



Mountain Line

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Board of Directors Minutes for Wednesday, April 17, 2024

NOTE: IN ACCORDANCE WITH PROVISIONS OF THE ARIZONA REVISED STATUTES THE SUMMARIZED MINUTES OF NAIPTA BOARD MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITHIN QUOTATION MARKS ARE VERBATIM.

The Board of Directors met in Regular Session on Wednesday, April 17, 2024, at 10:00am in the Mountain Line VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004. This was a WEB BASED meeting. Members of the Board and Mountain Line staff attended in person, by internet conferencing, or by telephone. The public was invited to attend.

BOARD MEMBERS PRESENT:

Tony Williams, (Chair), Vice President of Student Services, CCC, designee, (Zoom);
Judy Begay, Board of Supervisors, Coconino County, alternate;
Miranda Sweet, City Councilor, City of Flagstaff, (Zoom);
Deborah Harris, City Councilor, City of Flagstaff, alternate, (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:

Jeronimo Vasquez, (Vice Chair), Board of Supervisors, Coconino County;
Lori Matthews, City Councilor, City of Flagstaff

MOUNTAIN LINE STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager;
Jacki Lenner, Deputy General Manager, (Zoom);
Sam Short, Workforce Director, left at approximately 10:07am, then joined via Zoom at approximately 10:24am;
Anne Dunno, Capital Development Manager;
Jeremiah McVicker, Maintenance Manager;
Codi Weaver, Human Resources Manager;
Dave Doss, Operations Manager;
Bizzy Collins, Strategic Performance Planner;
Estella Hollander, Mobility Planner, (Zoom), left at approximately 10:23am;
Heather Higgins, Purchasing and Contracts Officer, (Zoom), joined at approximately 10:09am;
LaReina Reyes, Associate Transit Planner, (Zoom);
Ken Lesinski, Scheduling Coordinator, left at approximately 10:07am;
Jon Matthies, IT Manager;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Scott Holcomb, Mountain Line Attorney, (Zoom)

GUESTS PRESENT:

Mandia Gonzales, Transportation Planner, MetroPlan, (Zoom), left at approximately 10:21am

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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 distracted driving. He offered tips to stay safe.

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

Ms. Dalmolin reviewed the April milestone anniversaries.

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 3/27/2024

Director Maher made a motion to approve the minutes for the meeting held on March 27, 2024. Director Begay seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Tony Williams	X	
Miranda Sweet	X	
Josh Maher	X	
Deborah Harris	X	
Judy Begay	X	

7. METROPLAN ROUTE 66 OPERATIONAL ASSESSMENT

-Mandia Gonzales, Transportation Planner, MetroPlan

Ms. Gonzales shared a presentation relevant to Mountain Line.

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

-Estella Hollander, Planning Manager

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

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

NAME	YES VOTE	NO VOTE
Tony Williams	X	
Miranda Sweet	X	
Josh Maher	X	
Deborah Harris	X	
Judy Begay	X	

DISCUSSION / ACTION ITEMS:

9. FY2023 FINANCIAL AUDIT REPORT

-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.

Ms. Dalmolin presented this item on behalf of Mr. Stone. She reported there were no deficiencies found. Two notations were shared: 1) a recommendation to include a retiree acknowledgement, 2) a recommendation to capture any retention applied to construction payables as per contractual requirements. There were no questions. Director Maher moved to approve the FY2023 Financial Audit. Director Sweet seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Tony Williams	X	
Miranda Sweet	X	
Josh Maher	X	
Deborah Harris	X	
Judy Begay	X	

10. FY2025 CAPITAL BUDGET

-Josh Stone, Management Services Director

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

Ms. Dalmolin presented this item on behalf of Mr. Stone. She reported on the large projects Mountain Line has in process including the First/Last Mile partnership with the City-match with non-transit funds, the Downtown Connection Center (DCC) Phase 1 building is coming along, the Kaspar Maintenance Facility is in the design phase, creating capacity for battery-electric

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replacement buses, charging infrastructure-fast charging stations at Kaspar, the DCC, and possibly another location, and bus stops. She noted most of these projects have 80 percent commitment from the Federal Transit Administration (FTA). She explained the next steps for the budget are to share the revenues and a line by line budget at the May Joint meeting and consideration of adoption in June. There were no questions and no discussion.

11. EXPAND THE REDUCED FARE PROGRAM

-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.

Ms. Dalmolin asked Board members to consider tabling this item until all regular Board members are present and suggested it be brought back at the joint meeting on May 15th. Director Begay made a motion to table this item until the joint meeting in May. Director Maher seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Tony Williams	X	
Miranda Sweet	X	
Josh Maher	X	
Deborah Harris	X	
Judy Begay	X	

12. COMMERCIAL DRIVER'S LICENSE (CDL) COURSE PROJECT CLOSEOUT

-Anne Dunno, Capital Development Manager

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

Ms. Dunno stated she will share the latest status of the CDL Training and Testing Course. She noted this project is a partnership between Mountain Line and Northern Arizona University (NAU). She communicated that workforce development is the goal of the project. She explained the project took a little longer than expected, but the Arizona Public Service (APS) agreement has now been fully executed. She reported the Arizona Department of Transportation (ADOT) will certify the course and then the striping can be completed. She noted that there will be a ribbon cutting on Wednesday, May 22nd. She shared some photos of the CDL course layout; noting the course will be shared use between Mountain Line and NAU. She stated the course is owned by Mountain Line on NAU land and the operations and maintenance will be shared 50/50. She noted incidental use by other agencies will be allowed for a fee and the revenue earned will help offset the maintenance costs of the facility. She explained the bus storage building originally planned as part of this project has been shelved. Chair Williams commented that this is an important collaborative partnership, a milestone for the community. Director Maher asked who will be responsible for maintenance of the course. Ms. Dunno responded that there will be a committee that will be responsible, including herself and Mr. McVicker from Mountain Line, and Erin Stam, NAU's Director of Parking and Shuttle Services, along with two other NAU representatives to be determined. She also shared that the





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maintenance cost is estimated to be approximately \$25,000 per year. Chair Williams confirmed there was no action needed on this item. There were no questions.

PROGRESS REPORTS:

There were no questions regarding the progress reports.

13. MOUNTAIN EXPRESS PERFORMANCE REPORT
-Bizzy Collins, Strategic Performance Planner
14. TRAINING UPDATE
-Sam Short, Workforce Director
15. OPERATIONS DIRECTOR UPDATE
-Heather Dalmolin, CEO and General Manager
16. WASHINGTON, D.C. TRIP
-Heather Dalmolin, CEO and General Manager
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:

- Student ridership, including increases attributed to Flagstaff Unified School District (FUSD) changes over winter, was reviewed for January 1-March 18, 2024. There is no way to completely distinguish FUSD from other school passes, but other than that show K-12 pass use on all routes, K-12 pass use at 127 stops, and K-12 use of seventy-seven percent of the Mountain Line system. Staff are working with the FUSD Superintendent to determine what is the next evolution for student passes.
- The Aggravated Assault bill has its third read for the full senate today, and if approved, it will go to the Governor for sign. This is very important for the transit industry in Arizona.
- The Arizona State Match Advantage for Rural Transportation (SMART) Fund has passed, and the Governor signed it last week. Ms. Dalmolin communicated her gratitude for Kate Morley crafting most of the new language which will allow rural transit systems statewide, that are not operated by a municipality, to apply for these funds. This is good for Mountain Line.
- The Downtown Connection Center (DCC) building now has walls, windows, and doors!
- Another April anniversary was celebrated.

ITEMS FROM COMMITTEE AND STAFF:

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Chair Williams complimented Ms. Morley at MetroPlan related to the Arizona SMART Fund updated language that passed.

Chair Williams reminded Board members about the Joint Meeting with the Transit Advisory Committee on Wednesday, May 15th, 10am-2pm at the Flagstaff Aquaplex, as well as the regular Board meeting on June 26th meeting, due to the Juneteenth holiday.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

May/June Working Agenda

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 -Chair Williams adjourned the meeting at approximately 10:52am.

Tony Williams, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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