

Mountain Line

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Board of Directors Minutes for Wednesday, March 27, 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, March 27, 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), joined at approximately 10:12am;
Miranda Sweet, City Councilor, City of Flagstaff, (Zoom);
Lori Matthews, City Councilor, City of Flagstaff, (Zoom);
Josh Maher, Associate VP for Community Relations, NAU, alternate
**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:

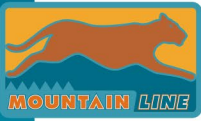
Jacki Lenners, Deputy General Manager;
Josh Stone, Management Services Director, (Zoom), left at approximately 11:08am;
Sam Short, Workforce Director;
Anne Dunno, Capital Development Manager, left at approximately 11:08am;
Jeremiah McVicker, Maintenance Manager, left at approximately 11:08am;
Codi Weaver, Human Resources Manager, left at approximately 11:08am;
Dave Doss, Operations Manager, (Zoom), left at approximately 10:32am;
Bizzy Collins, Strategic Performance Planner, left at approximately 11:08am;
Estella Hollander, Mobility Planner, left at approximately 11:08am;
Heather Higgins, Purchasing and Contracts Officer, (Zoom), joined at approximately 10:05am, left at approximately 11:08am;
LaReina Reyes, Associate Transit Planner, left at approximately 11:08am;
Jon Matthies, IT Manager, left at approximately 11:09am and returned at approximately 11:26am;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Scott Holcomb, Mountain Line Attorney, (Zoom)

GUESTS PRESENT:

None

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

2. ROLL CALL

3. SAFETY MINUTE

-Sam Short, Workforce Director

Mr. Short reported on Poison Prevention Month, and he provided information on how to keep your home safe.

4. MILESTONE ANNIVERSARIES

-Jacki Lenners, Deputy General Manager

Ms. Lenners reviewed the March milestone anniversaries and one retirement.

Ms. Lenners also made a couple announcements about the invitations going out for Jim Wagner's retirement party next month, asking Board members to RSVP to Rhonda, and Operations Supervisor Nick Johnson received first place in the Bus Rodeo in Tucson earlier this month.

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 2/21/2024

Director Maher moved to approve the minutes for the meeting held on February 21, 2024. Director Matthews seconded. There was no discussion. Chair Williams abstained as he was not in attendance at this meeting. All approved, none opposed. Motion carried.

| NAME | YES VOTE | NO VOTE | ABSTAINED |
|---------------|----------|---------|-----------|
| Tony Williams | | | 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.

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7. PURCHASING POLICY CLERICAL EDITS

-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.

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

| NAME | YES VOTE | NO VOTE |
|---------------|----------|---------|
| Tony Williams | X | |
| Miranda Sweet | X | |
| Lori Matthews | X | |
| Josh Maher | X | |

DISCUSSION / ACTION ITEMS:

8. FY2025 OPERATIONS BUDGET

-Josh Stone, Management Services Director

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

Mr. Stone reviewed the portion of the Operations budget, aside from the Workforce budget presented last month. The focus of his report was primarily on the increased costs of liability insurance, fuel, vehicle parts and supplies, as well as facilities supplies and contracted services. He noted that despite staff efforts to keep costs down, there are market influences that are beyond our control. He also explained that Mountain Line anticipates occupying the new Downtown Connection Center in May 2025, and the budget reflects the associated costs of that facility being open for approximately two months in FY2025. One Board member requested a copy of the full proposed budget. Mr. Stone responded that it should be available in May. There was no other discussion.

9. AMENDED MOUNTAIN LINE SAFETY PLAN

-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.

Mr. Short provided a brief history of the Mountain Line Safety Plan and its adoption by the Board in November 2020. He stated the plan establishes who is responsible for safety within the organization, a top down approach, and defines staff roles and responsibilities related to safety. He communicated the plan also outlines how we evaluate our policies and procedures in the Safety Assurance section and provides tools to evaluate risk. He shared an example using the Risk Assessment Matrix. The additions to the plan include an email address as another avenue to report safety concerns, new policies and procedures specific to Battery Electric Buses, and training for all staff, specifically related to Battery Electric Buses. He noted





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any changes to this document requires Board approval. There were no questions. Director Sweet moved to approve the consent agenda. Director Maher 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 | |

10. ELECTRIC BUS PERFORMANCE REPORT

-Bizzy Collins, Strategic Performance Planner

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

Ms. Collins explained this report will compare the battery electric buses against each other, as well as against our hybrid buses. She noted the Gillig electric bus went into service in April 2023 and has a battery capacity of 440 kilowatts per hour, and the New Flyer electric bus went into service in September and has a capacity of 340 kilowatts per hour. She stated Mountain Line has one 50 kilowatt Heliox mobile charger at Kaspar Headquarters. She explained the Key Performance Indicators (KPIs) being tracked for reporting: Efficiency, per mile and by temperature; Environmental Impact, by diesel gallons avoided and by carbon dioxide avoided; and by Cost, cost per mile. She stated these categories are the industry standard for comparison. She reported the New Flyer with the smaller battery capacity is the most efficient per mile, and the hybrid is in the middle. She shared charts of comparisons with peers. She stated the temperature does not seem to be an impact; perhaps due to the buses being stored in a building when not in use, so they are not starting out terribly cold. She conveyed that the Battery Electric Buses do better when accounting for Gallons of Diesel Avoided. She reported on our energy cost per mile and shared our peer comparison with Missoula. She explained the next steps are for staff to come up with a bus procurement recommendation to place an order sometime this summer. She stated staff are still evaluating all options right now. There was a question about how much time it takes to recharge the batteries. Mr. McVicker answered that it typically takes 4-6 hours depending on the bus manufacturer. Ms. Collins added that the size of the charger has an impact on how much time it takes to charge as well. She reported that some outlets did have to be upgraded to handle the charger; currently, charging can occur in Shop 2 or Shop 3. A Board member asked for further explanation of energy cost. Ms. Collins stated the Battery Electric Buses are more cost effective, per the graph. She noted that a procurement recommendation should be brought forward in May. There was no further discussion.

11. BIANNUAL PERFORMANCE REPORT

-Bizzy Collins, Strategic Performance Planner

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

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Ms. Collins stated the focus of this report was the correlation between the FY2024 Goal and the actual FY2024 first and second quarters. She noted that reduced fixed route service during this period of time has impacted ridership. She reported that there has been an eight percent increase in ridership over the same time period in FY2023, which translates to 63 percent of pre-COVID ridership. She shared that our comingled paratransit and microtransit service has reduced our deadhead miles by 39 percent. She noted Paratransit trips have decreased by 14 percent, which may not be a bad thing, if clients are choosing a less costly taxi ride. She reported that the taxi programs offer clients more flexibility for same day service at a lower cost. She noted that City taxi trips increased by 36 percent and County taxi trips stayed relatively flat. She conveyed that the Vanpool program has continued to grow, now having 11 Vanpools, and ridership is 88 percent higher than pre-COVID. There was a question related to fixed route and why ridership has not recovered. Ms. Collins provided a Route 10 example; if a student can walk to their destination in the same time as waiting and riding the bus, due to less frequency, they are probably choosing to walk. She noted the reduced service is directly related to workforce shortages. Ms. Lenner stated the plan is to be back to full service by the time the school year starts this fall. Ms. Collins shared the Peer Agency Comparisons for fixed route and vanpool programs. Next, she reviewed the Strategic Plan Scorecard. She stated staff are still working toward trying to get “apples to apples” comparisons. There was no further discussion.

12. LINDA VISTA PROPERTY LOT MODIFICATION UPDATE

-Anne Dunno, Capital Development Manager

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

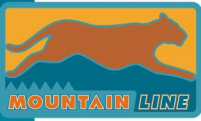
Ms. Dunno explained the Linda Vista property was purchased in 2017 using local dollars, and in 2022 the Board determined that development of this parcel as part of the Kaspar Headquarters Master Plan was not feasible and directed staff to take action to realign property lines and consider disposition of property in the future. She shared a color-coded exhibit of the layout of all three parcels owned by Mountain Line with the lot modification line clearly marked and the two pieces in different colors to show the proposed changes to streamline the two eastern parcels for mutual benefit. She explained the green area would combine with the beige area due to trees needed for our maintenance facility development, and the pink would combine with the orange piece to allow for access to Kaspar and potentially to Linda Vista if it is ever extended, also making this parcel more favorable for sale in the future. There was a question about the timeline for the lot modification. Ms. Dunno responded that it is expected to take about two months; it is currently under City review, so hopefully it can be complete by June. She stated the next step would then be to get the Conditional Use Permit. A Board member asked if the Board would receive another update with a recommendation of how to proceed with the land disposition later this year. Ms. Dunno concurred. There was no further discussion.

PROGRESS REPORTS:

There were no questions regarding the progress reports.

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

Current events were skipped in the interest of time. The written report was in the agenda packet.

At approximately 11:08am, Director Vasquez made a motion to move into executive session. Director Sweet 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 | |

EXECUTIVE SESSION

Executive sessions are closed to the public.

The Board considered 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 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 reconvened the public meeting at approximately 11:27am.

ITEMS FROM COMMITTEE AND STAFF:

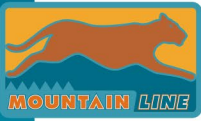
SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

March/April Working Agenda

The next Board meeting will be April 17, 2024 and will be a hybrid in-person and Zoom meeting based

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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 MetroPlan Route 66 Operational Assessment, The Coordinated Plan, FY2023 Financial Audit, Capital Budget Overview, Modify Mountain Line Fare Program, Commercial Driver's License (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 -Chair Williams adjourned the meeting at approximately 11:28am.

Tony Williams, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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