



Mountain Line

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Board of Directors Minutes for Wednesday, January 15, 2025

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, January 15, 2025, 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:

Jeronimo Vasquez, (Chair), Board of Supervisors, Coconino County;
Josh Maher, (Vice Chair), Associate VP for Community Relations, NAU, alternate, (Zoom)
Tony Williams, Vice President of Student Services, CCC, designee, (Zoom), joined at approximately 10:03am;
Miranda Sweet, City Councilor, City of Flagstaff, arrived at approximately 10:17am;
Lori Matthews, City Councilor, City of Flagstaff, left at approximately 11:27am;
**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:

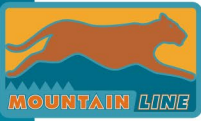
Heather Dalmolin, CEO and General Manager;
Jacki Lenner, Deputy General Manager;
Sam Short, Workforce Director, (in person, then on Zoom after 11:06am);
Anne Dunno, Capital Development Manager;
Codi Weaver, Human Resources Manager;
Heather Higgins, Purchasing and Contracts Officer, (Zoom), joined at approximately 10:02am;
Bizzy Collins, Strategic Performance Planner;
LaReina Reyes, Associate Planner, (Zoom), joined at approximately 10:08am;
Jon Matthies, IT Manager;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Scott Holcomb, Mountain Line Attorney, (Zoom)

GUESTS PRESENT:

Scott Overton, Public Works Director, City of Flagstaff, left at approximately 10:25am;
Sean Connolly, Chief of Police, City of Flagstaff, left at approximately 10:25am;
Meghan Murray, Senior Advisor, Rieth Jones Advisors (RJA), (Zoom), left at approximately 10:36am;
Eric Bram, Vice President, Rieth Jones Advisors (RJA), (Zoom), joined at approximately 10:02am and left at approximately 10:36am

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

2. ROLL CALL

3. SAFETY MINUTE
-Sam Short, Workforce Director

Mr. Short reported on Winter Safety. He offered some winter weather driving and safety tips.

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

December and January milestone anniversaries were recognized.

Ms. Dalmolin introduced two guests in the room, Scott Overton, City of Flagstaff Public Works Director and Sean Connolly, City of Flagstaff Chief of Police. They each took a few minutes to introduce themselves and shared their interest in being good community partners with Mountain Line and they look forward to future collaboration and implementation of public safety strategies.

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 11/20/2024

Director Sweet made a motion to approve the minutes for the November 20, 2024 meeting. Director Matthews 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	

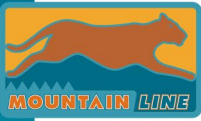
CONSENT AGENDA

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

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-Heather Higgins, Purchasing and Contracts Officer
Staff recommends the Board of Directors approve and adopt updated Federal Transit Administration 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.

Director Matthews made a motion to approve the Consent Agenda item. 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	

DISCUSSION / ACTION ITEMS:

8. LINDA VISTA REAL PROPERTY DEVELOPMENT

-Heather Dalmolin, CEO and General Manager
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.

Ms. Dalmolin provided some history on this project and introduced Meghan Murray with Rieth Jones Advisors (RJA). Ms. Murray presented a very brief report related to the land history and timeline; Mountain Line is looking to use the parcel to benefit the broader Flagstaff community. She additionally provided a project overview and the key objectives. She concluded with the development opportunity, the inputs and considerations that have determined that an opportunity does exist. Ms. Dalmolin shared the next steps and reported staff will work with RJA to procure a development partner to be approved by the Board. Director Matthews asked to confirm that Mountain Line will retain ownership of the land and find a partner to rent the apartments. Ms. Dalmolin replied that it will be a land lease which will provide revenue for Mountain Line and our partner will collect the rent and provide property management. Chair Vasquez asked for a timeline on when shovels could be in the ground. Mr. Bram stated from pre-development, there would be an estimated seven to ten months for design, so probably about two years before opening. Director Matthews made a motion to approve the next steps to initiate the development of workforce housing as presented. Director Sweet seconded. There was no further discussion. All approved, none opposed. Motion carried.

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

9. BUS STOP EASEMENT ACQUISITION POLICY

-Anne Dunno, Capital Development Manager

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

Ms. Dunno shared some background related to bus stop improvements and mentioned the use of the Bus Stop Guidelines in determining amenities at bus stops. There is a policy to follow for bus stop improvements. She noted the scope and impact of the bus stop is considered. She shared a design of a typical bus stop easement. She reported staff have gotten creative to avoid the need for easements. Ms. Dunno stated that Mountain Line plans to partner with MetroPlan on their Safe Routes to School project as related to several of our challenging bus stops slated for future improvements. She reviewed some bus stop improvement successes. She shared the goals of the policy; staff seek goodwill donations, advocate for the value of transit, and aim for transparency. She stated the regulatory/legal requirements are very prescribed steps. She reviewed the steps of the policy and noted that if Mountain Line changes service, the bus stop area is returned to its prior condition. Mr. Holcomb stated at that point the easement can be terminated and recorded. Vice Chair Maher asked if Mountain Line has ever had to use Administrative Settlement or Eminent Domain. Ms. Dunno stated that Mountain Line has never gone beyond the goodwill donation for a bus stop. Ms. Dalmolin noted that Mountain Line strives to partner with the land owner as it is better to establish goodwill, but we may need to purchase land for some future stops. Vice Chair Maher stated that he understood the need for the policy for the future. Ms. Dalmolin commented that for building out of routes, like those planned in implementation of Proposition 488, the safest location should be selected for the bus stop and staff will use the steps available to negotiate final placement. Mr. Holcomb stated Mountain Line attempts to work with the City on new construction. Ms. Dalmolin stated this policy is especially critical as Mountain Line works to retrofit the existing built environment with bus stops, as was discussed in the TAC meeting; it's not necessary when building routes and stops during new construction when we can negotiate stops in the development agreements. Director Matthews communicated her support for the policy and noted it sounds like staff have exhausted all the easy options, stating it is a smart next step, and improvements will be needed to build ridership. Ms. Dunno stated her appreciation of the robust discussion. Director Sweet moved to approve the Bus Stop Easement Acquisition Policy as presented. Director Matthews 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	

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10. PANTOGRAPH PILOT

-Bizzy Collins, Strategic Performance Planner

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

Ms. Collins reported that the pilot program goal was to figure out the most efficient process for charging, to identify the right solutions needed at the Downtown Connection Center (DCC) in the future. She stated it take approximately one minute to connect the bus to the pantograph charger and one minute to disconnect as well; buses were swapped to charge for approximately 10 minutes, which add the equivalent of approximately 20 miles of battery life. Thus, she noted, midday partial charging can get the bus through the day. She reviewed the next steps and confirmed the plan to return with more electric bus data in March. There was no discussion.

11. TRANSIT APP UPDATE

-Bizzy Collins, Strategic Performance Planner

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

Ms. Collins stated that this agenda item is related to the Strategic Plan objective to improve customer experience. She noted Real Time Arrival has been in place since 2008, and Mountain Line has had a phone app since 2016; the most recent data reports approximately 5,000 unique users of the app. She explained that the app supports users and connects modes, fares and passes can be purchased since the Transit App is integrated with Token Transit. She shared that an Accuracy Report is generated by the app, which is important for the riders. Additionally, the See Say app is integrated into the Transit App for rider safety and Northern Arizona University (NAU) shuttles are incorporated as a measure to make trip planning across systems easier. Rider Feedback is a newer set of data collected by the app that we can analyze and that can be shared as a way of measuring performance. Director Sweet asked how this information about the app is getting out to the public. Ms. Lenner's replied that QR Codes are on shelter posters and on the buses. Ms. Collins also offered that riders can claim passes in the app and the app offers some ads to users since we pay for elevated access. Chair Vasquez asked for some talking points to share with others. Ms. Collins agreed to get the requested information sent out to Board members. Ms. Lenner's recommended the biking app part as it will provide the safest trip. There were no other questions.

12. FY2026 BUDGET MESSAGE

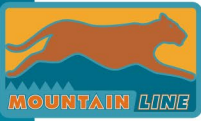
-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin noted that our agency partners' budgets show one line item for Mountain Line in their budget approval process, so staff want Board members to feel confident in the process and the priorities used to develop it, the ultimate goal is the budget approval by the Board in June. She shared the five goals for the FY2026 Budget: 1) Attract and Retain Staff, a compensation study is going on now; 2) Customer Experience, rider safety, and update the fare

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system; 3) Paratransit Service, most expensive and want to try to do differently; 4) New Routes and Frequencies, per the Flagstaff in Motion - Five Year Transit Plan guidance and the passing of Proposition 488; and 5) Construct the Kaspar Maintenance Facility. Director Matthews commented that she would like to be more strategic in addressing staffing concerns and wages. Ms. Dalmolin explained that a consultant was hired, and they have brought on two additional firms for their expertise so that we are looking into the future to set compensation strategies that inform our budget and financial plan; more information will be shared in February or March. Chair Vasquez asked when discount fares will be discussed. Ms. Dalmolin replied that it would be this spring before budget adoption. There were no other questions.

PROGRESS REPORTS:

There were no questions regarding the progress reports.

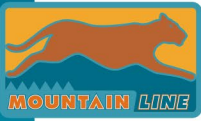
13. DOWNTOWN CONNECTION CENTER (DCC) UPDATE
-Anne Dunno, Capital Development Manager
14. FLAGSTAFF UNIFIED SCHOOL DISTRICT (FUSD) UPDATE
-Bizzy Collins, Strategic Performance Planner
15. FY2026 MEETING DATES
-Rhonda Cashman, Executive Assistant and Clerk of the Board
16. DELEGATIONS OF AUTHORITY
-Heather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

Ms. Dalmolin shared the following highlights:

- She recommended reading the FUSD report, if you haven't already. There is good ridership with lots of opportunities in the future.
- Director Sweet and Supervisor Horstman toured the DCC building recently and when a train passed by it could not be heard inside the building. Staff are excited to move in and celebrate with a Grand Opening.
- Staff the Bus photos and statistics were reviewed.
- Mountain Line participated in the Parade of Lights this year with about 30 employees and family members, staff were in light blue Mountain Line holiday sweatshirts; we were also joined by some Theatrikos elves handing out candy and some members of the Flagstaff Community Band on the bus playing live holiday music that could be heard outside the bus.
- The Lancaster Leadership certificate was presented to Mountain Line in recognition of our commitment to employee development.
- Proposition 488 passed, and Mountain Line will use the Five Year Plan as guidance, but is also looking to complete an operational/system assessment that looks at existing services

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for modifications and updates related to community and road changes that we need to consider to ensure we continue to serve neighborhoods and improve access and ridership.

- The organizational structure is under review triggered by recent position vacancies and the desire to ensure staff structure is right to support implementation of the Five Year Plan.
- December and January anniversaries were recognized.

ITEMS FROM COMMITTEE AND STAFF:

Ms. Dalmolin stated she would be following up with Chief of Police Connolly regarding live view cameras, officers on the buses, opportunities for training our team, pay for an officer, and recent tour of the DCC space.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

Ms. Dalmolin reminded Board members about the very brief one item Board meeting that was agreed upon by Board members to be held on Thursday, January 16th at 1:00pm.

Chair Vasquez requested a Free Fare/Reduced Fare conversation in February or March.

February/March Working Agenda

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 Title VI Plan Update, August Service Changes and Public Hearing – Open Public Comment Period for Service Changes, Amended and Restated Master IGA, Organizational Structure, Compensation Study, Workforce Budget Overview, Zero Emission Bus Transition Plan Update, Triennial Review Closeout Report, Downtown Connection Center (DCC) Civic Space, Maintenance Project, 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.

18. ADJOURNMENT -Chair Vasquez adjourned the meeting at approximately 11:42am.

Jeronimo Vasquez, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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