

## Mountain Line

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### Board of Directors Minutes for Wednesday, June 26, 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, June 26, 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:**

Kurt Stull, Executive Director of Facilities and Security, CCC, alternate, acting Chair, (Zoom);  
Lori Matthews, City Councilor, City of Flagstaff;  
Judy Begay, Board of Supervisors, Coconino County, alternate, (Zoom), joined at approximately 10:49am and left at approximately 11:42am;  
Deborah Harris, City Councilor, City of Flagstaff, 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:**

Tony Williams, (Chair), Vice President of Student Services, CCC, designee;  
Jeronimo Vasquez, (Vice Chair), Board of Supervisors, Coconino County;  
Miranda Sweet, City Councilor, City of Flagstaff;  
Josh Maher, Associate VP for Community Relations, NAU, alternate

#### **MOUNTAIN LINE STAFF IN ATTENDANCE:**

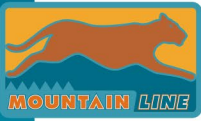
Heather Dalmolin, CEO and General Manager;  
Jacki Lenner, Deputy General Manager, (Zoom);  
Josh Stone, Management Services Director; (Zoom);  
Sam Short, Workforce Director, (in person, then Zoom after 10:18am);  
Steve Hamelin, Interim Operations Director,  
Anne Dunno, Capital Development Manager, (Zoom);  
Jeremiah McVicker, Maintenance Manager, (Zoom);  
Codi Weaver, Human Resources Manager;  
Bizzy Collins, Strategic Performance Planner, (Zoom);  
Estella Hollander, Mobility Planner;  
Heather Higgins, Purchasing and Contracts Officer, (Zoom), joined at approximately 10:06am;  
LaReina Reyes, Associate Transit Planner, (Zoom);  
Jon Matthies, IT Manager;  
Rhonda Cashman, Executive Assistant and Clerk of the Board;  
Scott Holcomb, Mountain Line Attorney, (Zoom), joined at approximately 10:23am

#### **GUESTS PRESENT:**

Ace Overmann, District 2 Director for Supervisor Vasquez, Coconino County, (Zoom)

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1. CALL TO ORDER -Director Stull, acting Chair, called the meeting to order at approximately 10:05am.

2. ROLL CALL

3. SAFETY MINUTE  
-Sam Short, Workforce Director

Mr. Short reported on emergency evacuation preparations and plans.

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

Ms. Dalmolin reviewed the May and June milestone anniversaries.

5. CALL TO THE PUBLIC

The Chair noted there were no members of the public present at the meeting and no comments were received via email in advance of the meeting.

6. APPROVAL OF MINUTES:
  - a. Regular Meeting 4/17/2024
  - b. Special Meeting 5/13/2024

The approval of minutes was deferred to the next meeting due to only one regular Board member being present at the meeting today.

### DISCUSSION / ACTION ITEMS:

7. 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.

Mr. Stone reported the approval of the budget is the final step in the process. He noted this is the largest capital budget in Mountain Line's history. He reviewed the FY2025 anticipated revenues. He reiterated that Mountain Line is not a taxing authority, and we rely upon our partners as indicated in the chart of FY2025 Revenues. He noted that Operations cost has increased by about 10 percent over the previous year, primarily due to the increased costs related to workforce, insurance, and vehicle and facilities maintenance. He mentioned the larger capital projects that are in process. Approximately \$47 million is carried forward from FY2024 out the \$70 million capital budget. There were a couple questions regarding the clarification of the revenues and about the ballot measure. Ms. Dalmolin responded that all of the capital projects discussed are in our 10 year financial plan and the fund balance still meets the threshold of more than the minimum requirement. The ballot measure is a renewal plus

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additional funding for some 5-Year Plan improvements, specifically 50 cents on a hundred dollar purchase for 10 years as one question. Director Matthews moved to approve the FY2025 Budget. Director Stull seconded. There was no further discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Kurt Stull	X	
Lori Matthews	X	
Deborah Harris	X	

### 8. WAGE INCREASE, EFFECTIVE IMMEDIATELY

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors consider and authorize the CEO and General Manager to increase the per hour wage for Transit Operators and Operations Supervisors by a flat \$5 per hour to increase competitiveness of these jobs in a very difficult workforce market. The change would be made effective immediately for both of these positions and all staff serving in these roles.

Ms. Dalmolin explained the requested wage increase will be an off-budget expense. She reviewed the wage change timeline. She noted a correction from what was in the staff report: approximately \$464,000 is the noted savings and approximately \$300,000 is the noted unbudgeted impact, as shown in the presentation. She reported the catalyst for this request was the loss of seven operators since May with most of them stating pay was the issue. After nearly an hour of discussion, with a significant number of Board member questions being answered by staff, Director Matthews made the motion to approve the \$5 per hour pay increase for Transit Operators and Operations Supervisors effective immediately. Director Harris seconded. There was no further discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Kurt Stull	X	
Lori Matthews	X	
Deborah Harris	X	
Judy Begay	X	

### 9. 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 reviewed the current regular and discounted fares with Board members. She noted that Medicare/Medicaid is a federally mandated program. She explained we have an in-house qualification process, and we will use other programs qualifications for assistance as a basis for eligibility as well. She stated staff are hoping the discounted passes will attract more riders to offset the difference in the cost of reduced fare passes. She mentioned that some

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agencies have contract agreements so they can add monthly passes versus so many day passes. There was a question about the number of individuals that might use this program. Ms. Dalmolin replied that it will likely help with fraud in the disabled program because many may qualify as low income. Director Mathews moved to approve the expansion of the reduced fare program. Director Harris seconded. There was no further discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Kurt Stull	X	
Lori Mathews	X	
Deborah Harris	X	
Judy Begay	X	

### 10. 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 stated she is bringing this item back to see if Board members still support the plan to move forward with purchasing more battery-electric buses. She reported the data is favorable as the current two in our fleet are performing efficiently. The Missoula, Montana Mountain Line hosted a site visit for some of our staff to hear about their lessons learned; their agency is a very good match comparison for us due to temperatures, climate, terrain, and it's a college town as well. She reported the Downtown Connection Center (DCC) site plan has been approved by the City and we are now awaiting the Army Corps of Engineers approval. She said the site plan included one overhead charger at the temporary site during the Rio de Flag construction. She told the Board that it is taking approximately two years for delivery once ordered; there are only two manufacturers in the U.S. now. The cooperative procurement option is especially helpful to get in line for the vehicles we need. There were a couple of questions related to the regularity of use of the battery electric buses and how they are performing in our weather. Ms. Dalmolin stated these buses are out on routes regularly now and an updated report will be offered this fall, and the diesel heaters did not need to be used since we have heated bus storage. Board members did not voice any opposition to continuing with the Zero Emission Bus Transition Plan.

### 11. FY2024 TRIENNIAL REVIEW REPORT

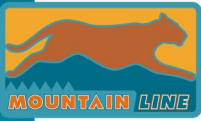
-Bizzy Collins, Strategic Performance Planner

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

Ms. Collins provided a very brief report regarding the Federal Transit Administration (FTA) Triennial Review process and results. She noted Mountain Line had five deficiencies over three areas and the table she shared noted the necessary corrective actions. She explained that staff believe the deficiencies can be corrected by July 23, 2024, when the final report is received. She noted it takes the support of all staff to achieve such positive results. Director Mathews moved to approve the FY2024 Triennial Review Report. Director Stull seconded. All approved, none opposed. Motion carried.

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NAME	YES VOTE	NO VOTE
Kurt Stull	X	
Lori Mathews	X	
Deborah Harris	X	

### 12. CEO ANNUAL REVIEW PROCESS, EFFECTIVE JULY 1, 2024

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors adopt a new standard operating procedure for completing the annual performance review of the CEO and General Manager effective July 1, 2024.

Ms. Dalmolin reported that it is time for her evaluation. She proposed changing the tool used as participation decreased substantially last year and results have become stale or repetitive. She explained the new process and tool recently developed and used by MetroPlan for Kate Morley's evaluation. She noted Ms. Weaver will be included in the whole process and all presentations. She stated her preference to have the survey completed by August 1<sup>st</sup> as her anniversary is August 21<sup>st</sup> and she would like to have the process completed in August. She noted there will be questions for the Board, the TAC and staff. She reported using this new tool will be a savings of \$2,000-\$5,000 from the prior process. Director Matthews moved to approve the new annual performance review process for the CEO and General Manager. Director Harris seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Kurt Stull	X	
Lori Mathews	X	
Deborah Harris	X	

### 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.

### 13. RESOLUTION 2025-100: FY2025 COLLECTIVE GRANT RESOLUTION AND THE FY2025-FY2029 TRANSIT PROGRAM FROM THE TRANSPORTATION IMPROVEMENT PROGRAM

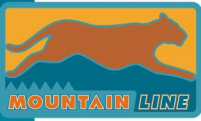
-Josh Stone, Management Services Director

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.

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**14. 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.

**15. 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.

**16. 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.

**17. 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.

**18. 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 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.

**19. UPDATED NON-FEDERAL TRANSIT ADMINISTRATION DRUG AND ALCOHOL POLICY**

-Sam Short, Workforce Director

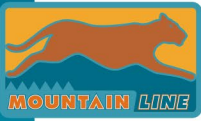
Staff recommends the Board of Directors approve Resolution 2024-150 to adopt Mountain Line's Non-FTA Drug and Alcohol Policy, updated to incorporate changes that reflect legal and regulatory requirements, and authorize the CEO and General Manager to approve future updates that do not alter the intent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

**20. MOUNTAIN LINE SAFETY PLAN**

-Sam Short, Workforce Director

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Staff recommends the Board of Directors approve Resolution 2024-160 to adopt 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.

Director Matthews moved to approve the consent agenda, items #13 through #20. Director Stull seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Kurt Stull	X	
Lori Matthews	X	
Deborah Harris	X	

### PROGRESS REPORTS:

There were no questions regarding the progress reports.

21. 2020-2025 STRATEGIC PLAN, 12-18 MONTH WORKPLAN UPDATE  
-Heather Dalmolin, CEO and General Manager
22. EQUAL EMPLOYMENT OPPORTUNITY (EEO) WORKFORCE UTILIZATION ANALYSIS, FEDERAL FISCAL YEAR 2024  
-Codi Weaver, Human Resources Manager
23. ANNUAL INFORMATION TECHNOLOGY UPDATE  
-Jon Matthies, Information Technology Manager
24. FLAGSTAFF UNIFIED SCHOOL DISTRICT UPDATE  
-Jacki Lenners, Deputy General Manager
25. DELEGATIONS OF AUTHORITY  
-Heather Dalmolin, CEO and General Manager
26. SUMMARY OF CURRENT EVENTS  
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- She reviewed six more May and June anniversaries.
- The Commercial Driver's License (CDL) Course Ribbon Cutting with Northern Arizona University (NAU) was well attended; photos were shared. There is interest from other Northern Arizona community members.
- Route 8 extension considerations are under review; photo was shared from a recent staff visit to the area.
- Bus Stop Refresh is happening; you may see stone posts without a shelter roof which is being refurbished.

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- The popular Route 66 bus stop at Tacos Los Altos is proposed to move west of Fanning in the next 6-9 months due to an agreement with the new owner of the old Sizzler building; this will be a significant improvement to a well-used stop.
- As mentioned, some of our staff visited Mountain Line in Missoula, Montana to hear about their lessons learned; some photos were shared of the experience with colleagues.
- Transit Operator, Matt Kimmins, competed at the Community Transportation Association of America Bus Roadeo in West Palm Beach, Florida and he did well under the pressure of several last minute changes made to the competition; photos were shared.
- The Downtown Connection Center (DCC) crane is now gone; the wood beams were placed and there was even a “signing of a beam” that will be placed in a non-visible location in the building.
- MetroPlan hosted the State Transportation Board Dinner at the new CDL Course; some photos of local officials and guests were shared.
- The Employee Summer BBQ will be held on Thursday, July 25<sup>th</sup>, 12-2:30pm. Please join us if you are able to and please ask Rhonda for more information if needed.

There was a question about extending the bus service down High Country off Lake Mary Road, stating it is a missed opportunity. Ms. Dalmolin replied that service down High Country was designed as an airport route, noting that airport service should be different from a neighborhood route. She noted Route 8 has been planned for many years, demonstrated in the 2016 tax information and as such will be our first priority. She stated service to High Country Trail is high on the list of priorities under expansion.

### ITEMS FROM COMMITTEE AND STAFF:

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

August/September Working Agenda

The next Board meeting will be August 21, 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. August agenda items may include but not be limited to the Bus Stop Acquisition Policy, Organization Structure Update, Trip Quest Roll Out with Data, Mobility Study Update, Annual Safety Report, Annual Maintenance Report, Bus Stop Program/Rehab 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 Board.

27. ADJOURNMENT -Director Stull, acting Chair, adjourned the meeting at approximately 11:57am.

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Tony Williams, Chair of the Mountain Line Board of Directors

ATTEST:

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Rhonda Cashman, Executive Assistant and Clerk of the Board

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