



## Transit Advisory Committee Minutes for Thursday, June 6, 2024

NOTE: IN ACCORDANCE WITH PROVISIONS OF THE ARIZONA REVISED STATUTES THE SUMMARIZED MINUTES OF NAIPTA TAC MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITHIN QUOTATION MARKS ARE VERBATIM. AUDIO RECORDINGS OF NAIPTA TAC MEETINGS ARE ON FILE IN THE NAIPTA CLERK'S OFFICE.

The Transit Advisory Committee met in Regular Session on Thursday, June 6, 2024, at 10:00am in a WEB BASED meeting. Members of the TAC and Mountain Line staff attended in person, by internet conferencing, or by telephone. Some staff were present in the Mountain Line VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004. The public was invited to attend.

### *TAC MEMBERS PRESENT:*

Greg Clifton, (Chair), City Manager, City of Flagstaff, (Zoom);  
Kurt Stull, (Vice Chair), Executive Director of Facilities and Security, CCC, designee, (Zoom);  
Erin Stam, Director, Campus Operations, Transit Services, NAU, designee, (Zoom);  
Carol Covington, Citizen Representative, Coconino County, (Zoom);  
Michele James, Citizen Representative, City of Flagstaff, (Zoom);  
Tiffany Kerr, Health Disparities Program Manager, Coconino County, designee, (Zoom);  
Dave Wessel, Planning Manager, MetroPlan, (Zoom);  
Karli Vander Meersch, President, ASNAU, (Zoom)

*\*Five of our eight TAC member seats must be present to constitute a quorum.*

### *TAC MEMBERS EXCUSED:*

Gail Jackson, Economic Development Representative, (ECoNA)

### *STAFF IN ATTENDANCE:*

Heather Dalmolin, CEO and General Manager;  
Jacki Lenners, Deputy General Manager, (Zoom);  
Sam Short, Workforce Director;  
Anne Dunno, Capital Project Manager;  
Codi Weaver, Human Resources Manager;  
Estella Hollander, Planning Manager, (Zoom);  
Bizzy Collins, Strategic Performance Planner, (Zoom);  
Heather Higgins, Purchasing and Contracts Officer, (Zoom);  
James Olson, Information Technology Technician;  
Rhonda Cashman, Executive Assistant and Clerk of the Board;  
Cameron Stanley, Mountain Line Legal Counsel, (Zoom)

### *GUESTS PRESENT:*

None.

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





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### 2. ROLL CALL

### 3. SAFETY MINUTE

-Sam Short, Workforce Director

Mr. Short reported on heat related illness and injury.

### 4. MILESTONE ANNIVERSARIES

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin recognized the employees with May and June milestone anniversaries.

### 5. CALL TO THE PUBLIC

There were no members of the public present at the meeting.

### 6. APPROVE TAC MINUTES 4/4/2024

Advisor Covington made a motion to approve the minutes from April 4, 2024. Advisor James seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Greg Clifton	X	
Kurt Stull	X	
Erin Stam	X	
Tiffany Kerr	X	
Carol Covington	X	
Michele James	X	
Dave Wessel	X	

### 7. REVIEW OF THE DRAFT BOARD BUSINESS AGENDA

The TAC reviewed the draft Board Business Agenda and discussed staff reports, in order to provide recommendations to the Board. Specific comments and recommendations are noted in these minutes.

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

##### i. FY2025 PROPOSED BUDGET

-Josh Stone, Management Services Director

Staff recommends the Board of Directors approve the FY2025 Proposed Budget for a total expense budget of \$83,369,292, with operating of \$12,980,454 and capital of \$70,388,838.

Ms. Dalmolin presented this item on behalf of Mr. Stone. She stated a Board adopted budget is a requirement prior to the start of the new fiscal year on July first. She noted this will be Mountain Line's largest capital budget to date. She reviewed the revenues and sources, our

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local partners, the Federal Transit Administration (FTA), and the Arizona Department of Transportation (ADOT) federal pass through funds. She also reviewed a pie chart visually showing the budget breakdown. Chair Clifton commented on how much work goes into the budget. There were no questions.

### 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.

Ms. Dalmolin shared that no action is needed to stay the course with battery electric buses due to the Board adopted Zero Emission Bus (ZEB) Transition Plan. She communicated that both vehicles are performing well and as expected, and they are more cost efficient than anticipated. She stated on-route charging is currently required in the transition plan; the City has approved the site plan and now Mountain Line has to wait for the Rio de Flag to be done. She reported that staff used a cooperative agreement with Washington state to purchase our first two battery electric buses and it will be to our benefit to purchase through them again. She noted the buses will take approximately 2 years to build and during that time staff will work on getting the infrastructure in place. She explained that there are now only two manufacturers that meet Federal Buy America requirements, Gillig and New Flyer; staff need to submit intent to buy now to get in line for the buses to be built. She stated Mountain Line will likely buy four new Gillig brand buses. Chair Clifton commented that it is a big deal right now; the demand is high and there is a lack of inventory. He said he is grateful for the efforts to move forward. Advisor Covington stated that it took her a few minutes to figure out that some of the references on the charts in the presentation are bus manufacturers. Advisor James asked how many chargers would be on-site at the Downtown Connection Center (DCC). Ms. Dalmolin replied that there would be one charger at the DCC during the Rio de Flag construction, and one fast and one slow charger at Kaspar Headquarters. There was no further discussion.

### iii. FY2024 TRIENNIAL REVIEW REPORT

-Bizzy Collins, Strategic Performance Planner

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

Ms. Collins reported that the Triennial Review is done every 3 years to check our compliance with the Federal Transit Administration policies and guidelines. She stated the reviewers looked at 23 areas with 159 questions examined and as a result Mountain Line did really well with only five deficiencies in total, in three areas. She explained there are nine corrective actions which need to be resolved by either August 23<sup>rd</sup> or October 23<sup>rd</sup>, but staff believe they can have these done by July 23<sup>rd</sup>. She noted every employee is responsible for some area of compliance. Ms. Dalmolin added that all deficiencies were clerical and minor oversights; she recognized all the work staff have done, and especially Bizzy's efforts to coordinate the entire process. Chair Clifton complimented the work done by staff. There were no questions.

## b. **CONSENT AGENDA**

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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: FY2025 COLLECTIVE GRANT RESOLUTION AND THE FY2025 – FY2029 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. FY2025 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

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.

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- 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.

There was no TAC discussion of consent agenda items.

### c. PROGRESS REPORTS:

There were no questions related to the progress reports.

- i. 2020-2025 STRATEGIC PLAN, 12-18 MONTH WORKPLAN UPDATE  
-Heather Dalmolin, CEO and General Manager  
  
Ms. Dalmolin took a few minutes to review each goal and share the progress made on task items associated with each goal as a mid-year check in. She noted under Goal 3 that Mountain Line continues to struggle with staff shortages. Advisor Wessel stated his appreciation for the work being done by Mountain Line. Ms. Dalmolin stated that it is a great team that ensures the tasks get done.
- 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 Lenners, Deputy General Manager

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- v. DELEGATIONS OF AUTHORITY UPDATE  
-Heather Dalmolin, CEO and General Manager
- vi. SUMMARY OF CURRENT EVENTS  
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- Other May and June anniversaries were recognized.
- Photos of the Commercial Driver's License (CDL) Course Ribbon Cutting event were shared.
- Route 8 extension is being explored under current conditions and photos were shared.
- Several downtown shelters are being refurbished, only roofs for ones with stone posts.
- The Tacos Los Altos stop will be discontinued when Kentucky Fried Chicken (KFC) opens in the old Sizzler building on the other side of Fanning. This location change and partnership is expected in March 2025 and will be a nice improvement for our riders.
- Several staff members visited Missoula, Montana to learn more about their battery electric bus transition. They are the other "Mountain Line" and staff heard about their lessons learned. They have a very similar community to ours, a university town, weather, etc. Ms. Dunno organized the trip.
- TAC Members are invited to the Employee Summer BBQ. Please let Rhonda know if you can make it. This is one of two employee gatherings each year.
- Cranes have arrived at the Downtown Connection Center (DCC). This is exciting progress. The timber floors and deck are part of our sustainability efforts.
- Next week three staff members will go to the CTAA Expo and Conference with a Bus Rodeo. Operator Matt Kimmins will compete. It is the first national competition that Mountain Line will participate in for several years.
- Not in the agenda packet, but there is a need to ask the Board to consider a wage increase and a progress report will be brought back to the TAC in August.

### ITEMS FROM COMMITTEE AND STAFF:

Chair Clifton commented on the great photos of the DCC.

There was a question about which agency was named Mountain Line first, Flagstaff or Missoula? Ms. Dalmolin stated that Flagstaff went through a public process in 2001 to select the name, but Missoula already had the name first.

- 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

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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 -Chair Clifton adjourned the meeting at approximately 11:05am.

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Greg Clifton, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

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Rhonda Cashman, Executive Assistant and Clerk of the Board

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