort Valley Rd @ Meade Ln
 - Fort Valley Rd @ Anderson Rd
- Lake Mary sidewalks/crossings
 - Sidewalks - Lake Mary Rd – Anita Ave to Mohawk Dr and Walapai Dr – Yaqui St to Lake Mary Rd
 - Crossings - Lake Mary Rd @ Cochise Dr, Lake Mary Rd @ Walapai Dr

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- Forest Meadows-Highland Mesa-University sidewalks
 - Sidewalks - Forest Meadows St – Highland Mesa Rd to University Ave, University Ave - Woodlands Village Blvd to Thompson.
- Beaver St sidewalks
 - Construct 1,220 linear feet of sidewalks along both sides of Beaver St between Forest Ave and Cedar Ave.
- Switzer Canyon Dr sidewalks
 - Sidewalks - Switzer Canyon Dr – Route 66 to Turquoise Ave
- San Francisco St sidewalks
 - Construction of 1,100 feet of new sidewalks along San Francisco St near its intersection with Columbus Ave and Switzer Canyon Dr
- Huntington-Fanning sidewalks
 - Missing sidewalk segments, totaling 3,360 feet, along both sides of Fanning Dr and Huntington Dr
- Highway 89 crossing
 - Enhanced beacon crossing on Highway 89 at Snowflake Dr and Trails End Dr
- Cedar Ave crossings
 - Cedar Ave @ Aris St
 - Cedar Ave @ Cedar Safeway

Bikeways

- Bike lanes
 - Restripe streets to add bike lanes where missing; totals 3.8 miles at 24 individual locations/corridors.
- Buffered bike lanes
 - Convert existing conventional bike lanes to buffered bike lanes via restriping the roadway. Eleven corridors are planned for a total of 10.8 miles.
- Shared lane markings
 - Add shared lane markings, or a combination of shared lane markings on one side of the street and bike lanes to the other, along 2.0 miles of streets at 17 different locations.
- Bike lanes/shared lane markings at intersections
 - Add shared lane markings, bike lanes, or a combination to complete bicycle facilities on the approaches to a number of intersections. A total of 34 legs at 26 intersections have been identified.
- Bikeway enhancements
 - Add enhanced bikeways treatments along several primary bikeways, generally consisting of pavement marking and paint and including crossbike markings, bike boxes, two stage left turn boxes, green shared lane markings, and green bike markings.

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MOUNTAIN LINE MEMORANDUM

DATE: February 21, 2024
TO: Honorable Chairman and Members of the Board
FROM: Jon Matthies, Information Technology Manager
SUBJECT: GMV Syncromatics Update

Background:

In the Spring of 2023, Mountain Line issued an RFP for Computer-Aided Dispatch/Automated Vehicle Location (CAD/AVL) solutions and received responses from five different vendors. After evaluating the vendors' proposals, the RFP committee selected GMV Syncromatics as the top candidate, and staff coordinated with them to schedule an internal pilot of their solution. GMV's equipment was installed on three fixed route buses in late October, and the pilot ran from November 1st through 30th. Mountain Line staff were encouraged to ride the test buses and evaluate the quality of the real-time predictions. Based on the positive feedback received during the pilot, Mountain Line awarded the contract to GMV.

GMV installed their equipment on the remainder of Mountain Line's fixed-route fleet during the month of December. In early January, Mountain Line staff worked with GMV to complete the process of cutting over from the previous solution to GMV's solution.

Solution:

GMV's solution for Mountain Line includes the following functions:

- CAD/AVL Portal– provides dispatchers with the ability to assign buses to routes and see where buses are in real-time.
- Driver's Tablet – enables driver to log into the correct route and trip, and interfaces with all of GMV's on-board technology.
- Automated Voice Annunciators – announces upcoming stops and other pertinent information on board buses.
- Real-Time Data Feed – industry-standard data feed, which Mountain Line provides to Google Maps, Transit App (real time arrival transit application), Apple Maps, and other entities.

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- Sign Integration – GPS controlled management of external bus header sign, as well as internal signage.
- Text/SMS Arrival Predictions.
- Website Map– real-time bus locations and predictions, embedded in Mountain Line's website.
- Automatic People Counters (APCs).

Outstanding Issues, and Anticipated System Acceptance

Remaining issues that are being addressed include:

- Procurement of spare parts – to facilitate quick replacement when needed.
- Procurement of a “Bus in a Box” – a fully functional set of all onboard equipment that can be used for training and testing.
- Digital Sign at the Flagstaff Municipal Court – updating the sign to display real-time information from GMV.
- Advanced Training for Operations Staff – staff received training in all baseline functions during the roll out and are now ready for more advanced functions.

Final system acceptance is anticipated by the end of March.

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MOUNTAIN LINE MEMORANDUM

DATE: February 21, 2024

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Delegations of Authority Update

In keeping with the requirements of the various authorities granted by the Board of Directors to the CEO and General Manager and as per the most recently adopted Resolutions, this update reports on all actions, including funding applications and executions of awards, enacted by the CEO and General Manager.

Collective Grant Authority – Resolution 2023-100

Procurement Authority – Resolution 2023-110

RFP 2023-1160, Computer Aided Dispatch and Automatic Vehicle Locators Change Order #2

In September 2023, Mountain Line awarded RFP 2023-1160 to GMV Syncromatics Corp for Computer Aided Dispatch and Automatic Vehicle Location. This change order is to increase base quantity of units to account for the new BEB, increase the quantity of interior signage, decrease scope of integration with TransitFare, upgrade the APC sensors, and add equipment shelves to the buses. The value of Change Order #2 is \$17,770, bringing the total cumulative value of the contract to \$862,058.

RSOQ 2022-500, Architectural Design Change Order #1 to Task Order #1

In April 2022, Mountain Line awarded RSOQ 2022-50 to HDR, Inc. for architectural design services for Phase 1 of the Downtown Connection Center (DCC). The scope of work under the procurement was for architecture and engineering services for Phase 1 DCC for the building and Phase 2 for the bus operations hub. Change Order #1 is for performance a photometric simulation to assess the lighting illuminance levels at the sidewalk at the corner of Phoenix Avenue and Milton with the relocation of the light pole on the corner. The value of Change Order #1 is \$3,000, bringing the total cumulative value of the contract to \$1,447,652.00.

RSOQ 2022-500, Architectural Design Change Order #2 to Task Order #1

In April 2022, Mountain Line awarded RSOQ 2022-50 to HDR, Inc. for architectural design services for Phase 1 of the Downtown Connection Center (DCC). The scope of work under the procurement was for architecture and engineering services for Phase 1 DCC for the building and Phase 2 for the bus operations hub. Change Order #2 is for redesign of the front entry sequence of the building to reduce the

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size of the stairs and incorporate more prominent universal design concepts (ramps). The value of Change Order #2 is \$9,500, bringing the total cumulative value of the contract to \$1,457,152.00.

RSOQ 2022-500, Architectural Design Change Order #3 to Task Order #1

In April 2022, Mountain Line awarded RSOQ 2022-50 to HDR, Inc. for architectural design services for Phase 1 of the Downtown Connection Center (DCC). The scope of work under the procurement was for architecture and engineering services for Phase 1 DCC for the building and Phase 2 for the bus operations hub. Change Order #3 includes additional services to address the ML DCC electrical redesign for Phase 1 interim support and to forecast future electric charging station design capacity. The value of Change Order #3 is \$24,000, bringing the total cumulative value of the contract to \$1,481,152.00.

RSOQ 2022-500, Architectural Design Change Order #4 to Task Order #2

In April 2022, Mountain Line awarded RSOQ 2022-50 to HDR, Inc. for architectural design services for Phase 1 of the Downtown Connection Center (DCC). The scope of work under the procurement was for architecture and engineering services for Phase 1 DCC for the building and Phase 2 for the bus operations hub. Change Order #4 is to include value engineering services. The value of Change Order #4 is \$93,072.00, bringing the total cumulative value of the contract to \$1,574,224.00.

RSOQ 2022-500, Architectural Design Change Order #5 to Task Order #2

In April 2022, Mountain Line awarded RSOQ 2022-50 to HDR, Inc. for architectural design services for Phase 1 of the Downtown Connection Center (DCC). The scope of work under the procurement was for architecture and engineering services for Phase 1 DCC for the building and Phase 2 for the bus operations hub. Change Order #5 is for the design of the cross-laminated timber (CLT) panels and the glulam beam designs. The value of Change Order #5 is \$11,480.00, bringing the total cumulative value of the contract to \$1,585,704.00.

RFP 2020-100.2, Owner's Representative Services Change Order #1 to Task Order #2

RFP 2020-110.2, Owner's Representative Services was released in December 2020 and was awarded to Nations Group for a fixed fee of 2% of the total project budget. Task Order #2 was issued March 25, 2022 for Owner's Representative Services for the NAU CDL Training Course project. Change Order #1 is to add additional budget due to increased scope. The value of Change Order #1 is \$47,607, bringing the total cumulative value of the Task Order #2 to \$203,229.

Agreements and Contracts Authority – Resolution 2020-100

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MOUNTAIN LINE MEMORANDUM

DATE: February 21, 2024
TO: Honorable Chair and Members of the Board
FROM: Heather Dalmolin, CEO and General Manager
SUBJECT: Current Events

The monthly Transit Voice is available with highlights of news to know, job well done, note-worthy events, and updates on projects. Some of these were also noted in the Mountain Line Minute.

Operations

- We continue to operate reduced service, with frequency reductions on Routes 2, 4, and 10. Our team has remained vigilant in attending job fairs, getting the word out about jobs, and working to hire interested applicants quickly.
- Our operations team has seen a 40% reduction in accidents since we reduced service in November and cut the demand of overtime. That is 10 less accidents in the months following the reduction than in the same period immediately proceeding the change. This is an important lesson that will be used in future scheduling and decision making.
- Snow the week of February 5th presented us with several operational challenges. We were able to start service on time and provided service until scheduled end times. Some routes had more trouble than others with remaining on time, but our team worked together to serve the community and get people both to and from their destinations. On Thursday, we reduced frequency on schedules due to rising concerns about safe conditions for our teams and fatigue. We did have several messages from the public thanking our team for providing a safe transit option throughout the storm.
- Ridership in January 2024 exceeded January 2023 by 8% and we believe that transporting K-12 students is part of this increase. That said, total ridership by month is still below monthly totals from before we reduced service as a result of staffing.

Partnerships and Outreach

- Jacki and I attended the South West Transit Association annual conference in early February. The conversations centered on succession planning, impacts of fare free service, vehicle procurement and shortage of manufacturers, transit driver assault concerns, and a need for a carve out of the CDL program for transit operators.
- A bill has been put forth in Arizona to add assault to transit employees to the State definition of aggravated assault. I was able to attend the hearing on Wednesday, February 14, to testify on the value of this change to support our front line essential staff. The bill is House bill 2472 and Mountain Line is participating in a statewide effort to let our leaders know about the importance of this change.
- Mountain Line leadership is committed to understanding and improving the rider experience by

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riding the routes and gaining the perspective of our riders. Our very own, Ty Holliday, has built a database and app that our team can use to record our experience. We will provide a report on lessons learned and improvements made at the end of each year. This effort has the added bonus of being with our drivers and seeing firsthand some of the route and traffic challenges they experience.

Finance, Compliance, and Procurement

- The CDL course is nearing completion and staff have begun planning for a ribbon cutting event to celebrate this partnership and new workforce tool. Be on the look out for a save the date in the near future.

Staffing

- I am excited to share that we will begin refresher training in March with 30 staff to receive 20 hours of refresher training. This will get 90% of our team members through training – an effort that has been underway for more than a year.
- Over the last six months, Mountain Line has provided more than 38 thousand hours of transit service and driven 478,350 miles and 38 of our team members are 100% accident free! These team members have earned the first half of the accident-free bonus in recognition of their excellent performance.
- Four team members have joined Mountain Line's 100 Club receiving 100% on the behind the wheel evaluation, exhibiting great mastery of the driving skills necessary for safe and efficient operations of a transit bus.
- Mountain Line is again celebrating a retirement; Jim Wagner is retiring after 18 plus years of service. Jim has been an important part of many things at Mountain Line – the launch of Mountain Line in 2001, the launch of Sedona Roadrunner in 2006, the introduction of Verde Lynx in 2009, the onboarding of Cottonwood Area Transit in 2011, the launch of Route 10 in 2011, and the revamp of Cottonwood's programs in 2012 as well as many other critical moments in Mountain Line's history. Jim will be tremendously missed by our team.
- Happy Anniversary to our February anniversaries.

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March: TAC Meeting is Thurs, 3/7 Board Meeting is Wed, 3/27

ITEMS:	WHO & WHAT:
Safety Minute	Sam
Milestone Anniversaries	Heather D
Operating Budget Overview	Josh - D
Financial Audit	Josh - D/A
Safety Plan Update	Sam - D/A
Lot Modification of Adjacent Land Parcel	Anne - D/A
Biannual Performance Report	Bizzy - D/A
Electric Bus Performance Report	Bizzy - D/A
2024 Transit Tax Update	Jacki - PR
Triennial Review Update	Bizzy - PR
Delegation of Authority Update – Agreements, Grants, and Procurements:	Heather D - PR
April/May Agenda Calendar	

April: TAC Meeting is Thurs, 4/4 Board Meeting is Wed, 4/17

ITEMS:	WHO & WHAT:
Safety Minute	Sam
Milestone Anniversaries	Heather D
MetroPlan Route 66 Operational Assessment	Mandia/MetroPlan
Coordinated Plan	Estella - C
Capital Budget Overview	Josh - D
Modify Mountain Line Fare Program	Heather D - D/A
August Service Changes (if any)	Estella - D/A
CDL Course Closeout	Anne - D/A
Bus Stop Acquisition Policy	Anne - D/A
Mountain Express Update	Jacki - PR
Workforce Utilization Report (Mid-Year)	Codi - PR
Training Update	Sam - PR
Delegation of Authority Update – Agreements, Grants, and Procurements:	Heather D - PR
May/June Agenda Calendar	

C = Consent, D/A = Discussion/Action, D = Discussion, PR = Progress Report