



Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

NOTICE AND AGENDA OF PUBLIC MEETING AND POSSIBLE EXECUTIVE SESSION OF THE BOARD OF DIRECTORS (BOD) OF THE NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Board of Directors (BOD) of the Northern Arizona Intergovernmental Public Transportation Authority (“Mountain Line”) and to the general public that the Board will hold a meeting on:

Wednesday, March 27, 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.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

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

-Jacki Lenners, Deputy 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 2/21/2024

-pages 5-11

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. PURCHASING POLICY CLERICAL EDITS

-pages 12-13

-Heather Higgins, Purchasing and Contracts Officer

Staff recommends the Board of Directors approve and adopt Mountain Line's Purchasing Policy, updated to incorporate clerical changes that reflect current Mountain Line staff approval levels for purchases and contracts, and authorize the CEO and General Manager to approve future updates that do not alter the intent of the Purchasing Policy.

DISCUSSION / ACTION ITEMS:

8. FY2025 OPERATING BUDGET

-pages 14-15

-Josh Stone, Management Services Director

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

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

9. AMENDED MOUNTAIN LINE SAFETY PLAN -pages 16-17
-Sam Short, Workforce Director
Staff recommends the Board of Directors approve the amended Mountain Line Public Transportation Agency Safety Plan (the Safety Plan) as required by the Federal Transit Administration.
10. LINDA VISTA PROPERTY LOT MODIFICATION UPDATE -pages 18-20
-Anne Dunno, Capital Development Manager
The Board may provide direction, but there is no recommendation from staff at this time.
11. BIANNUAL PERFORMANCE REPORT -pages 21-22
-Bizzy Collins, Strategic Performance Planner
The Board may provide direction, but there is no recommendation from staff at this time.
12. ELECTRIC BUS PERFORMANCE REPORT -pages 23-24
-Bizzy Collins, Strategic Performance Planner
The Board may provide direction, but there is no recommendation from staff at this time.

PROGRESS REPORTS:

13. TRIENNIAL REVIEW UPDATE -pages 25-26
-Bizzy Collins, Strategic Performance Planner
14. FY2025 MEETING DATES – MARCH 2025 BOARD MEETING -pages 27-28
-Rhonda Cashman, Executive Assistant and Clerk of the Board
15. DELEGATIONS OF AUTHORITY UPDATE -pages 29-30
-Heather Dalmolin, CEO and General Manager
16. SUMMARY OF CURRENT EVENTS -pages 31-32
-Heather Dalmolin, CEO and General Manager

EXECUTIVE SESSION

Executive sessions are closed to the public.

The Board will consider a motion to convene an executive session pursuant to A.R.S. § 38-431.03(A)(3) and (4) for the following purpose:

1. Discussion and consultation with Mountain Line's attorney for legal advice, and with

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

Mountain Line's attorney and designated representatives, regarding threatened litigation. ARS § 38-431.03(A)(3) and (4).

Following the conclusion of the Executive Session, the Board will reconvene the public meeting.

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

April/May Working Agenda

-page 33

The next Board meeting will be April 17, 2024 and will be a hybrid in-person and Zoom meeting based in Flagstaff in the Mountain Line VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. April agenda items may include but not be limited to the Coordinated Plan, FY2023 Financial Audit, Capital Budget Overview, Modify Mountain Line Fare Program, CDL Course Closeout, Mountain Express Performance Report, Training Update, Status of Operations Director Position, and Delegation of Authority Updates. The April agenda will be available for review on Mountain Line's website and at Mountain Line's public posting places (listed on the Mountain Line website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the Board.

17. ADJOURNMENT

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

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.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

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.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

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

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

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

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

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 Lenner, Deputy General Manager

15. FIRST MILE LAST MILE PROJECT UPDATE

-Estella Hollander, Planning Manager

16. GMV SYNCROMATICS UPATE

-Jon Matthies, Information Technology Manager

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

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.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

Tony Williams, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

DATE PREPARED: March 19, 2024

MEETING DATE: March 27, 2024

TO Honorable Chair and Members of the Board

FROM: Heather Higgins, Purchasing and Contracts Officer

SUBJECT: Purchasing Policy Clerical Edits

RECOMMENDATION:

Staff recommends the Board of Directors approve and adopt Mountain Line's Purchasing Policy, updated to incorporate clerical changes that reflect current Mountain Line staff approval levels for purchases and contracts, and authorize the CEO and General Manager to approve future updates that do not alter the intent of the Purchasing Policy.

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Fiscal Responsibility
- ❖ Objective: Ensure a sustainable financial future through long-term financial planning.

BACKGROUND:

The attached Purchasing Policy has been developed to ensure proper accountability of the public funds entrusted to Mountain Line and to maintain those controls necessary for Mountain Line to efficiently operate. The uniform Purchasing Policy ensures adequate control over budgets and expenditures, and adherence to legal and ethical procurement procedures. Centralized review and processing of purchases, using standardized guidelines, is an essential component of Mountain Line's overall financial management system.

Clerical edits were needed in the current Purchasing Policy to reflect current Mountain Line staff approval levels for purchases and contracts and to bring titles and hierarchy to date. No changes were made to the Purchasing Policy that would alter the intent of the policy or affect terms of compliance with Federal Transit Administration rules and regulations.

Staff are also seeking approval to allow the CEO and General Manager to approve future updates and changes to the Purchasing Policy that do not modify the intent of the policy. If this approval is granted, the CEO can work directly with the Purchasing and Contracts Officer and the Management Services Director to make regulatory updates, update staff titles and delegate authority as granted by the Board, and clerical corrections. The right to change defined purchase levels and modify procedures will remain at the direction of the Board of Directors through subsequent actions.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

FISCAL IMPACT:

There is no fiscal impact to updating Mountain Line's Purchasing Policy as proposed.

ALTERNATIVES:

- 1) Approve updates to Mountain Line's Purchasing Policy and authorize the CEO to make future updates. (**recommended**): The changes are of a clerical nature and do not significantly alter the Purchasing Policy.
- 2) Do not approve (**not recommended**): If not approved, staff will need to redraft the policy and the policy will not be reflective of current staffing conditions. This delay has the potential to delay procurements and place Mountain Line at risk of not following requirements as set forth by the Federal Transit Administration.

TAC DISCUSSION:

The Transit Advisory Committee did not discuss this agenda item.

SUBMITTED BY:

Heather Higgins
Purchasing and Contracts Officer

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. Draft Purchasing Policy -separate attachment

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

DATE PREPARED: March 18, 2024

DATE: March 27, 2024

TO: Honorable Chair and Members of the Board

FROM: Josh Stone, Management Services Director

SUBJECT: FY2025 Operating Budget

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE:

❖ FY2025 budget supports all aspects of the Strategic Plan Goals and Key Objectives

BACKGROUND:

Staff will present information on the operating portion of the FY2025 budget, excluding workforce expenditure already presented in February. Our overall operating budget request represents an FY2025 increase of \$1.1 million, or 10% over FY2024, from \$11.8 million to \$12.9 million.

As presented in February, approximately \$407,000 of the increase is an important investment in our workforce.

The remaining operating budget increase after the workforce is \$690,000.

- Liability insurance premiums continue to see large year over year increases as they have since before the pandemic. This year's increase is about 25% or \$135,000. Mountain Line, and other transit agencies, has very few options to control this increase as the available number of insurance providers has dwindled to a bare minimum.
- The budget for vehicle and facilities maintenance has been increased by approximately \$400,000.
 - Fuel and oil budgets have increased \$240,000. Since the last budget was developed this is a 12% increase.
 - Contracted services such as janitorial, landscaping, and snow removal have all had contract adjustments due to local minimum wage increase.
 - Parts, supplies, tires, and freight for parts and supplies, have continued to escalate since the last budget was developed. An increase of \$142,000 is distributed across these categories. A small portion of this increase is also allocated for a short duration of occupancy at the Downtown Connection Center.
 - Utilities we have budgeted capacity for increase of electric rates projected by APS and wastewater increases from the City of Flagstaff. Also included across all utilities is an estimate for a small duration of occupancy at the Downtown Connection Center.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

FISCAL IMPACT:

There is no fiscal impact currently associated with this FY2025 budget discussion. The items discussed will impact the final FY2025 budget proposed at the June 2024 meeting.

ALTERNATIVES:

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

TAC DISCUSSION:

Transit Advisory Committee Chair Clifton remarked that the increases needed in the operating budget, particularly supplies and contracted services that include labor costs, were consistent with what the City of Flagstaff was discussing and evaluating in their budget development process. TAC member Johnson requested clarification on the cost of charging an electric bus and how that cost compares with the cost of one of our hybrid electric buses. It was noted that a presentation of electric bus performance as seen to date was further down the agenda and costs would be discussed as part of that presentation.

SUBMITTED BY:

Josh Stone
Management Services Director

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS

None.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

DATE PREPARED: March 18, 2024
DATE: March 27, 2024
TO: Honorable Chair and Members of the Board
FROM: Sam Short, Workforce Director
SUBJECT: Amended Mountain Line Safety Plan

RECOMMENDATION:

Staff recommends the Board of Directors approve the amended Mountain Line Public Transportation Agency Safety Plan (the Safety Plan) as required by the Federal Transit Administration.

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Enhanced Safety Culture
- ❖ Objective: Manage transportation facilities and amenities to support a safe environment for staff and customers.

BACKGROUND:

Mountain Line is required to maintain an agency Safety Plan, or Public Transportation Agency Safety Plan (PTASP), that meets all requirements outlined by the Federal Transit Administration (FTA).

Some of the key components/requirements of the Mountain Line Safety Plan are:

1. The Safety Plan establishes who is ultimately responsible for workplace safety (everyone) and defines those persons roles and responsibilities, as it relates to safety.
2. The Safety Plan lists our Safety Performance Targets, which are based on Mountain Line's safety performance data from the previous 5 years.
3. The Safety Plan contains our Safety Management Policy Statement, which describes what are our safety objectives, and how we will reach those objectives.
4. The Safety Risk Management process is a key element of the Safety Plan. The Safety Risk Management process explains how we will identify, assess, and mitigate any safety hazards.
5. The Safety Assurance element of the Safety Plan provides tools to evaluate our compliance with safety policies and procedures and allows us to assess the effectiveness of our safety risk mitigations.

While this does not cover everything in the Safety Plan, staff wanted to give an overview of some of the important components contained in the plan. The Safety Plan was originally approved by the Mountain Line Board on November 18, 2020. Mountain Line has added 2 Battery Electric Buses to our fleet since that date and staff have amended the Safety Plan to reflect the need for additional policies, procedures, and training for staff, specifically related to the Battery Electric Buses. Staff have also added to the Safety Plan an additional email address where employees may submit non-emergency safety concerns, which will accompany all other available methods of reporting safety concerns.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

FISCAL IMPACT:

While there is a fiscal impact in procuring additional training related specifically to the Battery Electric Buses, the impact is minimized as we have federal funds from the bus procurement that must specifically be spent on training. The finalized cost for additional training is pending.

ALTERNATIVES:

- 1) Approve the amended Mountain Line Safety Plan (**recommended**): This will allow Mountain Line to remain compliant with the FTA PTASP rule and the Safety Plan captures our safety practices and further promotes our strong safety culture for the entire agency.
- 2) Do not approve the Mountain Line Public Transportation Agency Safety Plan (**not recommended**): Staff could revise the Mountain Line Safety Plan based on Board direction and return for consideration in April.

TAC DISCUSSION:

The Transit Advisory Committee members had no feedback regarding the amended Mountain Line Safety Plan.

SUBMITTED BY:

Sam Short
Workforce Director

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. Mountain Line Safety Plan -separate attachment

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

DATE PREPARED: March 18, 2024

MEETING DATE: March 27, 2024

TO Honorable Chair and Members of the Board

FROM: Anne Dunno, Capital Development Manager

SUBJECT: Linda Vista Property Lot Modification Update

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Fiscal Responsibility
- ❖ Objective: Expand Mountain Line revenue resources to allow for the full implementation of the 5-year Transit Plan (Flagstaff in Motion), capital plan, and projected increase in cost of providing service.

BACKGROUND:

In 2017, Mountain Line purchased 5.32 acres of property (“Linda Vista Property”) adjacent to Mountain Line’s developed parcels anticipating future need for expansion of maintenance and bus storage facilities to support growth in transit service. The Linda Vista property is county parcel number 113-22-001S, has an address 3520 E. Linda Vista Drive and is currently zoned high density residential. Mountain Line purchased the Linda Vista property with 100% local funding.

In 2022, Mountain Line developed the Kaspar Headquarters Master Plan (KHMP) which reviewed several alternative concepts but identified the feasibility to construct long-term maintenance and bus storage on the two developed Kaspar parcels identified as parcel 2 and parcel 3. The Linda Vista property was explored for transit use; however, it was determined that development of the property for transit use was not technically or fiscally viable. Instead, Mountain Line would consider other opportunities for the property, including the sale or disposition of the property to leverage as local match on future capital grants.

Subsequently, Mountain Line outlined a proposed lot modification to provide Mountain Line with the tree resources needed for development of the maintenance and bus storage facilities. The lot modification must be approved by the City and County before Mountain Line can obtain the City’s site plan approval and proceed with a Conditional Use Permit (CUP) for the Maintenance Project. The proposed lot modification will also create a more attractive parcel for future development by providing secondary

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

frontage on Kaspar Drive. The proposed lot line modification is intended to capture the area necessary for any the future road easement dedication to extend Linda Vista Drive.

The lot modification will create underlying “split zoning” on the impacted properties. City planning did not recommend pursuing rezoning at this time; it is not a necessary step for the Maintenance Project. Rezoning can be pursued in the future at the time of a development application by Mountain Line or future property owner that impacts the split zoning.

The lot modification includes a portion of parcel 2 (33,369 SF), which was purchased with federal funds and any disposition must be done in accordance with federal real estate disposal rules. Mountain Line is seeking guidance from FTA to consider an exchange of value for portion of the Linda Vista property (18,731 SF) being combined with parcel 2, which would be added to our federal assets, in exchange for the portion of parcel 2 (33,369 SF) that is for disposition.

Mountain Line is currently proceeding with the lot modification administrative process. Lot modification approval is required in order to proceed with the CUP for the Maintenance Facility. The lot modification process is approximately two months. The Board may advise feedback on the lot modification but substantive changes or new direction to halt the lot modification process will impact the schedule and budget of the Maintenance Project.

FISCAL IMPACT:

The cost of technical services to support the lot modification administrative process is \$15,000 and included in the approved Maintenance Design Task Order with HDR. The Task Order is budgeted in the adopted FY2024 Mountain Line budget.

TAC DISCUSSION:

TAC was supportive of the lot modification.

SUBMITTED BY:

Anne Dunno
Capital Development Manager

APPROVED BY:

Heather Dalmolin
CEO and General Manager

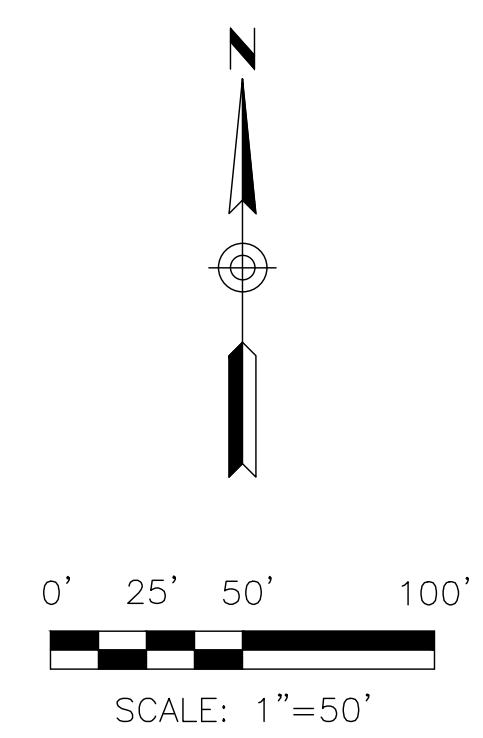
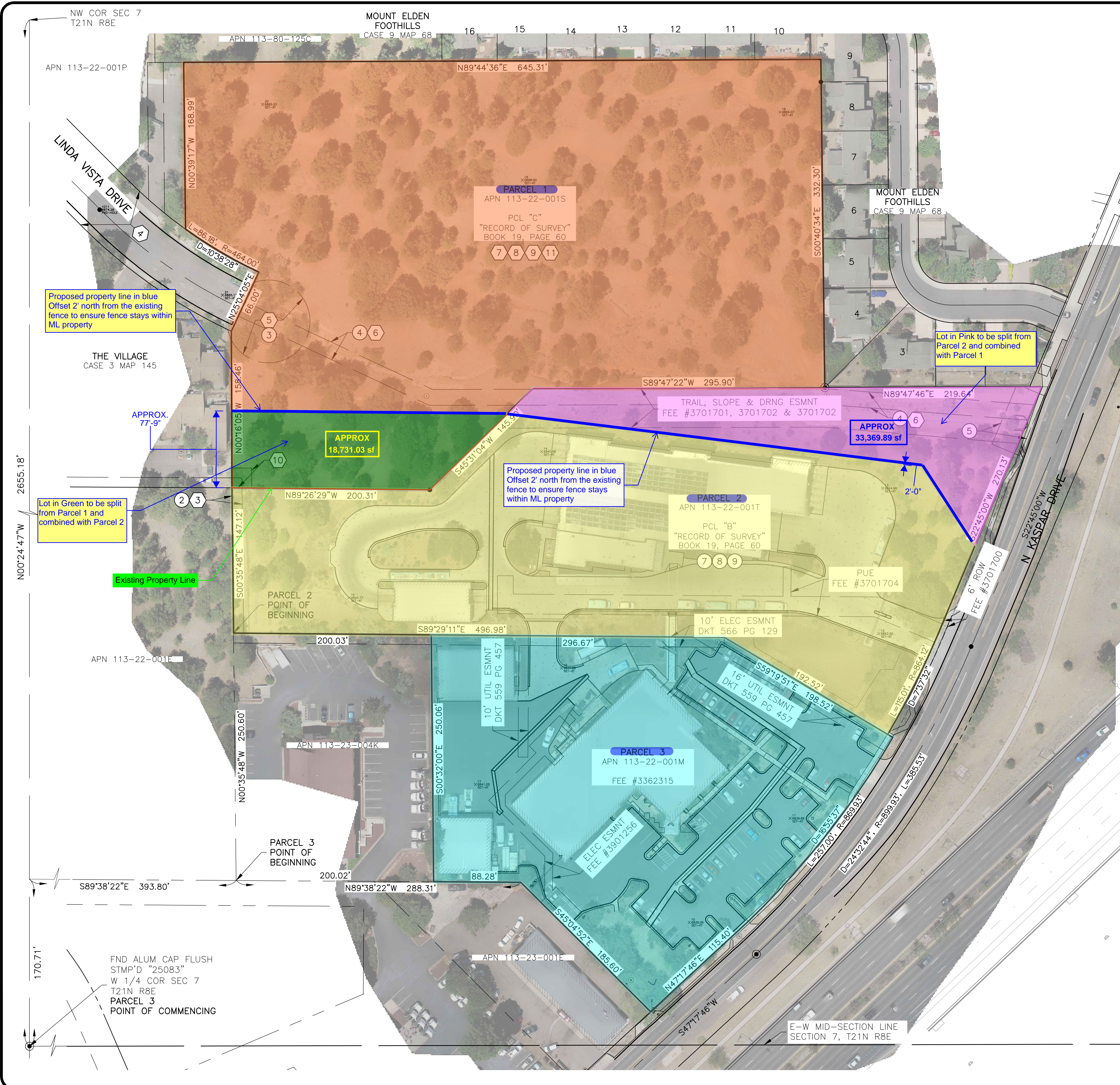
ATTACHMENTS:

1. Linda Vista Lot Modification Exhibit 2024-02-27

-page 20

Getting you where you want to go





SITE ADDRESS

PARCEL 1 3520 E LINDA VISTA DR. FLAGSTAFF, AZ 86004
 PARCEL 2 3825 N KASPAR DR. FLAGSTAFF, AZ 86004
 PARCEL 3 3773 N KASPAR DR. FLAGSTAFF, AZ 86004

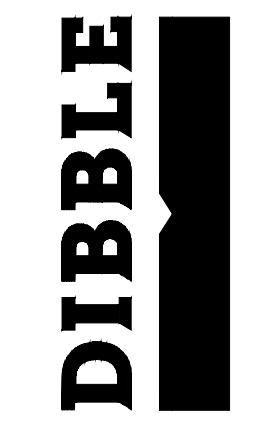
AREAS

PARCEL 1 232,031 SQUARE FEET OR 5.327 ACRES OF LAND, MORE OR LESS
 PARCEL 2 177,319 SQUARE FEET OR 4.071 ACRES OF LAND, MORE OR LESS
 PARCEL 4 117,845 SQUARE FEET OR 2.705 ACRES OF LAND, MORE OR LESS
 TOTAL: 527,195 SQUARE FEET OR 12.103 ACRES OF LAND, MORE OR LESS

LEGEND

- FOUND ALUMINUM OR BRASS CAP
- FOUND REBAR
- BOUNDARY LINE
- SECTION LINE
- MID-SECTION LINE
- CENTERLINE
- RIGHT OF WAY LINE
- EASEMENT LINE
- CONTOUR LINE
- ELEC ELECTRIC
- ESMNT EASEMENT
- UTIL UTILITY
- PUE PUBLIC UTILITY EASEMENT
- DRNG DRAINAGE

7878 N. 16th Street
 Suite 300
 Phoenix, AZ 85020
 P 602.957.1155
 F 602.957.2838
 www.dibblecorp.com

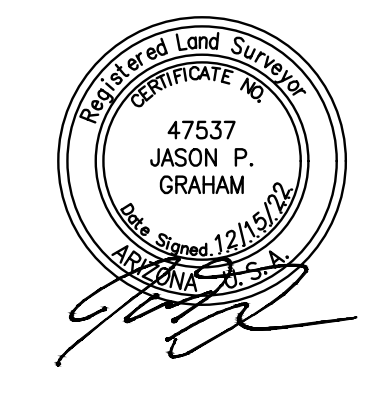


RESULTS OF SURVEY

A PORTION OF THE NORTHWEST 1/4, SECTION 7,
 TOWNSHIP 21 NORTH, RANGE 8 EAST, GILA & SALT
 RIVER MERIDIAN, COCONINO COUNTY, ARIZONA

AERIAL PHOTO

PROJECT NO: 1122018	DATE: OCT 2022	SCALE: AS SHOWN
SURVEYED: MAY 2022	DRAWN: CSD	REVIEWED: BAR
FIELD WORK: JRK ARC		REVIEWED: JFG
REVISIONS:		



FILE:\PROJECTS\2022\1122018\AerialPhoto\AerialPhoto.dwg DATE: 10/18/22 TIME: 10:18 am

FND ALUM CAP FLUSH
 STMP'D "25083"
 W 1/4 COR SEC 7
 T21N R8E
 PARCEL 3
 POINT OF COMMENCING



Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

DATE PREPARED: March 19, 2024

MEETING DATE: March 27, 2024

TO Honorable Chair and Members of the Board

FROM: Bizzy Collins, Strategic Performance Planner

SUBJECT: Biannual Performance Report

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

❖ All Goals and Objectives are related to this topic.

BACKGROUND:

As part of Mountain Line's regular review of financial and service data, staff has prepared the FY2024 Mid-Year Biannual Performance Report for the period of July 2023 through December 2023. The report compares current performance to prior years and projections for future years. The performance measures include benchmarks first approved in 2015 by Mountain Line's Transit Advisory Committee and Board of Directors. To broaden our definition of success and tell Mountain Line's story and community value, Mountain Line Board of Directors approved and adopted additional Key Performance Indicators (KPI) and directed staff to add these measures to the 2020-2025 Strategic Plan in June 2023. Staff will discuss trends in the data and provide an update on Strategic Performance efforts.

FISCAL IMPACT:

There is no fiscal impact related to the performance. Changes in service because of concerns about performance could have financial consequences in future years.

TAC DISCUSSION:

Members were impressed with level of effort Mountain Line is undertaking to track the organization's performance and anticipate the positive outcomes as a result of our work.

SUBMITTED BY:

Bizzy Collins
Strategic Performance Planner

APPROVED BY:

Heather Dalmolin
CEO and General Manager

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

ATTACHMENTS: None.



Getting you where you want to go



Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

DATE PREPARED: March 11, 2024

MEETING DATE: March 27, 2024

TO: Honorable Chair and Members of the Board

FROM: Bizzy Collins, Strategic Performance Planner

SUBJECT: Electric Bus Performance Report

RECOMMENDATION:

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

RELATED STRATEGIC PLAN GOAL & OBJECTIVE

- ❖ Goal: Stewardship of Resources
- ❖ Objective: Be exemplary at supporting community goals towards environmental sustainability.

BACKGROUND:

Mountain Line put its first electric bus into service on April 26, 2023, and its second bus into service on September 15, 2023. Following best practices, staff identified key performance indicators (KPI) to evaluate the electric bus pilot to help determine if electric buses are the best fit for Mountain Line by comparing performance with our hybrid buses. This is the first biannual Electric Bus Performance Report and staff are seeking feedback on metrics presented and if others are desired.

FISCAL IMPACT:

There is no fiscal impact associated with approval of this document. The results of the electric bus pilot will help staff to make a future recommendation to the Board for bus procurement, which will have a fiscal impact.

ALTERNATIVES:

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

TAC DISCUSSION:

Members appreciated a per-mile cost comparison to operate electric and hybrid buses that was asked during the budget agenda item. The data seen over the past few months is encouraging and exciting. They recognized that this is an early comparison with limited data and one year from now we will have benefit of hindsight from this effort.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

SUBMITTED BY:

Bizzy Collins
Strategic Performance Planner

APPROVED:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

MOUNTAIN LINE MEMORANDUM

DATE: March 27, 2024

TO: Honorable Chair and Members of the Board

FROM: Bizzy Collins, Strategic Performance Planner

SUBJECT: Triennial Review Update

Every three years, the Federal Transit Administration completes a review of Mountain Line programs and policies for compliance with regulations. This is a good opportunity to take a thorough look at all our processes and be sure that we are operating efficiently and effectively with our available resources. Our last Triennial Review was completed in September 2021 with zero deficiencies, which is highly unusual and exceptional; for comparison the 2017 review had 11 deficiencies.

Mountain Line has begun its participation in the Triennial Review which will cover FY2022, FY2023, and FY2024. This will be Mountain Line's 8th review since 2001. The process begins with a desk review (completion of questionnaire and submission of supporting documentation) which was submitted to the reviewers on February 29. An on-site review is scheduled for May 2 and 3, 2024 and will dig into more detail on selected financial, maintenance, and procurement records, and conduct interviews with key staff on procedures to confirm they align with compliance regulations. An exit conference will be scheduled for the week of May 13 wherein Mountain Line will receive a draft report with the results of the review. If any deficiencies are found, corrective actions will be outlined with deadlines. The final report will be sent a few weeks later and Mountain Line Board Chair Williams will receive an electronic copy directly from the reviewers. Staff will update the Board on the outcome of the final report as the Board typically adopts the Triennial Review report corrective action plan.

The following are the 23 areas reviewed:

- Legal
- Financial Management and Capacity
- Technical Capacity – Award Management, Program Management, and Project Management
- Transit Asset Management
- Satisfactory Continuing Control
- Maintenance
- Procurement

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

- Disadvantaged Business Enterprise
- Title VI
- Americans with Disabilities Act – General, Complementary Paratransit
- Equal Employment Opportunity
- School Bus
- Charter Bus
- Drug-Free Workplace Act
- Drug and Alcohol Awareness
- Program Requirements – Section 5307, 5310, 5311
- Public Transportation Agency Safety Plans
- Cybersecurity

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

MOUNTAIN LINE MEMORANDUM

DATE: March 27, 2024

TO: Honorable Chair and Members of the Board

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

SUBJECT: FY2025 Meeting Dates – March 2025 Board Meeting

Pursuant to the current practice of Mountain Line, the meeting date calendar for the Board of Directors (Board) and the Transit Advisory Committee (TAC) is reviewed twice a year in January and June. This allows all Board, TAC, and staff members to plan and have meetings marked on their calendars.

My apologies for not checking the FUSD, CCC, and NAU calendars for Spring Break dates. The schools have moved their usual third week of the month Spring Break to the second week of the month in both 2024 and 2025. When it was brought to my attention this year, it was too late for us to make an adjustment for this year; however, we are planning to adjust to hold the Board meeting in the usual third week of the month in March 2025.

If any member wishes to discuss these dates further, please request to have this topic added to a future agenda.

Attachment: Updated FY2025 Meeting Dates

-page 28

Getting you where you want to go



MOUNTAIN LINE FY2025 REGULAR MEETINGS

Transit Advisory Committee (TAC) - First Thursday of each Month
Board of Directors (BOD) – Third Wednesday of each Month

Date	Meeting	Location	Time
7/2024	Recess	-----	-----
8/1/2024	TAC	Zoom Mountain Line Based	10am
8/21/2024	BOD	Zoom Mountain Line Based	10am
9/5/2024	TAC	Zoom Mountain Line Based	10am
9/18/2024	BOD	Zoom Mountain Line Based	10am
10/16/2024	BOD/TAC Advance	TBD	9am-2pm
11/7/2024	TAC	Zoom Mountain Line Based	10am
11/20/2024	BOD	Zoom Mountain Line Based	10am
12/2024	Recess	-----	-----
1/2/2025	TAC	Zoom Mountain Line Based	10am
1/15/2025	BOD	Zoom Mountain Line Based	10am
2/6/2025	TAC	Zoom Mountain Line Based	10am
2/19/2025	BOD	Zoom Mountain Line Based	10am
3/6/2025	TAC	Zoom Mountain Line Based	10am
3/19/2025	BOD	Zoom Mountain Line Based	10am
4/3/2025	TAC	Zoom Mountain Line Based	10am
4/16/2025	BOD	Zoom Mountain Line Based	10am
5/21/2025	TAC/BOD Joint Meeting	TBD	10am-2pm
6/5/2025	TAC	Zoom Mountain Line Based	10am
6/18/2025	BOD	Zoom Mountain Line Based	10am

Subject to change up until 24 hours before meeting

Updated 2/26/2024



Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

MOUNTAIN LINE MEMORANDUM

DATE: March 27, 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 2024-100, Kaspar Maintenance Facility Construction Manager At Risk

RFP 2024-100, Kaspar Maintenance Facility Construction Manager At Risk was released in November of 2023, closing in January 2024 with two proposals, from Kinney Construction Services and FCI Constructors. A scoring committee composed of Mountain Line staff, a licensed general contractor, and the design professional for the project evaluated proposals as well as held in person interviews, and ultimately recommended award to Kinney Construction Services for a pre-construction value of \$87,149 and construction phase profit and overhead fee of 4.4%.

RFP 2023-1160, Computer Aided Dispatch and Automatic Vehicle Location Change Order #3

Change Order #3 includes the “Bus in a box” for the training department not listed on the initial bid. It also has an LCD Sign Template for the Real Time arrival signage currently displayed at the courthouse. The Bus in a Box will be an intricate part of staff training replacing our current Transit fare tools. The LCD sign is needed to replace the current sign at the courthouse, as the current signage through Transit Fare was discontinued February 4th, 2024. Also, this includes one set of “GMV spare parts,” to allow Fleet to have one set of back up parts on site. The value of Change Order #3 is \$40,095, bringing the total cumulative value of the contract to \$902,153.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

RFP 2022-500, Architectural Design Services Change Order #6

In April 2022, Mountain Line awarded RSOQ 2022-500 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 #6 is to add delegated design for cold formed metal studs. The value of Change Order #6 is \$8,800, bringing the total cumulative value of the contract to \$1,594,504.

Agreements and Contracts Authority – Resolution 2020-100

City of Flagstaff Direct Delivered Reclaimed Water Agreement

The City of Flagstaff and Mountain Line have executed an Agreement, effective February 13, 2024, for the sale and use of reclaimed water from the Rio de Flag Water Reclamation Plant with a peak monthly water delivery schedule of 39,000 gallons. Monthly water use will be billed according to rates set forth in 7-03-001-0018 of City Code.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

MOUNTAIN LINE MEMORANDUM

DATE: March 27, 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

- The 2023-2024 Mountain Express season was complete at the end of February, and we had zero accidents. This is unprecedented and a huge accomplishment for the Mountain Line Team! This is clear evidence to me that Mountain Line currently has the team needed to continue its development in an upward fashion. We can continue to hire, train, and encourage new staff to learn from the BEST! This is a new milestone you have reached in your commitment to the Flagstaff Community, and I am proud to have each one of you as part of this team.
- We have 6 trainees in CDL training, two are returning team members. We look forward to having these new operators join our full time staff soon!
- We have recently interviewed 4 operators for two fulltime Operations Supervisor positions. We are grateful for the interest shown in continuing to grow their career at Mountain Line.
- Mountain Line's 2nd Quarter Transit Operator meetings have been completed with more than a half dozen in person meetings. This involves all operators and continues to focus on development of processes and feedback to operation's leadership. These are open forum meetings where staff are encouraged to guide topics and conversation.

Partnerships and Outreach

- I was in Washington DC earlier this month with the Community Transportation Association of America. I met with all of our members to discuss progress on funded projects and our legislative priorities. I also joined CTAA staff in meetings with committee staff to talk about national transit challenges and priorities.
- Nick Johnson from our operation's team participated in a Bus Roadeo sponsored by SunTran in Tucson. Nick did a great job, finishing first in the 35 foot bus competition involving safety, skills, APTA handbook knowledge, and other transit skills against many other transit operators. We look forward to hosting our own Bus Roadeo once our CDL training and testing facility is open for use.

Finance, Compliance, and Procurement

- On March 6, the Transportation Housing and Urban Development, and Related Agencies Appropriation Act passed. This bill ensures funding Flagstaff uses for transit programs are

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

authorized and appropriated. The bill is reflective of funding levels as authorized in the Bipartisan Infrastructure Law.

Staffing

- Save the Date! We will be celebrating Jim Wagner's retirement on April 18. We will have invitations sent to you soon and hope you can stop.
- Happy Retirement to Grace Charley. Grace is retiring after almost 30 years of service as a Transit Operator.
- Happy Anniversary to our March anniversaries.

Getting you where you want to go



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
FY2023 Financial Audit	Josh - D/A
Capital Budget Overview	Josh - D
Modify Mountain Line Fare Program	Heather D - D/A
CDL Course Closeout	Anne - D/A
Mountain Express Update	Jacki - PR
Training Update	Sam - PR
Status of Operations Director Position	Heather D - PR
Delegation of Authority Update – Agreements, Grants, and Procurements:	Heather D - PR
May/June Agenda Calendar	

May: No TAC Meeting Board and TAC Joint Meeting is Wed, 5/15

ITEMS:	WHO & WHAT:
Safety Minute	Sam
Milestone Anniversaries	Heather D
Review Strategic Workplan	Heather D - D
Budget Presentation	Josh - D
Future Vehicle Procurement	Jeremiah - D
EV Charging Update/DCC Phase Two	Anne - D
Bus Stop Acquisition Policy	Anne - D
2024 Transit Tax Update	Jacki - D
Triennial Review Update	Bizzy - PR
Workforce Utilization Report (Mid-Year)	Codi - PR
Delegation of Authority Update – Agreements, Grants, and Procurements:	Heather D - PR
June/August Agenda Calendar (July Recess)	

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