



Mountain Line

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Board of Directors Minutes for Wednesday, February 21, 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, February 21, 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:

Jeronimo Vasquez, (Vice Chair), Acting Chair, Board of Supervisors, Coconino County;
Miranda Sweet, City Councilor, City of Flagstaff;
Lori Matthews, City Councilor, City of Flagstaff;
Kurt Stull, Executive Director of Facilities and Security, CCC, alternate, (Zoom);
Josh Maher, Associate VP for Community Relations, NAU, alternate, (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:

Tony Williams, (Chair), Vice President of Student Services, CCC, designee

MOUNTAIN LINE STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager, (In Person/Zoom);
Jacki Lenners, Deputy General Manager;
Sam Short, Workforce Director, (In Person/Zoom);
Anne Dunno, Capital Development Manager;
Jeremiah McVicker, Maintenance Manager;
Codi Weaver, Human Resources Manager, left at approximately 11:16am;
Dave Doss, Operations Manager, (Zoom);
Bizzy Collins, Strategic Performance Planner, (Zoom);
Estella Hollander, Mobility Planner, (Zoom), joined at approximately 11:00am;
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;
Jim Wagner, Former Mountain Line Operations Director, left at approximately 10:15am;
Sara Dechter, Comprehensive and Neighborhood Planning Manager, City of Flagstaff, joined at approximately 10:03am and left at approximately 10:31am

1. CALL TO ORDER -Vice Chair Vasquez called the meeting to order at approximately 10:00am.

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2. ROLL CALL
3. SAFETY MINUTE
-Sam Short, Workforce Director

Mr. Short reported on Automated External Defibrillators (AEDs). He stated February is American Heart Month. He shared the fact that the best chance of survival for someone suffering sudden cardiac arrest is use of an AED.

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

Ms. Dalmolin reviewed the February milestone anniversaries and one retirement.

5. CALL TO THE PUBLIC

Ms. Cashman stated no members of the public were present at the meeting and no comments were received via email in advance of the meeting.

6. APPROVAL OF MINUTES 1/17/2024

Director Matthews moved to approve the minutes for the meeting held on January 17, 2024. Director Sweet seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jeronimo Vasquez	X	
Miranda Sweet	X	
Lori Matthews	X	
Kurt Stull	X	
Josh Maher	X	

7. FLAGSTAFF REGIONAL PLAN 2045 UPDATE PRESENTATION
-Sara Dechter, Comprehensive and Neighborhood Planning Manager, City of Flagstaff

Ms. Dechter shared a PowerPoint presentation with the Board. She answered all Board member questions.

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.

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8. 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)

-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.

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

NAME	YES VOTE	NO VOTE
Jeronimo Vasquez	X	
Miranda Sweet	X	
Lori Matthews	X	
Kurt Stull	X	
Josh Maher	X	

DISCUSSION / ACTION ITEMS:

9. FY2025 BUDGET MESSAGE

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin reviewed the three key areas for the FY2025 Budget: financial capacity, inflationary impacts, and budget goals. There was a question about the insurance premium increase. Ms. Dalmolin shared that insurance premiums have increased 437 percent since 2018 when a major insurance carrier closed its doors. This equates to approximately \$100,000 a year for Mountain Line. She noted the camera systems help. She said it is not due to claims, as only 2 large claims have been paid out in more than 20 years. She noted that Mountain Line is considering a self-insured higher deductible policy as a measure to reduce premium costs. She explained staff work with a broker to strategize all possible savings and in 2018 Mountain Line joined an insurance pool for higher tier of coverage necessary to meet total coverage requirements. She also stated that while pools are one measure to control and reduce costs, pools can be challenging across states as liability rules are different from state to state. Our Restated Master Intergovernmental Agreement (IGA) was amended several years ago to require \$21 million of insurance coverage, down from \$30 million. There was another question related to the insurance concern and possibility for lobbying the State and/or U.S. Legislature. Ms. Dalmolin replied lobbying has not been done, but there may be a possibility of a State consortium to request a change. Another Board member asked about the possibility of pools for independent agencies versus municipalities. Ms. Dalmolin explained transit agencies across our state are set up in many different ways and that presents challenges, especially for rural operations in cities and counties. She stated there is a need to figure out how to change policies/premiums. There were no further questions.

10. FY2025 WORKFORCE BUDGET

-Josh Stone, Management Services Director

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

Ms. Dalmolin presented this item on Mr. Stone's behalf. She explained that even though we recently asked the Board to approve the 60 cent increase per hour in pay for all hourly employees, there is still competition for workers with the fast food industry with a lot less responsibility. She noted the Pay Plan was approved by the Board in 2020. She stated a compensation study will be done to look at wages holistically. Other notable changes are observance of Indigenous Peoples' Day as a holiday on the second Monday in October going forward; double time for driver overtime, budgeted at \$158,000; and an increase of 1.5 percent in the health insurance premium for all employees on the plan. The total workforce budget increase will be \$407,226. There were no questions.

11. RECRUITMENT AND RETENTION

-Codi Weaver, Human Resources Manager

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

Ms. Weaver communicated to the Board that her main focus is our team members. She reviewed the many recruitment and retention strategies being utilized by Mountain Line at this time. There were multiple questions related to the Housing Assistance Loan. Ms. Weaver noted seven employees have used this housing assistance program so far; two for recruitment and others for retention and there have not been any issues with repayment thus far. She confirmed the amount available is up to \$5,000 and staff work with the employee on a loan repayment solution that works for each employee. Ms. Dalmolin added that Mountain Line makes the payment on behalf of the employee so that it is known that the money is being used for housing specifically; employees can choose to have bonuses, etc. go to payback of the loan. She also noted that two employees that have used this program did leave Mountain Line employment; however, they did repay the loan upon leaving. One Board member confirmed that the method used by Mountain Line ensures there is no tax burden to the employee by taking the loan. There was no further discussion.

12. MAINTENANCE FACILITY PROJECT UPDATE

-Anne Dunno, Capital Development Manager

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

Ms. Dunno shared that the Kaspar Headquarters Master Plan (KHMP) was approved by the Board a few years ago and it is a 20 year plan. She noted there are two phases to the project, with Phase 1 being the maintenance building with parking on the roof and Phase 2 being the bus storage building. She commented that the bus storage building is currently not funded. She reported she is working with the City on building concepts. She said the design team is HDR and the Construction Manager at Risk (CMAR) is Kinney Construction Services (KCS). She communicated the status and next steps with some work on site later this year and demolition of Shop 0 once the majority of employees have move to the new Downtown Connection Center (DCC) next year. She confirmed that Phase 1 has been fully funded at approximately \$22 million. Vice Chair Vasquez stated he serves on the Rural Transportation Advocacy Council (RTAC) on behalf of MetroPlan and he asked for clarification on the Mountain Line ask for this project being supported by MetroPlan. Ms. Dalmolin explained

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Mountain Line needs 20 percent for local match and the hope is that the State would pay 10 percent and the City Transit Tax would pay 10 percent. She communicated that MetroPlan is making the ask on behalf of Mountain Line through their grant opportunity for the region and it would save local funds for other projects. Ms. Dunno stated this project will improve the working conditions for our mechanics who currently have to work on our 60 foot buses outside or with the shop doors open. One Board member was pleased about the opportunity to leverage funds for other projects. Another Board member asked about the opportunity to mitigate the insurance concerns surrounding the possibility of electric vehicle fires. Ms. Dalmolin is asking for the new building to be resilient for future buses, to reduce exposure to potential incidents. There was another question about workforce housing. Ms. Dalmolin stated the adjacent land was evaluated and determined to have a disconnect from current facility use, and a lot modification is being pursued with the intention of disposing of the vacant land to offset costs at some point. She stated she has been approached by the Alliance group, a group representing the public employers in Flagstaff, and their housing subgroup to talk about how land might be used for workforce housing. She noted Mountain Line is not in the business of being a landlord, but our agency may be able to partner with others for use of the parcel. There was no further discussion.

13. DOWNTOWN CONNECTION CENTER (DCC) UPDATE

-Anne Dunno, Capital Development Manager

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

Ms. Dunno reported that Mountain Line received the permit to go vertical on the DCC building. She noted the cross laminated timber will arrive this spring. She shared multiple photos and stated lots of underground work is being done. She communicated the plan is to still get our Certificate of Occupancy in May 2025. She stated Phase 2a is the interim use of the DCC, a triangle wedge of the property to operate while the Rio de Flag work is being done. She added that Phase 2b is installation of the electrical package when the Rio de Flag work is completed in approximately 2028 and then the development of the civic space can proceed. There was a question about building over the Rio de Flag project. Ms. Dunno confirmed that Mountain Line has to wait to build over the Rio de Flag when that construction is done due to electrification. There were no other questions.

PROGRESS REPORTS:

There were no questions regarding the progress reports.

14. FLAGSTAFF UNIFIED SCHOOL DISTRICT

-Jacki Lenners, Deputy General Manager

15. FIRST MILE LAST MILE PROJECT UPDATE

-Estella Hollander, Planning Manager

16. GMV SYNCROMATICS UPATE

-Jon Matthies, Information Technology Manager

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17. DELEGATIONS OF AUTHORITY
-Heather Dalmolin, CEO and General Manager
18. SUMMARY OF CURRENT EVENTS
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- A photo was shown of Ms. Weaver and Ms. Tullie at the NAU Job Fair.
- With reduced service in November due to reduced overtime for operators, there were reduced accidents.
- A snow photo was shared from the week of February 5th, a stuck bus being pulled by one of our fleet trucks. The frequency of service was pulled on one day to be able to allow for rest and recovery of staff in the field, but still allowing for getting our customers where they needed to go.
- She and Ms. Lenners attended the South West Transit Association conference in Tulsa, Oklahoma in early February and a photo of them was shared. She stated that transit systems in our region are dealing with similar issues as us.
- Our Montoya Fellow, Ty Holliday, has developed a rider evaluation tool to be used by leadership and intended to for use from a customer perspective.
- A video was shown of the concrete pour for the Commercial Driver's License (CDL) Course.
- Operator refresher training will commence in March; 20 hours of training for 30 operators to be fully refreshed.
- We have 38 operators that are 100 percent accident free, providing 38,233 hours of service while driving 478,352 miles.
- The 100 Club has four new members with years of service ranging from 1-18 years.
- February anniversaries were recognized.
- She recently testified for an Arizona house bill that would make an assault on a transit operator an aggravated assault charge which is a felony.

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

March/April Working Agenda

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 the Operating Budget Overview, Financial Audit, Safety Plan Update, Lot Modification of Adjacent Land Parcel, Biannual Performance Report, Electric Bus Performance Report, 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 -Vice Chair Vasquez adjourned the meeting at approximately 11:34am.

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Tony Williams, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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