

## Mountain Line

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### Board of Directors Minutes for Wednesday, November 20, 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, November 20, 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);  
Jeronimo Vasquez, (Vice Chair), Board of Supervisors, Coconino County;  
Miranda Sweet, City Councilor, City of Flagstaff;  
Lori Matthews, City Councilor, City of Flagstaff  
Josh Maher, Associate VP for Community Relations, NAU, alternate, (Zoom)

*\*Three of our five Board member seats must be present to constitute a quorum.*

*\*\*The City of Flagstaff holds two seats.*

#### **BOARD MEMBERS EXCUSED:**

None.

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

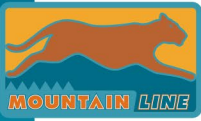
Heather Dalmolin, CEO and General Manager;  
Jacki Lenners, Deputy General Manager;  
Sam Short, Workforce Director, left at approximately 11:09am;  
Randy Sherping, Operations Director, left at approximately 11:09am;  
Anne Dunno, Capital Development Manager, left at approximately 11:09am;  
Jeremiah McVicker, Maintenance Superintendent, left at approximately 11:09am;  
Codi Weaver, Human Resources Manager, left at approximately 11:09am;  
Estella Hollander, Planning Manager, left at approximately 11:09am;  
Heather Higgins, Purchasing and Contracts Officer, (Zoom), joined at approximately 10:10am and left at approximately 11:09am;  
LaReina Reyes, Associate Planner, left at approximately 11:09am;  
James Olson, IT Technician, left at approximately 11:10am and returned at approximately 12:10pm;  
Rhonda Cashman, Executive Assistant and Clerk of the Board;  
Scott Holcomb, Mountain Line Attorney, (Zoom)

#### **GUESTS PRESENT:**

Sara Dechter, Comprehensive and Neighborhood Planning Manager, City of Flagstaff, left at approximately 10:29am;  
Meghan Murray, Senior Advisor, Rieth Jones Advisors (RJA), (Zoom);  
Eric Bram, Vice President, Rieth Jones Advisors (RJA), (Zoom), joined at approximately 10:29am;

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Asti Powell, Chief Operating Officer, Rieth Jones Advisors (RJA), (Zoom), joined at approximately 10:30am;

Richard Rieth, Principal, Rieth Jones Advisors (RJA), (Zoom), joined at approximately 10:43am

1. CALL TO ORDER -Chair Williams called the meeting to order at approximately 10:02am.

2. ROLL CALL

3. SAFETY MINUTE  
-Sam Short, Workforce Director

Mr. Short reported on Winter Wellness Tips.

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

There were no November milestone anniversaries.

Ms. Dalmolin shared two milestone moments:

- Vice Chair Vasquez was awarded the Transportation Champion Award by the Rural Transportation Advocacy Council at the Arizona Rural Transportation Summit in October; he was nominated by Mountain Line and MetroPlan.
- This is Chair Williams last meeting as Chair. He has served in this capacity for two years. Many thanks for his leadership.

5. CALL TO THE PUBLIC

There were no members of the public online or in the room to speak, nor any email comments received.

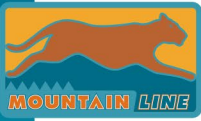
6. APPROVAL OF MINUTES:
- Regular Meeting 8/21/2024
  - Special Meeting 9/13/2024
  - Board and TAC Joint Meeting 10/16/2024

Director Matthews made a motion to approve the minutes for all three meetings. Vice Chair Vasquez seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Tony Williams	X	
Jeronimo Vasquez	X	
Miranda Sweet	X	
Lori Matthews	X	
Josh Maher	X	

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### 7. FLAGSTAFF REGIONAL PLAN 2045 PRESENTATION

-Sara Dechter, Comprehensive and Neighborhood Planning Manager, City of Flagstaff

Ms. Dechter shared a presentation on the Flagstaff Regional Plan Update 2045. She stated that the full draft plan should be available by the end of the calendar year. She asked attendees to please read the plan.

### DISCUSSION / ACTION ITEMS:

### 8. 2025-2026 LEGISLATIVE PRIORITIES

-Heather Dalmolin, CEO and General Manager  
Staff recommends the Board of Directors approve and adopt the 2025-2026 Legislative Priorities.

Ms. Dalmolin reviewed the 2024-2025 Legislative Priorities, communicating which priorities were completed and which are on-going. She noted the highlight of completion was the approval of the Transit Tax locally. She then discussed the upcoming 2025-2026 Legislative Priorities, in which some are carryforward from 2024-2025. She explained that TAC Advisor Wessel recommended Mountain Line staff create a strategic message for partners to share when talking with legislators in the coming months, if it is thought to be beneficial. Vice Chair Vasquez moved to approve the 2025-2026 Legislative Priorities as presented. Director Sweet seconded. There was no further discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Tony Williams	X	
Jeronimo Vasquez	X	
Miranda Sweet	X	
Lori Matthews	X	
Josh Maher	X	

### 9. FY2025 PROJECTIONS

-Josh Stone, Management Services Director

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

Ms. Dalmolin reported on this item on behalf of Mr. Stone. She noted that the current five-year fund balance is anticipated to dip in FY2030; however, with the approval of the Transit Tax, it is looking much better. She clarified that the fund balance projection as demonstrated is the tax revenues as improved with Proposition 488 and that expenses for the targeted expansion per the five year plan are not yet included. She stated that staff are beginning the budget cycle and will report back on the impact on the fund balance. Chair Williams remarked that he looks forward to seeing how the planning affects the fund balance. There were no questions.

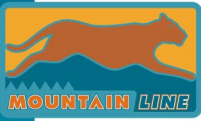
### 10. FY2025 EMPLOYEE ENGAGEMENT SURVEY RESULTS

-Codi Weaver, Human Resources Manager

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

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Ms. Weaver noted the employee survey was conducted by our consultant, TransPro. She clarified that Wave 2 was last year and Wave 3 is this year, and there were 51 responses this year versus 49 responses last year. She stated she would be reviewing the results with department heads soon. She reiterated the key questions. She was pleased to announce the overall score was 76, the same as last year. She reviewed the Mountain Line Core Values, and noted the focus is on improving workplace culture. She shared that the open response themes were related to potential improvements and the best parts of Mountain Line. She communicated the next steps. There were no questions.

### 11. IN PERSON MEETINGS

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin stated that Chair Williams has discussed with her the possibility of returning to in-person meetings in the future. She noted that she understands the difficulty in getting to the Kaspar location. She explained this is the start of a conversation to consider in person meetings for now, in the future, or on some schedule. Chair Williams reported that he is a member of the MetroPlan Executive Board on behalf of Mountain Line, and they are holding in-person only Board meetings. He has discovered that about 80 percent of communication is non-verbal, which usually does not come across on the computer screen. He explained a significant change has been noticed. He stated he understands competing interests for time. He also noted his appreciation for the TAC comments shared by staff in the staff report. He asked members to consider what is in the best interests of the Board. The discussion revealed that members like having a Zoom option, and also value the in-person option, there could be a rule to get members to individually attend “x” number of times in person for the year, whether a rule is really needed, and the need to account for potential back to back meetings; there was a recommendation to hold off on making a decision to change anything until meetings start at the new Downtown Connection Center. Chair Williams suggested members experiment more with in-person attendance at Board meetings this spring and then discuss further. There was a Board member request to allow some time at the end of each meeting for an exchange regarding upcoming agenda items before rushing out of the meeting.

### PROGRESS REPORTS:

Ms. Dalmolin reminded Board members the progress reports are general updates, but they may ask for any of these items to be agendaized for future discussion. There were no questions regarding the progress reports.

### 12. FY2026 BUDGET SETTING PROCESS AND TIMELINE

-Josh Stone, Management Services Director

### 13. MAINTENANCE PROJECT UPDATE

-Anne Dunno, Capital Development Manager

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**14. EQUAL EMPLOYMENT OPPORTUNITY (EEO) WORKFORCE UTILIZATION ANALYSIS, SECOND HALF OF FEDERAL FISCAL YEAR 2024**

-Codi Weaver, Human Resources Manager

**15. DELEGATIONS OF AUTHORITY**

-Heather Dalmolin, CEO and General Manager

**16. SUMMARY OF CURRENT EVENTS**

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- Microtransit fares have been aligned with the Fixed Route fare system.
- Mountain Line has been able to help Flagstaff Unified School District (FUSD) with transportation of football players and band members to and from the Northern Arizona University (NAU) Skydome for three games due to a restrictive new rule for school bus drivers that went into effect recently.
- Welcome Mr. Sherping, our new Operations Director.
- Farewell to Mr. Hamelin. He was the Interim Operations Director for eight months. He increased employee engagement in the Operations department.
- Ms. Dunno graduated from the Colorado Association of Transit Agencies (CASTA) Leadership Program.
- Mountain Line received an award for the Downtown Connection Center at the Arizona Rural Transportation Summit.
- Halloween photos were shown of the bus at a downtown event and employees that entered the costume contest.
- Proposition 488 passed, and she thanked Ms. Lenner for her leadership efforts.
- Buses are getting a new bus wrap, our fourth edition.
- The Stuff the Bus event was held recently and lots of food was donated during the seven hour event. Thanks to all the elected officials and employees who helped with the event.
- November anniversaries were recognized.
- Downtown Connection Center (DCC) photos were shared.
- This is Estella's last Board meeting. She has accepted a position concentrating more on bike and ped, pursuing her passion.

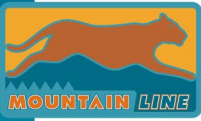
Director Matthews made a motion to move into an executive session at approximately 11:09am. Director Sweet seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Tony Williams	X	
Jeronimo Vasquez	X	
Miranda Sweet	X	
Lori Matthews	X	
Josh Maher	X	

### EXECUTIVE SESSION

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Executive sessions are closed to the public.

The Board considered a motion to convene an executive session pursuant to A.R.S. § 38-431.03(A) for the following purposes:

1. Discussions or consultations with Mountain Line's legal counsel for legal advice and with legal counsel and designated representatives regarding the purchase, sale, or lease of real property. ARS 38-431.03(A)(3), (4) & (7).

Following the conclusion of the Executive Session, the Board reconvened the public meeting at approximately 12:11pm.

### ITEMS FROM COMMITTEE AND STAFF:

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

January/February Working Agenda

The next Board meeting will be January 15, 2025, and it will be a hybrid in-person and Zoom meeting based in Flagstaff in the VERA Room at Mountain Line, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. Lunch will be served. January agenda items may include but not be limited to Contract Template Changes, Bus Stop Acquisition Policy, Bus Stop Infrastructure – Implementation, Pantograph Pilot Update, Transit App Update, Budget Message, Downtown Connection Center (DCC) Update, Flagstaff Unified School District (FUSD) Update, Transit Tax Outcome, Mountain Line GO! Alignment of Fare with Fixed Route, Meeting Calendar Review, and Delegation of Authority Updates. The January 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.

17. ADJOURNMENT -Chair Williams adjourned the meeting at approximately 12:12pm.

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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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