



Mountain Line

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Transit Advisory Committee Minutes for Thursday, February 6, 2025

NOTE: IN ACCORDANCE WITH PROVISIONS OF THE ARIZONA REVISED STATUTES THE SUMMARIZED MINUTES OF NAIPTA TAC MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITHIN QUOTATION MARKS ARE VERBATIM. AUDIO RECORDINGS OF NAIPTA TAC MEETINGS ARE ON FILE IN THE NAIPTA CLERK'S OFFICE.

The Transit Advisory Committee met in Regular Session on Thursday, February 6, 2025, at 10:00am in a WEB BASED meeting. Members of the TAC and Mountain Line staff attended in person, by internet conferencing, or by telephone. Some staff were present in the Mountain Line VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004. The public was invited to attend.

TAC MEMBERS PRESENT:

Kurt Stull, (Chair), Executive Director of Facilities and Security, CCC, designee;
Kim Musselman, (Vice Chair), Deputy County Manager, Coconino County, designee, (Zoom);
Carol Covington, Citizen Representative, Coconino County, (Zoom);
Erin Stam, Director, Campus Operations, Transit Services, NAU, designee, (Zoom);
Greg Clifton, City Manager, City of Flagstaff, (Zoom), joined at approximately 10:05am;
Dave Wessel, Planning Manager, MetroPlan, arrived at approximately 10:04am and left at approximately 11:02am;
Michele James, Citizen Representative, City of Flagstaff, (Zoom);
Karli Vander Meersch, President, ASNAU, (Zoom), joined at approximately 10:32am
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Gail Jackson, Economic Development Representative, (ECoNA)

STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager;
Jacki Lenner, Deputy General Manager;
Josh Stone, Financial Manager;
Anne Dunno, Capital Development Manager, (Zoom), joined at approximately 11:02am;
Codi Weaver, Human Resources Manager;
Heather Higgins, Purchasing and Contracts Officer, (Zoom), joined at approximately 11:07am;
Bizzy Collins, Strategic Performance Planner;
LaReina Reyes, Associate Transit Planner, left at approximately 11:02am;
James Olson, IT Technician;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Cameron Stanley, Mountain Line Legal Counsel, (Zoom).

GUESTS PRESENT:

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

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2. ROLL CALL

3. SAFETY MINUTE

-Sam Short, Workforce Director

Ms. Weaver reported on Fire Prevention Safety Tips on behalf of Mr. Short.

4. MILESTONE ANNIVERSARIES

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin recognized the February milestone anniversaries.

5. CALL TO THE PUBLIC

There were no members of the public present at the meeting, nor any email comments received.

6. APPROVE TAC MINUTES 1/2/2025

Advisor Stam made a motion to approve the minutes from January 2, 2025. Advisor Covington seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Kurt Stull	X	
Kim Musselman	X	
Carol Covington	X	
Erin Stam	X	
Dave Wessel	X	
Michelle James	X	
Greg Clifton	X	

7. REVIEW OF THE DRAFT BOARD BUSINESS AGENDA

The TAC reviewed the draft Board Business Agenda and discussed staff reports, in order to provide recommendations to the Board. Specific comments and recommendations are noted in these minutes.

a. **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.

i. TITLE VI POLICY

-Codi Weaver, Human Resources Manager

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Staff recommends the Board of Directors approve Mountain Line's Title VI Policy, amended to reflect the updated MetroPlan Public Participation Plan adopted by MetroPlan in January 2025.

ii. AUTHORIZING RESOLUTION #2025-190 AND DESIGNATION OF SIGNATURE AUTHORITY

-Josh Stone, Financial Manager

Staff recommends the Board of Directors adopt Authorizing Resolution #2025-190 and approve Designation of Signature Authority to authorize Heather Dalmolin to act on federal funding matters on behalf of Mountain Line as CEO and General Manager.

There were no questions from the TAC regarding the consent items.

b. DISCUSSION / ACTION ITEMS:

i. AUGUST SERVICE CHANGES

-Jacki Lenners, Deputy General Manager

Staff recommends the Board of Directors conduct a public hearing and open a public comment period through April 16th, 2025, for the proposed August 2025 service enhancements.

Ms. Lenners stated that the proposed service changes are related to the passage of Proposition 488 that require no capital, have been in the works for a while, and collectively trigger a Title VI public comment period. She noted the prior Title VI item listed on the agenda does not impact this agenda item. She reviewed the proposed service changes for Route 2, Routes 4 and 14, Route 5, Route 7, and Route 8. She explained that the Route 2 eastbound deviation will become permanent on all runs and the westbound deviation will be eliminated, at least temporarily, while a study is done to see if a left turn option can be added at Pine Cliff Drive onto Forest Avenue. She noted there is plenty of transit friendly development on the mesa, but doubling back on the route to go westbound is inefficient. She shared that Routes 4 and 14 will be using the new Beulah Boulevard road network with a roundabout and bus only lanes, getting the buses off the very busy Milton Road; stops 4 and 15 will be relocated. She reported that Route 5 frequency will increase from every 60 minutes to every 30 minutes, which improves the ability to connect with other routes that already have at least 30 minute service. She stated the City has plans to build a roundabout at Cedar Avenue and Fourth Street, so Route 7, Stop 16 will be moved further south on Fourth Street closer to the existing crosswalk at Dortha Avenue for safety reasons. She reported Route 8 will be extended from Thompson Street to Woody Mountain Road and use the roundabout at Presidio Drive to turn around, which has been in the works for quite some time; some new stops are proposed, and Arizona Department of Transportation (ADOT) approval is pending. She added that the new stops along this extension will be temporary until sidewalks and permanent infrastructure is built in the area. Ms. Lenners explained that the Board will be asked to open a public comment period for approximately 60 days regarding these proposed changes; then a press release will go out, there will be bus stop signage, a mailer will be sent, and information will be posted on social media with all the ways a person can make comments. There were no questions or comments.

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ii. AMENDED AND RESTATED MASTER INTERGOVERNMENTAL AGREEMENT (IGA)

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors approve the Amended and Restated Master IGA as drafted to: align with the Board's adopted policies and procedures; incorporate the prior amendments to the IGA; update and clean up the recitations, provisions, and terms used throughout; and clarify Mountain Line's authority to own, sell, lease, and manage real estate. The Board should also authorize Mountain Line CEO and General Manager and legal counsel to negotiate, finalize, and sign the IGA agreement in conjunction with partner agencies.

Ms. Dalmolin reported that the original Master IGA was signed by our partners in 2006, an Amended and Restated Master IGA was signed by our partners in 2013, and one amendment related to insurance coverage limits was signed by our partners in 2020. She noted the need to amend and restate the Master IGA again is related to making clear the implied authorities of Mountain Line as a property owner. While making this update, legal counsel has suggested some other clerical and clean up edits. She highlighted some of the changes:

- Mountain Line has been added as a party to the IGA
- Condensed Recitals about Sedona, Cottonwood, and Yavapai County (departure from NAIPTA in 2013) to a single recital
- Recognized CCC joining NAIPTA in 2013
- Modified section 2, Names and Authorities to add language that captures our rights as property owners.
- Modified section 8.1, Survey of Public Transportation, to remove details and instead reference compliance with ARS 28-9123 requirements.
- Modified section 11, Transit Advisory Committee, to remove description of Committee make up as this is in the Rules of Procedure adopted by the Board of Directors.
- Modified section 16, Insurance and Indemnification, to capture changes made in Amendment 1 to the prior Amended and Restated IGA.
- Removed Fax numbers in section 19.7, Notices, and added email addresses.

Ms. Dalmolin communicated that once the document is approved by the Board, it will go to each partner agency for approval. There was a recommendation to relabel slides to say "proposed" changes until they are approved and to spell out the acronym IGA in the subject of the staff report. There were no other comments or questions.

iii. ORGANIZATIONAL STRUCTURE REVIEW

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin stated this review was initiated due to some position vacancies and to make our structure relevant and adequate to support the implementation of Proposition 488 improvements. She noted the Management Services Director is currently vacant and many of the employees that reported to that position are now reporting to the General Manager with financial oversight and team moving to the Deputy General Manager. She explained that bringing back a Planning Director position is being considered. She stated the Scheduling





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Coordinator position was eliminated, and that staff person was moved to a supervisor role. The Safety Coordinator position is still vacant, but it is a position that we know we still need for support. She noted there is anticipation that applying for grants won't be as easy in the future, we will need approximately 20-30 more operators, there will be regulatory changes, and we need to address our long-term needs. She stated that although we don't know the proposed organization structure changes, she did not want to delay this conversation as it is key to the workforce budget process. There were no questions.

iv. COMPENSATION STUDY

-Sam Short, Workforce Director

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

Ms. Dalmolin presented this item on behalf of Mr. Short. She noted that this effort and the organizational review had to be careful not to step on each other. She said the last compensation study was done in 2019, with mid-2020 implementation. She stated we know pay attracts and retains staff. She reported the Flagstaff minimum wage keeps going up, so the consultants are considering cost of living, and local wages and benefit structure. She explained that staff would bring back a final report for TAC on what action the Board takes. There were no questions.

v. FY2026 WORKFORCE BUDGET

-Josh Stone, Financial Manager

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

Mr. Stone stated this workforce budget is being presented in part, so the overall budget is offered in a more digestible format with the hope that the Board is well informed and prepared to approve the budget in June. He noted that the total workforce budget is estimated to be \$9.6 million, an increase of approximately 13 percent or approximately \$1.1 million over FY2025 due, in part to the repositioning of operations pay grades with a \$5 per hour increase that was approved off budget in FY2025 and the policy change made in FY2025 to increase overtime compensation to two times the hourly rate. He explained the graph related to the FY2026 changes includes the Operations Reset, Compensation Study Adjustment, Benefits Increase, and New Positions/Pay Plan. He shared that there is anticipated to be an alignment of staff pay effective July 1st, there is a merit based quarterly bonus program, and that some additional staff will be hired. He communicated the benefit plan changes with an anticipated increase of \$100,000. He reported that the Arizona State Retirement System contribution rate will be reduced slightly to 12 percent for the employee and the employer. He noted Mountain Line has 13 paid holidays and a variety of paid time off, which is scaled and based on years of service. There was no discussion.

vi. ZERO EMISSION BUS TRANSITION PLAN UPDATE

-Bizzy Collins, Strategic Performance Planner

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

Ms. Collins reported the Zero Emission Bus (ZEB) Transition Plan was adopted in 2020. She reviewed some of the key points in the existing plan. She explained that Battery Electric

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Buses (BEB) can be charged at the depot or on route, depending on where we invest in the infrastructure. The adopted plan is being reviewed due to changes in technology and assumptions about conditions to support charging; she recently found out this plan should be reviewed approximately every two years. She stated staff already know there will be limitations at the Downtown Connection Center (DCC) due to the Rio de Flag work that still needs to be done. She communicated that there are more technological options available now and our timelines have changed and become clearer. She stated that the passage of Proposition 488 can be included in the future. She offered that regular reviews of the plan are anticipated in the future. She reported that Mountain Line received a Clean Bus Planning Award that was available through the Joint Office of Energy and Transportation for this update, and staff is working with the Center for Transportation and the Environment (CTE); the internal kickoff was in November. She reviewed the timeline. Mountain Line stakeholders met with representatives from the necessary divisions, along with Arizona Public Service (APS) listening and providing utility information. She noted the conclusion of the feasibility projections is the need for a combination of depot and on-route charging to be the most efficient and most cost-effective. She shared the scope of work and ZEB Plan sections to be updated. There was a comment recommending the slide with the block feasibility projections, being too dense with information, should be removed from the presentation; otherwise, the information provided was helpful. There was another comment about this report being fascinating and they look forward to the final report. There was no further discussion.

c. PROGRESS REPORTS:

There were no questions related to the progress reports.

- i. DOWNTOWN CONNECTION CENTER (DCC) CIVIC SPACE UPDATE
-Anne Dunno, Capital Development Manager
- ii. MAINTENANCE PROJECT UPDATE
-Anne Dunno, Capital Development Manager
- iii. DELEGATIONS OF AUTHORITY UPDATE
-Heather Dalmolin, CEO and General Manager
- vi. SUMMARY OF CURRENT EVENTS
-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- Photos were shared of the solar panels on the DCC building, which will help will energy costs, but probably not be a complete offset.
- Interior photos of the DCC building were shared with lots of natural light and solar tubes are planned to be placed in areas on the first floor to let in more natural light.
- The gentle sloping sidewalk entry will have native plants in the area.

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- The construction should be done around April 7th with the certificate of occupancy inspection on April 25th, and staff are hoping to complete move-in by May 16th.
- Ridership is increasing approximately ten percent over FY2024.
- Staff went to the City Council recently for approval of a variance for our 133 foot long wall related to the Kaspar Maintenance project. A public hearing was held at Mountain Line on January 22nd to hear from neighbors in our area. The project is being supported.
- Staff recently met with City staff regarding workforce housing on our vacant parcel, which they consider a minor collector, to discuss Linda Vista extension expectations. The requirements for the development are to have two points of access. In 2020, the cost valuation of the Linda Vista Road improvements was \$10 million.
- New driver barrier doors have recently been installed on all buses.
- A Board agenda item has been added for February related to our Northern Arizona Public Employee Benefit Trust (NAPEBT) Agreement, which was requested after this agenda was finalized.
- Staff met with the Lake Mary developer of a new apartment complex for a follow up conversation about Microtransit last week. The Microtransit service is too expensive, but they may consider taxi or ride share services to bus stops.
- The AzTA Conference will be held in Flagstaff at High Country Conference Center on April 14-16. She said the agenda would be sent to them and she offered for TAC members to let us know if they want to attend, so we can get them registered.
- February anniversaries were reviewed.

ITEMS FROM COMMITTEE AND STAFF:

8. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

March/April Working Agenda

The next TAC meeting will be held on March 6, 2025, 10am, and it will be a hybrid meeting based in Flagstaff in the Mountain Line VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ, 86004. The public is invited to attend. March agenda items may include but not be limited to the MetroPlan Vulnerable Roadway Users Plan Presentation, Financial Audit, Operating Budget Overview, Biannual Performance Report, Electric Bus Performance Report, Bus Wrap/Driver Barriers Update, Strategic Planning (Proposition 488), Free and Reduced Fare Update, Triennial Review Closeout Report, Downtown Connection Center (DCC) Move-In Update, Bus Stimulator, and Delegation of Authority Updates. The March agenda will be available for review on Mountain Line's website and at Mountain Line's public posting places (listed on the Mountain Line website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the Board and TAC.

9. ADJOURNMENT

-Chair Stull adjourned the meeting at approximately 11:17am.

Kurt Stull, Chair of the Mountain Line Transit Advisory Committee

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ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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