



Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · 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, August 1, 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 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 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.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

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 6/6/2024

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. AMENDED RIDER CODE OF CONDUCT AND TRANSPORTATION SERVICE SUSPENSION POLICY

-Sam Short, Workforce Director

Staff recommends the Board of Directors approve Resolution 2025-170 to adopt the amended Mountain Line Rider Code of Conduct and Transportation Service Suspension Policy and authorize the CEO and General Manager to approve future updates that do not alter the intent of the Policy, The referenced documents are updated to incorporate changes that reflect a more customer focused approach to providing transit services to the community while offering protective measures for the employees of Mountain Line.

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

- ii. REVIEW ADVERTISING PROGRAM AND REVENUE UPDATE
-Jacki Lenner, Deputy General Manager
The Board may provide direction, but there is no recommendation from staff at this time.
- iii. REALLOCATION OF ADVERTISING REVENUES
-Heather Dalmolin, CEO and General Manager
Staff recommends the Board of Directors authorize the CEO and General Manager to reallocate \$500,000 in advertising revenue from the Mountain Line General Fund to Mountain Line operating funding to offset the financial impact of off-budget expenses necessary for workforce recruitment, development, and retention.
- iv. FINANCIAL POLICY UPDATE
-Josh Stone, Management Services Director
Staff recommends the Board of Directors amend the Financial Management Policy to include reallocation of excess advertising revenues for the purpose of transit program operations when the General Fund balance exceeds \$750,000.
- v. MOBILITY AS A SERVICE (MAAS) PLAN UPDATE
-Estella Hollander, Planning Manager
The Board may provide direction, but there is no recommendation from staff at this time.

b. PROGRESS REPORTS:

- i. OFF-BUDGET WAGE CHANGE
-Heather Dalmolin, CEO and General Manager
- ii. ANNUAL SAFETY REPORT
-Sam Short, Workforce Director
- iii. ANNUAL FLEET REPORT
-Jeremiah McVicker, Maintenance Manager
- iv. ANNUAL UPDATE ON THE BUS STOP REHABILITATION PROGRAM
-Jeremiah McVicker, Maintenance Manager
- v. DELEGATIONS OF AUTHORITY UPDATE
-Heather Dalmolin, CEO and General Manager
- 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

Getting you where you want to go





Mountain Line

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

September/October Working Agenda

TAC members have been invited to a tour of the new Downtown Connection Center, joining the Board of Directors on September 18, 2024, 10am-12pm, and no Mountain Line business will be conducted.

The Board and TAC Advance will be held on October 16, 2024, 9am-12pm, and it will be an in-person only meeting based in Flagstaff in the Mountain Line Training Room, 3773 N. Kaspar Dr., Flagstaff, AZ, 86004. The public is invited to attend. October agenda items may include but not be limited to the FY2024 Annual Report, FY2025 Projections, Bus Stop Acquisition Policy, Biannual Performance Report, Electric Bus Performance Report, Trip Quest Roll Out with Data, Capital Program and Grant Funding Outlook Update, and Succession Planning. The October 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.

9. ADJOURNMENT

Getting you where you want to go

