



## 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 TRANSIT ADVISORY COMMITTEE (TAC) 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 TAC of the Northern Arizona Intergovernmental Public Transportation Authority (“Mountain Line”) and to the general public that the TAC will hold a meeting on:

Thursday, June 6, 2024  
10:00 AM  
Mountain Line VERA Room  
3773 N. Kaspar Drive  
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 Transit Advisory Committee may attend in person, internet conferencing, or by telephone. Members of the Public may observe and participate in the meeting at the address above.

**The TAC 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 Transit Advisory Committee (TAC) 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 TAC meeting in-person and submit a speaker card to the Clerk of the Board.

The agenda for the meeting is as follows:

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 TAC. Comments relating to items on the agenda will be taken at the time the item is discussed. The TAC 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 TAC will not recognize anonymous comments.

6. APPROVE TAC MINUTES 4/4/2024

7. REVIEW OF THE DRAFT BOARD BUSINESS AGENDA

The TAC will review the draft Board business agenda and discuss staff reports to provide recommendations to the Board.

- a. **DISCUSSION / ACTION ITEMS:**

- i. FISCAL YEAR 2025 PROPOSED BUDGET

-Josh Stone, Management Services Director

Staff recommends the Board of Directors approve the Fiscal Year 2025 Proposed Budget for a total expense budget of \$83,369,292, with operating of \$12,980,454 and capital of \$70,388,838.

- ii. ZERO EMISSION BUS TRANSITION, NEXT STEPS

-Heather Dalmolin, CEO and General Manager

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

- iii. FISCAL YEAR 2024 TRIENNIAL REVIEW REPORT

-Bizzy Collins, Strategic Performance Planner

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Staff recommends the Board of Directors adopt the Triennial Review Corrective Action Plan.

### b. 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.

i. RESOLUTION 2025-100: FISCAL YEAR 2025 COLLECTIVE GRANT RESOLUTION AND THE FISCAL YEAR 2025 – FISCAL YEAR 2029 TRANSIT PROGRAM FROM THE TRANSPORTATION IMPROVEMENT PROGRAM

-Josh Stone, Management Services Director

Staff recommends the Board of Directors: 1) Approve Resolution 2025-100: FY2025 Collective Grant Resolution for federal and state transit grant applications and subsequent executions as necessary to support transit programs within the 5-year capital improvement plan and 10-year financial plan; and 2) Approve the amended Transit Program from the FY2025-FY2029 regional Transportation Improvement Program.

ii. FISCAL YEAR 2025 PROCUREMENT RESOLUTION

-Josh Stone, Management Services Director

Staff recommends the Board of Directors approve Resolution 2025-110: FY2025 Procurement Resolution to authorize the CEO and General Manager to 1) approve and award procurements and 2) execute contracts that support projects that are within the approved fiscal year budget, the 5-year capital improvement plan, the financial plan, and which may be related to the approved annual Collective Grant Resolution.

iii. LINE OF CREDIT RENEWAL FROM WESTERN ALLIANCE BANK FOR \$1,000,000

-Josh Stone, Management Services Director

Staff recommends the Board of Directors authorize Mountain Line Management Services Director to activate a Western Alliance Bank credit line of up to \$1,000,000 to provide cash flow assistance, if necessary, to meet cash flow commitments during the fiscal year 2024-2025.

iv. TITLE VI POLICY

-Codi Weaver, Human Resources Manager

Staff recommends the Board of Directors approve Resolution 2024-120 to adopt Mountain Line's Title VI Policy, updated to incorporate changes that reflect legal and regulatory requirements and authorize the CEO and General Manager to approve future updates that do not alter the intent of the Policy.

v. EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM

-Codi Weaver, Human Resources Manager

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Staff recommends the Board of Directors approve Resolution 2024-130 to adopt Mountain Line's EEO Program, updated to incorporate changes that reflect legal and regulatory requirements and authorize the CEO and General Manager to approve future updates that do not alter the intent of the Program.

vi. UPDATED FEDERAL TRANSIT ADMINISTRATION (FTA) DRUG AND ALCOHOL POLICY

-Sam Short, Workforce Director

Staff recommends the Board of Directors approve Resolution 2024-140 to adopt Mountain Line's FTA Department of Transportation (DOT) Drug and Alcohol Policy, updated to incorporate changes that reflect legal and regulatory requirements and authorize the CEO and General Manager to approve future updates that do not alter the intent of the Policy.

vii. UPDATED NON-FEDERAL TRANSIT ADMINISTRATION (FTA) DRUG AND ALCOHOL POLICY

-Sam Short, Workforce Director

Staff recommends the Board of Directors approve Resolution 2024-150 to adopt Mountain Line's Non-FTA Drug and Alcohol Policy, updated to incorporate changes that reflect legal and regulatory requirements, and authorize the CEO and General Manager to approve future updates that do not alter the intent of the adopted Policy.

viii. 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), updated to incorporate changes that reflect legal and regulatory requirements and authorize the CEO and General Manager to approve future updates that do not alter the intent of the Plan.

**c. PROGRESS REPORTS:**

i. 2020-2025 STRATEGIC PLAN, 12-18 MONTH WORKPLAN UPDATE

-Heather Dalmolin, CEO and General Manager

ii. EQUAL EMPLOYMENT OPPORTUNITY (EEO) WORKFORCE UTILIZATION ANALYSIS, FEDERAL FISCAL YEAR 2024

-Codi Weaver, Human Resources Manager

iii. ANNUAL INFORMATION TECHNOLOGY UPDATE

-Jon Matthies, Information Technology Manager

iv. FLAGSTAFF UNIFIED SCHOOL DISTRICT (FUSD) UPDATE

-Jacki Lenner, Deputy General Manager

v. DELEGATIONS OF AUTHORITY UPDATE

-Heather Dalmolin, CEO and General Manager

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## **Mountain Line**

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vi. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

### **ITEMS FROM COMMITTEE AND STAFF:**

8. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

August/September Working Agenda

The next TAC meeting will be August 1, 2024, and it 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. August agenda items may include but not be limited to the Bus Stop Acquisition Policy, Organizational Structure Update, Trip Quest Roll Out with Data, Mobility Study Update, Annual Safety Report, Annual Maintenance Report, Bus Stop Program/Rehabilitation Report, and Delegation of Authority Updates. The August 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 TAC.

9. ADJOURNMENT

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