



## Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · [www.mountainline.az.gov](http://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, April 17, 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](mailto: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](mailto: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 3/27/2024

-pages 5-11

7. METROPLAN ROUTE 66 OPERATIONAL ASSESSMENT

-added item

-Mandia Gonzales, Transportation Planner, MetroPlan

### 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. THE METROPLAN AND MOUNTAIN LINE COORDINATED PUBLIC TRANSIT – HUMAN SERVICES TRANSPORTATION PLAN

-pages 12-13

-Estella Hollander, Planning Manager

Staff recommends the Board of Directors adopt the MetroPlan and Mountain Line Coordinated Public Transit - Human Services Transportation Plan.

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### DISCUSSION / ACTION ITEMS:

9. FY2023 FINANCIAL AUDIT REPORT -pages 14-23  
-Josh Stone, Management Services Director  
Staff recommends the Board of Directors approve the FY2023 Financial Audit Report which was completed by Fester and Chapman P.C. and filed as required by March 31, 2024.
10. FY2025 CAPITAL BUDGET -pages 24-25  
-Josh Stone, Management Services Director  
The Board may provide direction, but there is no recommendation from staff at this time.
11. EXPAND THE REDUCED FARE PROGRAM -pages 26-28  
-Heather Dalmolin, CEO and General Manager  
Staff recommends the Board of Directors approve expansion of the reduced fare program to add active military, veterans, and low-income as eligible persons.
12. COMMERCIAL DRIVER'S LICENSE (CDL) COURSE PROJECT CLOSEOUT  
-Anne Dunno, Capital Development Manager -pages 29-30  
The Board may provide direction, but there is no recommendation from staff at this time.

### PROGRESS REPORTS:

13. MOUNTAIN EXPRESS PERFORMANCE REPORT -pages 31-32  
-Bizzy Collins, Strategic Performance Planner
14. TRAINING UPDATE -page 33  
-Sam Short, Workforce Director
15. OPERATIONS DIRECTOR UPDATE -pages 34-35  
-Heather Dalmolin, CEO and General Manager
16. WASHINGTON, D.C. TRIP -pages 36-38  
-Heather Dalmolin, CEO and General Manager
17. DELEGATIONS OF AUTHORITY UPDATE -pages 39-40  
-Heather Dalmolin, CEO and General Manager
18. SUMMARY OF CURRENT EVENTS  
-Heather Dalmolin, CEO and General Manager

### ITEMS FROM COMMITTEE AND STAFF:

#### SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

May/June Working Agenda

-page 41





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The next Board and TAC Joint meeting will be May 15, 2024, and it will be an in-person only meeting based in Flagstaff in the Community Room at the Flagstaff Aquaplex, 1702 N. Fourth St., Flagstaff, AZ 86004 at 10am. The public is invited to attend. Lunch will be served. May agenda items may include but not be limited to Review of the Strategic Plan, the Budget Presentation, Future Vehicle Procurement, Electric Vehicle Charging Update/Downtown Connection Center Phase Two, Bus Stop Acquisition Policy, 2024 Transit Tax Update, Triennial Review Update, Workforce Utilization Mid-Year Report, and Delegation of Authority Updates. The May 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 and TAC.

The next Board meeting will be June 26, 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. June agenda items may include but not be limited to the FY2025 Budget Adoption, Equal Employment Opportunity (EEO) Program, Bus Procurement, Triennial Review Final Report, Mobility as a Study, Procurement Resolution, Grant Resolution, Line of Credit, Personnel Policy Updates, Route 7 Timepoint Change, Annual Cybersecurity Report, Rider Satisfaction Survey Results, Meeting Calendar Review, and Delegation of Authority Updates. The June 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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