



## Mountain Line

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### NOTICE AND AGENDA OF PUBLIC MEETING AND POSSIBLE EXECUTIVE SESSION OF THE BOARD OF DIRECTORS (BOD) 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 Board of Directors (BOD) of the Northern Arizona Intergovernmental Public Transportation Authority ("Mountain Line") and to the general public that the Board will hold a meeting on:

Wednesday, January 15, 2025

10:00am

Mountain Line VERA Room

3773 N. Kaspar Dr.

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 Board of Directors may attend in person, by internet conferencing, or by telephone. The public may observe and participate in the meeting at the address above.

**The Board of Directors 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 Board of Directors 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 Board meeting in-person and submit a speaker card to the Clerk of the Board.

The agenda for the meeting is as follows:

-pages 1-4

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

6. APPROVAL OF MINUTES 11/20/2024

-pages 5-10

### 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.

7. UPDATED FEDERAL CERTIFICATIONS AND CLAUSES

-pages 11-12

-Heather Higgins, Purchasing and Contracts Officer

Staff recommends the Board of Directors approve and adopt updated Federal Transit Administration (FTA) certifications and clauses requirements for all federally funded contracts for the current fiscal year and authorize the CEO and General Manager to adopt updated FTA certifications and clauses on behalf of the Board of Directors as part of the authority delegated by the annual Procurement Resolution.

### DISCUSSION / ACTION ITEMS:

8. LINDA VISTA REAL PROPERTY DEVELOPMENT

-pages 13-16

-Heather Dalmolin, CEO and General Manager

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Staff recommends the Board of Directors authorize the CEO and General Manager and Mountain Line legal counsel to take the next steps to initiate the development of workforce housing on the 4-acre vacant parcel through a land lease agreement with a developer. The next steps include but are not limited to drafting the Amended and Restated Master Intergovernmental Agreement to include clarifying Mountain Line's authority to take this action and issue a procurement to select a development partner through a Request for Proposal (RFP) process.

9. BUS STOP EASEMENT ACQUISITION POLICY -pages 17-19  
-Anne Dunno, Capital Development Manager  
Staff recommend the Board of Directors approve the Bus Stop Easement Acquisition Policy.
10. PANTOGRAPH PILOT -page 20  
-Bizzy Collins, Strategic Performance Planner  
The Board may provide direction, but there is no recommendation from staff at this time.
11. TRANSIT APP UPDATE -pages 21-22  
-Bizzy Collins, Strategic Performance Planner  
The Board may provide direction, but there is no recommendation from staff at this time.
12. FY2026 BUDGET MESSAGE -pages 23-24  
-Heather Dalmolin, CEO and General Manager  
The Board may provide direction, but there is no recommendation from staff at this time.

### **PROGRESS REPORTS:**

13. DOWNTOWN CONNECTION CENTER (DCC) UPDATE -page 25  
-Anne Dunno, Capital Development Manager
14. FLAGSTAFF UNIFIED SCHOOL DISTRICT (FUSD) UPDATE -pages 26-28  
-Bizzy Collins, Strategic Performance Planner
15. FY2026 MEETING DATES -pages 29-30  
-Rhonda Cashman, Executive Assistant and Clerk of the Board
16. DELEGATIONS OF AUTHORITY UPDATE -pages 31-32  
-Heather Dalmolin, CEO and General Manager
17. SUMMARY OF CURRENT EVENTS  
-Heather Dalmolin, CEO and General Manager

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

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

February/March Working Agenda

-page 33

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The next Board meeting will be February 19, 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. February agenda items may include but not be limited to the Compensation Study, Organizational Structure, Workforce Budget Overview, August Service Changes, Title VI Public Hearing – Open Public Comment Period for Service Changes, Zero Emission Bus Transition Plan Update, Triennial Review Closeout Report, Transit Tax Outcome, and Delegation of Authority Updates. The February 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.

### **18. ADJOURNMENT**

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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.

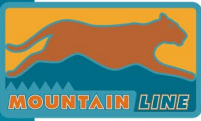
### ***MOUNTAIN LINE STAFF IN ATTENDANCE:***

Heather Dalmolin, CEO and General Manager;  
Jacki Lenner, 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:

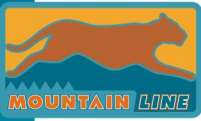
- a. Regular Meeting 8/21/2024
- b. Special Meeting 9/13/2024
- c. Board and TAC Joint Meeting 10/16/2024

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	







**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.





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**

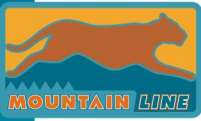
-Josh Stone, Management Services Director

**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. Shering, 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. Lenners 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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**DATE PREPARED:** January 6, 2024

**MEETING DATE:** January 15, 2025

**TO:** Honorable Chair and Members of the Board

**FROM:** Heather Higgins, Purchasing and Contracts Officer

**SUBJECT:** Updated Federal Certifications and Clauses

### **RECOMMENDATION:**

Staff recommends the Board of Directors approve and adopt updated Federal Transit Administration (FTA) certifications and clauses requirements for all federally funded contracts for the current fiscal year and authorize the CEO and General Manager to adopt updated FTA certifications and clauses on behalf of the Board of Directors as part of the authority delegated by the annual Procurement Resolution.

### **RELATED STRATEGIC PLAN OBJECTIVE:**

❖ Goal: Fiscal Responsibility

### **BACKGROUND:**

Procurement works with Mountain Line general counsel to update as needed the standardized templates including solicitation documents, contracts, and general conditions to ensure that all meet federal, state, and local regulations while adhering to Mountain Line's procurement policies and procedures. This suite of documents provides consistency for staff and contractors and are designed to save time for all involved by simplifying the overall procurement process from solicitation release through contract execution.

Mountain Line's recent Triennial Review by the Federal Transit Administration (FTA) identified the need to perform an annual review to incorporate new or updated FTA required contract certifications and clauses published by the FTA into Mountain Line's suite of documents as necessary. The FTA frequently publishes a revised list of required certifications and clauses near the start of the federal fiscal year in the fall. Mountain Line will reference this revised list annually and update our suite of documents when needed.

FTA certification and clauses requirements differ based on the type of procurement and value of the resulting contract. The clauses will be updated in Mountain Line's suite of documents as published by the FTA annually and appropriate selections will be chosen for inclusion in contract documentation at the time of procurement.

Since 2019, the Board of Directors has approved an annual Procurement Resolution which authorizes and delegates the CEO and General Manager to act on behalf of the Board to approve certain procurement items. Staff is recommending adding to this delegated authority the approval of the annual update of Mountain Line's procurement documents to be in accordance with FTA requirements. Updated requirements are clearly

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established by FTA and Mountain Line's documents can be updated to reflect these requirements in a routine fashion. By adding this routine procedure and approval to the CEO and General Manager's delegated authority, limited time at Board meetings can be preserved for the Board to engage in broader policy and strategy discussions.

### **ALTERNATIVES:**

- 1) Approve adoption of updated FTA certifications and clauses for the current fiscal year and authorize the CEO and General Manager to adopt updated FTA certifications and clauses on behalf of the Board of Directors as part of the authority delegated by the annual Procurement Resolution. **(recommended)**: Procurement will use the approved documents for future procurement and contract opportunities. Management and adoption of future annual updates will be delegated to the CEO and General Manager through future procurement resolutions.
- 2) Do not approve adoption of updated FTA certifications and clauses for the current fiscal year and do not authorize the CEO and General Manager to adopt updated FTA certifications and clauses on behalf of the Board of Directors as part of the authority delegated by the annual Procurement Resolution. **(not recommended)**: If documents are not approved, procurement will need to spend additional time and resources working with legal on documents for each individual procurement to modify the document set as needed.

### **FISCAL IMPACT:**

Although adopting the updated Federal contract certifications and clauses has no direct fiscal impact, efficiency and cost savings are gained by spending less staff and legal time by having a standardized and Board adopted suite of documents.

### **TAC DISCUSSION:**

No discussion was requested from the Transit Advisory Committee regarding this consent agenda item.

### **SUBMITTED BY:**

Heather Higgins  
Purchasing and Contracts Officer

### **APPROVED BY:**

Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

1. Updated FTA Certifications and Clauses -separate attachment

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Board Agenda Packet  
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**DATE PREPARED:** January 7, 2025

**DATE:** January 15, 2025

**TO:** Honorable Chair and Members of the Board

**FROM:** Heather Dalmolin, CEO and General Manager

**SUBJECT:** Linda Vista Real Property Development

### **RECOMMENDATION:**

Staff recommends the Board of Directors authorize the CEO and General Manager and Mountain Line legal counsel to take the next steps to initiate the development of workforce housing on the 4-acre vacant parcel through a land lease agreement with a developer. The next steps include but are not limited to drafting the Amended and Restated Master Intergovernmental Agreement to include clarifying Mountain Line's authority to take this action and issue a procurement to select a development partner through a Request for Proposal (RFP) process.

### **RELATED STRATEGIC PLAN OBJECTIVE**

- ❖ Goal: Community Engagement
  - ❖ Objective: Increase the community's awareness of Mountain Line's value to the community
- ❖ Goal: Fiscal Responsibility
  - ❖ Objective: Ensure a sustainable financial future through long-term financial planning.
  - ❖ Objective: Diversify funding sources to reduce dependency on federal funding for ongoing operations.
  - ❖ Objective: Expand Mountain Line revenue resources to allow for the full implementation of the 5-year Transit Plan (Flagstaff in Motion), capital plan, and projected increases in costs of providing service.

### **BACKGROUND:**

In 2017, Mountain Line purchased 5.32 acres of property ("Linda Vista Property") adjacent to Mountain Line's developed parcels anticipating future need for expansion of maintenance and bus storage facilities to support growth in transit service. The Linda Vista property is county parcel number 113-22-001S, has an address 3520 E. Linda Vista Drive, and is currently zoned high density residential. Mountain Line purchased the Linda Vista property with 100% local funding.

In 2022, Mountain Line developed the Kaspar Headquarters Master Plan (KHMP) which reviewed several alternative concepts but identified the feasibility to construct long-term maintenance and bus storage on the two developed Kaspar parcels. The Linda Vista property was explored for transit use; however, it was determined that development of the property for transit use was not technically or fiscally viable. Instead, Mountain Line would consider other opportunities for the property, including the sale or disposition of the property to leverage as local match on future capital grants.

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Late in Fiscal Year 2024, staff received authorization from the Board of Directors to begin the process of modifying lot lines for the vacant parcel and 1 of 2 developed properties in preparation for disposing of the vacant parcel. The lot modification was proposed to address concerns with 1) an anticipated road easement required by the City of Flagstaff on the developed parcel and 2) a desire to keep a small portion of the undeveloped parcel as it was immediately adjacent to our developed parcel and was cut off from the rest of the undeveloped parcel once the roadway was implemented. We hoped to be able to maintain trees from the remnant portion of the undeveloped parcel as a way to aid in our remodel of the existing building structure at 3773 N Kaspar Dr as identified in the Kaspar Headquarters Master Plan. There is an underlying federal investment in Mountain Line's original purchase (2005) of the currently developed parcels, so the goal was to offset the predicted payback with the new lot lines.

During the process with the City of Flagstaff and Coconino County to submit for the lot modifications, conversations around workforce housing needs in our community escalated and became a focal point of joint public agency conversations. As a result, staff engaged with legal counsel to evaluate if there was a way to leverage our vacant parcel to create a workforce housing opportunity. Through conversations with legal counsel, Dickinson Wright, we were put in contact with Reith Jones Advisors (RJA), a real property consulting firm. It was determined that the next best step was to authorize RJA and Dickinson Wright to complete a feasibility study to determine how best to position Mountain Line in development of workforce housing.

In November 2024, the Board of Directors were given a report detailing the outcome of the feasibility study. The study revealed that the property and project is likely to be attractive to one or more developers, encouraging staff to feel confident that we can develop a land lease that results in the development of workforce housing. Accordingly, staff are now recommending the Board of Directors authorize through formal action staff and legal counsel to engage in the next steps necessary to develop this vacant parcel into high density housing aimed at Flagstaff's workforce. As this property was purchased with local funding and Mountain Line is an independent agency, we have the authority to develop or dispose of this property and our commitment is to return any gains on the original investment to local transit programs. The recommended actions clarify that authority by amending the Master Intergovernmental Agreement and direct staff to draft the procurement document(s) needed to begin the search for a developer for this project.

The anticipated timeline and Board engagement for this project are as follows:

- January - March 2025: Develop the procurement documents and begin engagement with potential developers about project
- March - April 2025: Issue procurement and begin site visits
- May - June 2025: Review responses from interested developers
- June - July 2025: Select preferred partner and negotiate necessary agreement(s)
- September 2025: Present award recommendation to the Board

Throughout this process, staff will continue to utilize our agreements with Dickinson Wright and RJA to conduct this work on behalf of Mountain Line and this project. Once a developer is identified and contracted, staff engaged in this project (including the new developer, legal counsel, and RJA) will collaborate to create a schedule of next events which is anticipated to include identification of funding sources, confirmation of roadway requirements and impacts to project, and detailed design of project to

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meet the overarching objective of leveraging the vacant parcel to create workforce housing for the community.

The recommended motion will authorize the Mountain Line project team to issue a Request for Proposal to identify a preferred development partner for the proposed workforce housing project and negotiate a pre-development agreement with such preferred development partner and take all actions necessary to support and complete the selection and negotiation process. Upon completion of such process, the Mountain Line project team shall return to the Board for approval of the preferred development partner and the execution and delivery of such pre-development agreement between Mountain Line and the preferred development partner and such other agreements necessary to facilitate the development.

Additionally, the recommended action will direct legal counsel and staff to finalize the Amended and Restated Intergovernmental Agreement and authorize staff to begin conversations with Mountain Line's partners about the amendment. It is anticipated that staff will return to the Board of Directors in February or March to seek approval of the amended Agreement. The Agreement will require action from each of Mountain Line's partner agencies and staff anticipate executing the amended Agreement will take several months and will be completed before any recommendation to award the procurement to the preferred development partner.

### **FISCAL IMPACT:**

The cost of contracting with Dickinson Wright and RJA are not budgeted in FY2025; however, they will be budgeted in FY2026. The costs are anticipated to be covered by lease fees in future years and the cost will be attributed to the value of the parcel long term.

The lease fee will result in future local revenues to Mountain Line and will be budgeted in respective years and in the financial plan upon execution of the lease agreement. The lease fee is to be negotiated with the preferred developer and is dependent on cost of development and ability to attract federal funding sources to be used for the development.

### **ALTERNATIVES:**

- 1) **Approve recommended action and authorize staff and legal counsel to engage in the next steps as outlined in this report (recommended):** Staff are recommending the Board take the proposed actions to ensure staff is acting as directed to develop this vacant parcel and develop workforce housing. This action has been deemed necessary and prudent as a measure of fiscal responsibility and transparency as this parcel was purchased with local public funding. The action is also necessary due to the anticipated value of the project, magnitude of the decision, and to ensure proper due diligence.
- 2) **Do not approve recommendation of staff (not recommended):** Staff have developed this recommendation after several months of investigation and conversation with our partners and legal counsel. The recommendation supports our initiatives for our workforce while also fulfilling a need within the community. The alternative would be to outright sell the property; however, that removes the leverage opportunity we have to direct development towards high density workforce housing.





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### **TAC DISCUSSION:**

The Transit Advisory Committee received a report on this project for the first time in January. The TAC had no concerns about the project and next steps. Members of TAC were excited to see Mountain Line's effort to contribute to workforce housing while creating non-traditional funding sources for transit programs.

### **APPROVED BY:**

Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

None.

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**DATE PREPARED:** January 6, 2024

**DATE:** January 15, 2025

**TO:** Honorable Chair and Members of the Board

**FROM:** Anne Dunno, Capital Development Manager

**SUBJECT:** Bus Stop Easement Acquisition Policy

### **RECOMMENDATION:**

Staff recommend the Board of Directors approve the Bus Stop Easement Acquisition Policy.

### **RELATED STRATEGIC PLAN OBJECTIVE**

- ❖ Goal: Service Excellence
  - ❖ Objective: Deliver service enhancements that are in line with our 5-year transit plan and make transit an attractive mode choice.

### **BACKGROUND:**

During the October 2023 TAC and Board Advance, Mountain Line presented Mountain Line's Transit Guidelines and Mountain Line's Flagstaff in Motion (FIM), A Community Transit Plan. Mountain Line identified a bus stop program that recommended bus stop additions to fill gaps in the transit network and how this will improve access to the existing system. Additionally, Mountain Line identified and prioritized amenity improvements at existing bus stops to enhance the rider experience. Mountain Line staff presented the opportunities, challenges, and costs of bus stop development and maintenance.

Right-of-way limitation is the biggest barrier to maximizing amenities at a stop location. Shelter pads typically do not completely fit within the public right-of-way. Mountain Line negotiates with private property owners for bus stop easement agreements to build bus shelters or logo stops. Mountain Line does not typically acquire "fee simple" ownership of property for bus stops. In other words, Mountain Line does not purchase and own the property that the pad is built on. Instead, Mountain Line typically obtains a perpetual (runs with the land) easement for transit use. This provides flexibility should Mountain Line need to make route/stop changes. Mountain Line can remove a bus stop and abandon the bus stop easement without needing to address land disposition.

Mountain Line has upgraded portions of the bus stop amenities in our system according to our Transit Guidelines, but these were the "low-hanging fruit" among stops identified for upgrade. The bus stop program has identified improvements that will be challenging to upgrade due to space constraints and will require bus stop easements. Mountain Line has been successful in the past with obtaining bus stop easements via good will donation by the property owner. Mountain Line did not typically include acquisition costs in a project budget.





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To assist with overcoming the right of way challenge, Mountain Line developed a bus stop easement acquisition policy to outline a transparent consistent approach to acquiring easements. With Board approval, Mountain Line would utilize this policy to approach adjacent owners about desired bus stop improvements and begin discussions towards bus stop easements.

### **FISCAL IMPACT:**

Approval of this policy will allow Mountain Line to consider compensation for bus stop easements acquisition. This new approach may increase the cost of bus stop development projects, but costs will vary on a case-by-case basis. Overall, the budget for a bus stop development project, including the easement acquisition costs, will be considered as part of the annual capital planning process which informs the annual Mountain Line budget.

### **ALTERNATIVES:**

- 1) Approve the Bus Stop Easement Acquisition Policy. (**recommended**): This will allow staff to begin working on bus stop easement acquisition for the bus stop program.
- 2) Do not approve the Bus Stop Easement Acquisition Policy. (**not recommended**): This will limit Mountain Line's ability to obtain needed bus stop easements and therefore reduce our ability to make bus stop improvements.

### **TAC DISCUSSION:**

The Transit Advisory Committee (TAC) discussed the value of outlining the four acquisition steps in a policy. The majority of TAC recommended the policy go to the Board of Directors for consideration as written with one TAC member recommending removal of the eminent domain language. The TAC acknowledged the need for consistency and clear steps on when to include the Board of Directors in the acquisition process.

### **SUBMITTED BY:**

Anne Dunno  
Capital Development Manager

### **ATTACHMENTS:**

1. Bus Stop Easement Acquisition Policy

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**Approved:** Add date upon approval.

**Policy:** Bus Stop Easement Acquisition

### Positions Involved:

Responsible: CEO and General Manager

Other: Deputy General Manager, Operations Director, Planning Manager, Capital Development Manager, Transit Planner, Maintenance Manager, Legal

### GOAL

To develop a consistent workflow to acquire bus stop easements as recommended by Mountain Line to support service changes, development opportunities, or general improvements to enhance the customer experience of riding transit.

### DEFINITIONS

1. **NEPA:** National Environmental Policy Act; federal environmental law required to complete if federal funding is used.
2. **Uniform Act:** Uniform Relocation Assistance and Real Property Acquisition Policies Act; Federal regulations that must be followed to ensure property owners are paid just compensation.
3. **FMV:** Fair Market Value; value identified with appraisal process.

### PROCEDURE

1. Staff will submit a written request to the Mountain Line CEO identifying the need to acquire a bus stop easement associated with the development of new bus stops or improvements to existing bus stops.
2. Upon CEO approval to proceed with the acquisition process, Mountain Line staff will take the following steps:
  - a. Donation:
    - i. Staff will request good will donation from the property owner for the transit easement identifying the benefit of transit to the property owner.
    - ii. If federal funds are used to acquire interest in real property, Mountain Line staff will complete the environmental approval process for NEPA. Formal negotiations with property owners are prohibited until the completion of NEPA.
  - b. Voluntary Sale:
    - i. Staff will obtain title reports and appraisals in accordance with the Uniform Act to identify FMV. Mountain Line will make a formal offer based on FMV to the property owner to compensate for the bus stop easement.
3. Staff will seek direction from the Mountain Line Board of Directors before proceeding with the following steps:
  - a. Administrative Settlement
    - i. Offer higher than FMV; limits based on guidelines in the Uniform Act.
  - b. The City of Flagstaff may exercise the right of eminent domain on Mountain Line's behalf. Council Action is required.

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**DATE PREPARED:** January 2, 2024

**MEETING DATE:** January 15, 2025

**TO:** Honorable Chair and Members of the Board

**FROM:** Bizzy Collins, Strategic Performance Planner

**SUBJECT:** Pantograph Pilot

### **RECOMMENDATION:**

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

### **RELATED STRATEGIC PLAN OBJECTIVE:**

- ❖ Goal: Stewardship of Resources
- ❖ Objective: Be exemplary at supporting community goals towards environmental sustainability.

### **BACKGROUND:**

The pantograph charger was installed in July 2024 and began operating in August. Since that time, it has been the main charger for our two electric buses. Staff will provide an update on the pantograph.

Staff is presenting this information for the Board of Directors' awareness and is not seeking any action.

### **FISCAL IMPACT:**

There is no immediate fiscal impact related to the pantograph. Future decisions about battery electric buses and chargers could have financial consequences.

### **TAC DISCUSSION:**

Members did not ask questions or provide comments on the presentation.

### **SUBMITTED BY:**

Bizzy Collins  
Strategic Performance Planner

### **APPROVED BY:**

Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

None.

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**DATE PREPARED:** January 2, 2024

**MEETING DATE:** January 15, 2025

**TO:** Honorable Chair and Members of the Board

**FROM:** Bizzy Collins, Strategic Performance Planner

**SUBJECT:** Transit App Update

### **RECOMMENDATION:**

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

### **RELATED STRATEGIC PLAN OBJECTIVE:**

- ❖ Goal: Service Excellence
- ❖ Objective: Invest in capital to improve efficiencies and infrastructure to enhance service delivery.

### **BACKGROUND:**

The question that is top-of-mind for a transit rider is, “Where’s my bus?” Real-time arrival information is a necessity for transit agencies and Mountain Line has had it available online since 2008 and available on a phone app since 2016. Our current phone app vendor is Transit, and the app is very popular: it is used by 5,000 unique users each month, and 30% of riders report using it in the FY2023 Mountain Line Customer Survey. In FY2024, Mountain Line installed new equipment to improve cellular connectivity for improved real-time arrival experience, and rider satisfaction of real-time arrival information improved as a result.

In addition to providing real-time arrival information for bus riders, the Transit app also has the following features.

- Transit and bicycle trip planning with the option of step-by-step navigation.
- Fare payment to buy, reload, and store transit passes in the Transit app through integration with Token Transit (a separate vendor). This reduces the need for riders to maintain two separate apps, visit a pass sale location in person, or wait for the mail to deliver their transit pass.
- Rider safety reporting is available with a direct link in Transit app that feeds into the See Say App. This simplifies reporting issues that need immediate attention and avoids the need to maintain two separate apps.
- Collects rider feedback about their transit experience (see chart below of Overall Trip Rating compared to Surveys Taken). This allows staff to improve the rider experience by digging deeper into feedback and addressing issues, and to gauge the impact of changes that often occur without riders’ awareness (i.e., installing new equipment to improve cellular connectivity and therefore real time arrival experience).

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- Accuracy Report that audits real time arrival availability. This allows staff to drill into technical issues and resolve them, maintaining customer trust in real time arrival information.
- Northern Arizona University (NAU) shuttle routes are now available in the Transit app. This allows riders to seamlessly plan their trip between the two transit services and improve campus connectivity.

Staff is presenting this information for the Board of Directors' awareness and is not seeking any action.

### **FISCAL IMPACT:**

There is no immediate fiscal impact related to the Transit app. Future decisions about real time app providers or features could have financial consequences.

### **TAC DISCUSSION:**

There was confusion about the app, which is available through a vendor called Transit (such a general industry name, it really is confusing!). The features described in this report were also confusing but made sense with the screen shots provided in the presentation.

### **SUBMITTED BY:**

Bizzy Collins  
Strategic Performance Planner

### **APPROVED BY:**

Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

None.

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**DATE PREPARED:** January 6, 2024

**DATE:** January 15, 2025

**TO:** Honorable Chair and Members of the Board

**FROM:** Heather Dalmolin, CEO and General Manager

**SUBJECT:** FY2026 Budget Message

### **RECOMMENDATION:**

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

### **RELATED STRATEGIC PLAN OBJECTIVE**

- ❖ Goal: Investing in Mountain Line Workforce
  - ❖ Objective: Enhance workplace culture to support employee development and work-life balance.
- ❖ Goal: Fiscal Responsibility
  - ❖ Objective: Ensure a sustainable financial future through long-term financial planning.

### **BACKGROUND:**

The goal of this report is to provide a high-level overview of the methods and priorities used by staff in developing the FY2026 budget.

#### **Financial Capacity:**

Mountain Line is dependent on a variety of funding sources; however, the major portions of funding are from federal funding and local transit tax. As we began the FY2026 budget, we evaluated capacity within the transit fund balance, the estimated annual revenues from the transit tax, and the reliability of continued federal appropriations. Based on anticipated increased transit tax revenues as per the November 2024 passage of Proposition 488 and the need to expand service over the next three to five years, the FY2026 budget is rooted in conservative revenue projects, preservation of funding for capital expansion needed to support introducing expanded programs, and ensuring we continue to recruit and retain the talented and skilled staff necessary to support expansion.

#### **Inflationary Impacts:**

Mountain Line continues to monitor the changing cost of goods and services as inflation is an uncontrollable expense that must be accommodated within any proposed budget and by our funding sources. At the start of the budget, we identified that the last published Consumer Price Index change was 1.6% (October 2024 over October 2023) while month over month trend in earliest part of this fiscal year was closer to 2.7%. Additional rate increases identified in our approach to the budget include: continued hardening of general and auto liability insurance market, increased local minimum wage that drives wage cost, utility rates including electricity and fuel, contract costs (related to minimum wage and/or inflation), parts and supply, and health insurance for employees.

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### Goals:

The set goals for FY2026 include:

- Maintain ability to attract and retain staff to enable full-service delivery and reduce dependency on contracted staff and overtime. These efforts include 1) implementation of updated compensation strategies identified in the Compensation Study, 2) renewed funding for the performance-based bonus program and expansion to offer to all staff, 3) expansion of both reoccurring and new staff training programs, 4) defined development opportunities for staff to support growth and succession plan, and 5) improved recruitment strategies that increase visibility of our positions;
- Continue to improve the customer experience with 1) improved focus on rider safety (new camera system), 2) an updated and easy to use fare payment system that reduces cash and improves access to fare-capping, and 3) opening of the Downtown Connection Center;
- Improvements to paratransit services to offer customers a more convenient system requesting service, including same day service and online reservations, and to offer a wider variety of delivery options (including more outsourcing of ambulatory trips and expanded ride hailing options);
- Introduce new route(s) and frequencies on existing routes to increase access to transit in areas that lack service and improve the reliability of service as supported with the passage of Proposition 488; and
- Initiate construction of Kaspar Maintenance Facility to improve working conditions for staff, offer capacity for maintenance of all fleet types and needs, and continue efforts to maintain state of good repair ensuring long life of our fleet.

### FISCAL IMPACT:

Staff are not recommending any action, and there is no immediate fiscal impact to this budget process and engagement effort. Adoption of the budget will be recommended in June of 2025, and fiscal impact will be demonstrated before the full budget is recommended.

### ALTERNATIVES:

No action is recommended; however, the Board may provide direction on additional information needed or on budget items as presented.

### TAC DISCUSSION:

The Transit Advisory Committee supported the goals for the FY2026 budget without comment or discussion.

### APPROVED BY:

Heather Dalmolin  
CEO and General Manager

### ATTACHMENTS:

None.

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# MOUNTAIN LINE MEMORANDUM

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**DATE:** January 15, 2025

**TO:** Honorable Chair and Members of the Board

**FROM:** Anne Dunno, Capital Development Manager

**SUBJECT:** Downtown Connection Center (DCC) Update

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### DCC Phase 1 Update:

DCC Phase 1 building construction is making excellent progress on building, site, and utility work. The building is tracking on schedule for substantial completion by April 7, 2024, and final completion by May 19, 2025. Mountain Line anticipates the grand opening to be scheduled in June 2025.

Mountain Line developed furniture, fixture, and equipment (FFE) plan. For sustainability and fiscal prudence, Mountain Line will relocate available furniture from Kaspar HQ to minimize the purchase of new furniture. Mountain Line anticipates ordering furniture in mid-January for delivery and set-up in May 2025. Mountain Line is procuring IT server/network hardware and audio/visual (AV) equipment to install in variety of offices and rooms, including the community/board room on Level 1. IT and AV equipment will be delivered, installed, and tested by April 2025.

### DCC Phase 2 Update:

#### *Phase 2a Interim Operations Hub:*

Mountain Line submitted construction plans for the Phase 2a Interim Operations Hub (Ops Hub) in December 2024. The Ops Hub is needed in order to provide transit service at this location during the City's Rio De Flag (RDF) construction. The RDF construction schedule is unknown. In spring 2025, Mountain Line will relocate the overhead APS lines along Phoenix Avenue to be underground in preparation for the Ops Hub.

#### *Phase 2b Civic Space:*

Mountain Line is working with City Parks and Community Investment on the civic space located to the east of the long term Operations Hub space. Based on the January 2023 public meeting input, Mountain Line will prepare a "bubble diagram" concept to take to City Commissions and City Council in spring, 2025 for feedback on the amenities, which currently identify a splash pad.

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# MOUNTAIN LINE MEMORANDUM

**DATE:** January 15, 2025

**TO:** Honorable Chair and Members of the Board

**FROM:** Bizzy Collins, Strategic Performance Planner

**SUBJECT:** FUSD Update

Flagstaff Unified School District (FUSD) continued the transportation partnership with Mountain Line for the 2024-2025 school year to offer a K-12 annual pass to middle and high school students impacted by school bus eligibility reductions. As was shared in current events, Mountain Line staff attended middle and high school events this summer to familiarize families with transit, answer questions, and assist with trip planning. The Spring 2024 program was introduced quickly, when FUSD made changes its transportation program in November 2023, and rolled out the Mountain Line partnership in December 2023. The full-year program introduced for the Fall 2024 semester afforded both Mountain Line and FUSD more opportunities to connect with families and help them understand riding public transit to/from school.

As of December 24, a total of 733 passes were used by students and 34 passes by staff. The program has been positively received by FUSD staff, students, and families, and Mountain Line will discuss next steps for the program with FUSD this winter. The FUSD ecoPasses will continue to be distributed and remain active through June 15, 2025, so students can continue to ride during the winter break, spring break, and the first part of summer break.

### FUSD ecoPass Program Analysis Period Analyzed: January 1- December 24, 2024

#### Student Passes

	Fall Semester 2024	Spring Semester 2024	Percent Change
Unique passes used	733	462	59%
% mobile passes	16%	Only physical passes offered	
Total trips taken	43,365	29,053	49%
Average trips per pass	59	63	-6%

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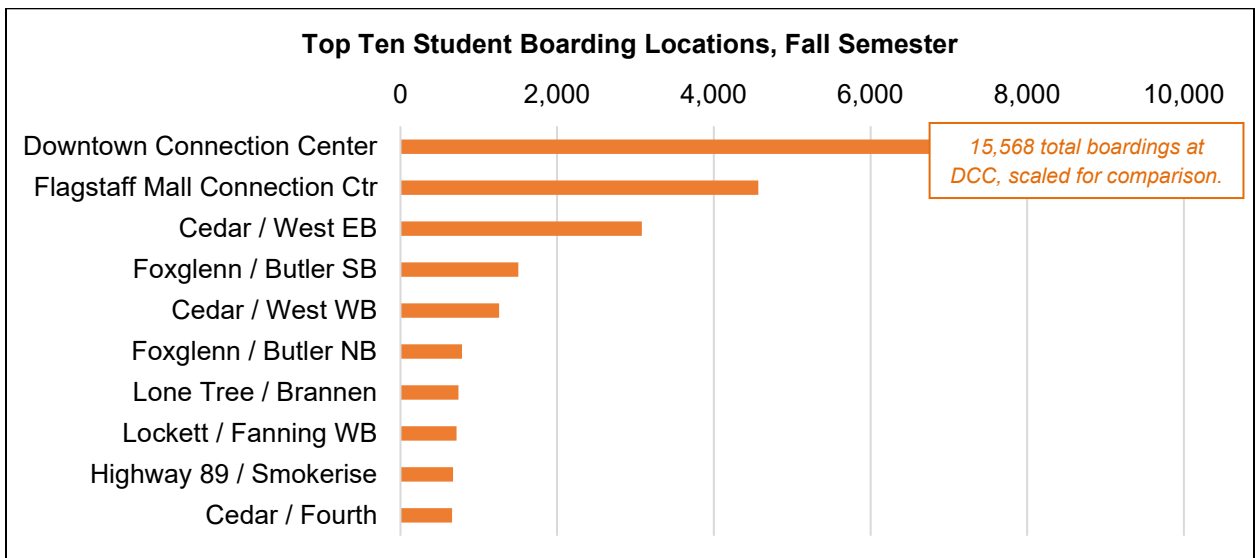
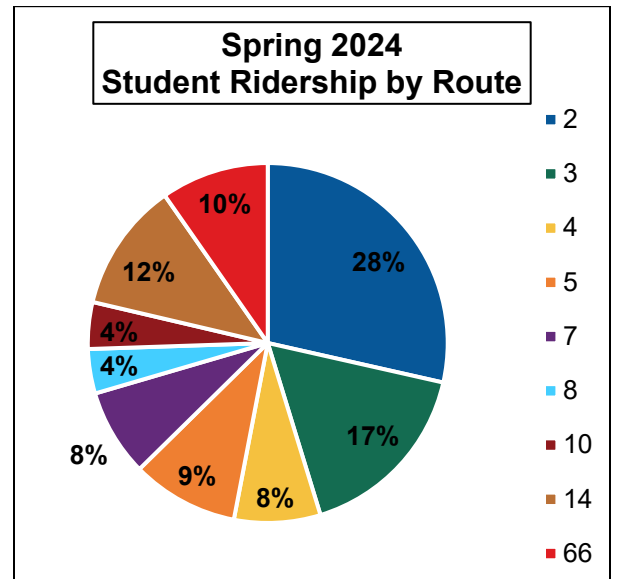
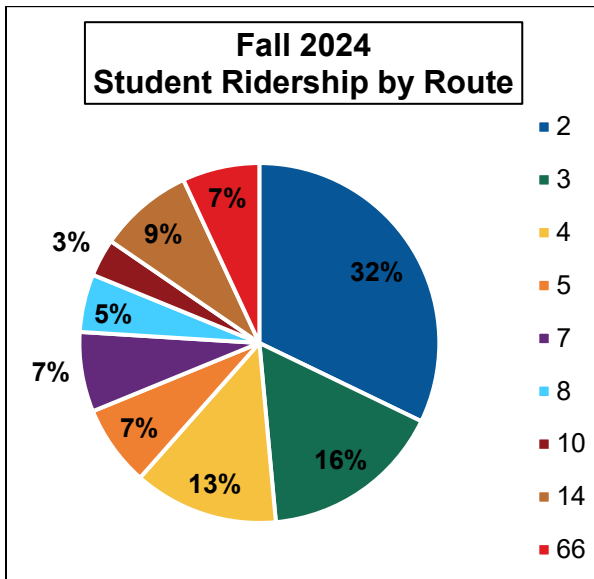




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Passes used 3 times per week between Monday-Friday	202	143	41%
Maximum use on a single pass	374	345	8%
Trips occurring on weekdays	96%	97%	-1%
Routes used	100%	100%	0%
Stops used	96%	96%	0%



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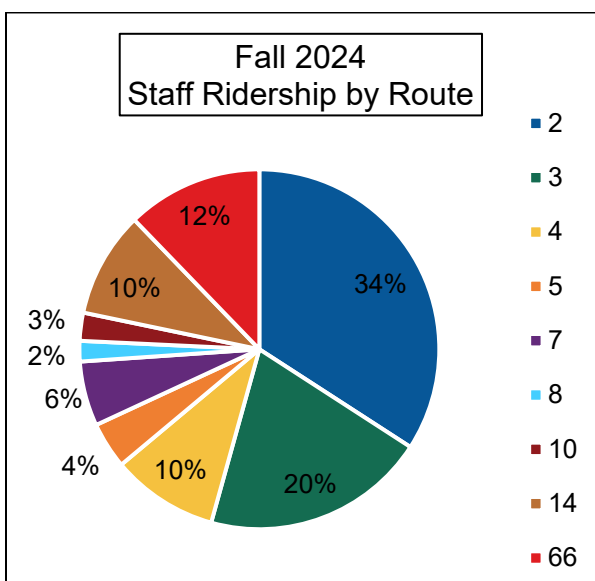


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### Staff Passes (fall was the first semester staff passes have been offered)

	Fall 2024
Unique passes used	34
% mobile passes	94%
Total trips taken	1,031
Average trips per pass	30
Passes used 3 times per week between Monday-Friday	5
Maximum use on a single pass	155
Trips occurring on weekdays	91%
Routes used	100%
Stops used	46%



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# **MOUNTAIN LINE MEMORANDUM**

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**DATE:** January 15, 2025

**TO:** Honorable Chair and Members of the Board

**FROM:** Rhonda Cashman, Executive Assistant and Clerk of the Board

**SUBJECT:** FY2026 Meeting Dates

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Pursuant to the current practice of Mountain Line, the meeting date calendar for the Board of Directors (Board) and the Transit Advisory Committee (TAC) is reviewed twice a year in January and June. This allows all Board, TAC, and staff members to plan and have meetings marked on their calendars.

Typically, the Coconino County Board of Supervisors is on summer recess from late June to early August and the Flagstaff City Council is on summer recess early July to mid-August. Fall Semester classes at NAU and CCC typically begin the last week of August. Since the County Board of Supervisors and City Council members are on recess in July, it has been previously determined to be appropriate to have the Mountain Line meeting recess in July as well.

Staff also propose to continue the December recess as it is often difficult to achieve a quorum.

In FY2026, the TAC meeting falls on the New Year's holiday, 1/1/2026. Staff recommend changing this to one week later on 1/8/2026.

No dates are available for FUSD's spring break in FY2026 yet.

Also, in FY2026, staff recommend the current practice of not holding TAC meetings in the months in which we have joint meetings, May and October. Joint meetings will be held for an extended amount of time.

If any member wishes to discuss these dates further, please request this topic be added to a future agenda.

Attachment: Proposed FY2026 Meeting Dates

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# MOUNTAIN LINE FY2026 REGULAR MEETINGS

**Transit Advisory Committee (TAC) - First Thursday of each Month**  
**Board of Directors (BOD) – Third Wednesday of each Month**

Date	Meeting	Location	Time
7/2025	Recess	-----	-----
8/7/2025	TAC	Zoom Mountain Line Based	10am
8/20/2025	BOD	Zoom Mountain Line Based	10am
9/4/2025	TAC	Zoom Mountain Line Based	10am
9/17/2025	BOD	Zoom Mountain Line Based	10am
10/15/2025	BOD/TAC Advance	TBD	9am-2pm
11/6/2025	TAC	Zoom Mountain Line Based	10am
11/19/2025	BOD	Zoom Mountain Line Based	10am
12/2025	Recess	-----	-----
1/8/2026 (2 <sup>nd</sup> Thurs)	TAC	Zoom Mountain Line Based	10am
1/21/2026	BOD	Zoom Mountain Line Based	10am
2/5/2026	TAC	Zoom Mountain Line Based	10am
2/18/2026	BOD	Zoom Mountain Line Based	10am
3/5/2026	TAC	Zoom Mountain Line Based	10am
3/18/2026	BOD	Zoom Mountain Line Based	10am
4/2/2026	TAC	Zoom Mountain Line Based	10am
4/15/2026	BOD	Zoom Mountain Line Based	10am
5/20/2026	TAC/BOD Joint Meeting	TBD	10am-2pm
6/4/2026	TAC	Zoom Mountain Line Based	10am
6/17/2026	BOD	Zoom Mountain Line Based	10am

Subject to change up until 24 hours before meeting

Proposed 1/15/2025



## **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)

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# **MOUNTAIN LINE MEMORANDUM**

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**DATE:** January 15, 2025

**TO:** Honorable Chair and Members of the Board

**FROM:** Heather Dalmolin, CEO and General Manager

**SUBJECT:** Delegations of Authority Update

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In keeping with the requirements of the various authorities granted by the Board of Directors to the CEO and General Manager and as per the most recently adopted Resolutions, this update reports on all actions, including funding applications and executions of awards, enacted by the CEO and General Manager.

### **Collective Grant Authority – Resolution 2024-100**

#### **Procurement Authority – Resolution 2024-110**

##### RFP 2020-110.2, Owner's Representative Cancellation of Contract

RFP 2020-110.2, Owners Representative was awarded to Nations Group in February of 2021 on a Task Order based basis. Task Order #1 was issued for the Downtown Connection Center Project in January of 2021, and Task Order #2 was issued for the NUA CDL project in March of 2022. Task Order #2 was closed out in May of 2024. Due to budgetary restraints, it has been determined that it is in Mountain Line's best interests to cancel the contract and Task Order #1. Nations Group was notified of the cancellation November 22, 2024.

##### Transit Asset Management, Amendment #4

Thing Tech and Mountain Line executed a sole source contract in July of 2021, for transit asset management (TAM) for the entire Mountain Line organization, and work order systems/parts tracking for both Fleet and Facilities. Per policy, this sole source award is to be reviewed annually to confirm the continued sole source justification; at this time, Mountain Line staff has determined that it would be extremely burdensome to replace the solution with another vendor and will extend the Thing Tech contract for another year, to be reviewed before June of 2025.





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### RFB 2019-400, Janitorial Services Amendment #2

RFB 2019-400, Janitorial Services procurement was awarded to Pinnacle Janitorial in June of 2019. Amendment #1 was executed in April of 2020 to update contract pricing for increased services. Amendment #2 is to update hourly pricing for services effective January 1, 2025, due to the City of Flagstaff minimum wage increase. No other terms of the contract are changed with this Amendment #2.

### RFB 2020-202, Bus Wrap Services Amendment #2

RFB 2020-202, Bus Wrap Services procurement was awarded to VisionIt Media in December of 2019. Amendment #1 was executed in September of 2024 to update contract pricing due to increased supplies costs. Amendment #2 for the VisionIt Media contract is to utilize the first of two optional additional five-year terms, extending the contract through June 30, 2029. No other terms of the contract are changed with this Amendment #2.

### Contract No. 2024-100, Human Resources Consulting Amendment #2

Contract No. 2024-100, Human Resources Consulting procurement was awarded to TransPro Consulting LLC in May of 2024 as a sole source contract after two separate procurements resulted in no responses. Amendment #1 was executed in July of 2024 to add employee development services to the contract. Amendment #2 is to add organizational alignment and succession planning services to the contract. Amendment #2 is for a value of \$143,830, bringing the total cumulative value of the contract to \$348,127.

### **Agreements and Contracts Authority – Resolution 2020-100**

#### Amended and Restated Intergovernmental Agreement, MetroPlan

An Amended and Restated Intergovernmental Agreement (IGA) with MetroPlan was executed effective November of 2024. The original IGA providing MetroPlan with personnel services and allowing for coordination of federal grant funds was executed in April of 2020. Since that time three minor amendments have been made. This Amended and Restated IGA incorporates the original agreement and all amendments to date and affirms the responsibilities and commitments between Mountain Line and MetroPlan going forward.



**February: TAC Meeting is Thurs, 2/6 Board Meeting is Wed, 2/19**

ITEMS:	WHO & WHAT:
Safety Minute	Sam
Milestone Anniversaries	Heather D
Compensation Study	Sam - D/A
Organizational Structure	Heather D - D
Workforce Budget Overview	Josh - D
August Service Changes	Jacki - D/A
Title VI Public Hearing – Open Public Comment Period for Service Changes	Jacki - D/A
Zero Emission Bus Transition Plan Update	Bizzy - D/A
Triennial Review Closeout Report	Bizzy - PR
Transit Tax Outcome	Jacki - PR
Delegation of Authority Update – Agreements, Grants, and Procurements:	Heather D - PR
March/April Working Agenda	

**March: TAC Meeting is Thurs, 3/6 Board Meeting is Wed, 3/19**

ITEMS:	WHO & WHAT:
Safety Minute	Sam
Milestone Anniversaries	Heather D
Financial Audit	Josh - D/A
Operating Budget Overview	Josh - D/A
Biannual Performance Report	Bizzy - D/A
Electric Bus Performance Report	Bizzy - D/A
Bus Wrap/Driver Barriers Update	Jeremiah - D
Strategic Planning	Heather D - D/A
DCC Move-In Update	Anne-PR
Delegation of Authority Update – Agreements, Grants, and Procurements:	Heather D - PR
April/May Working Agenda	

C = Consent, D/A = Discussion/Action, D = Discussion, PR = Progress Report