



## 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)

### 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, February 19, 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:

- a. Regular Meeting 1/15/2025

-pages 5-11

- b. Special Meeting 1/16/2025

-pages 12-13

### 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. TITLE VI POLICY

-pages 14-15

-Codi Weaver, Human Resources Manager

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

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

-Josh Stone, Financial Manager

-pages 16-20

Staff recommends the Board of Directors adopt Authorizing Resolution #2025-190 and approve





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Designation of Signature Authority to authorize Heather Dalmolin to act on federal funding matters on behalf of Mountain Line as CEO and General Manager.

9. AMENDMENT TO NORTHERN ARIZONA PUBLIC EMPLOYEE BENEFIT TRUST (NAPEBT) INTERGOVERNMENTAL AGREEMENT (IGA) AND DECLARATION OF TRUST  
-Josh Stone, Financial Manager -pages 21-31  
Staff recommends the Board of Directors adopt the Amendment to the Northern Arizona Public Employees Benefit Trust (NAPEBT) Intergovernmental Agreement (IGA) and Declaration of Trust.

### DISCUSSION / ACTION ITEMS:

10. AUGUST 2025 SERVICE CHANGES -pages 32-37  
-Jacki Lenners, Deputy General Manager  
Staff recommends the Board of Directors conduct a public hearing and open a public comment period through April 16<sup>th</sup>, 2025, for the proposed August 2025 service enhancements.
11. AMENDED AND RESTATED MASTER INTERGOVERNMENTAL AGREEMENT (IGA)  
-Heather Dalmolin, CEO and General Manager -pages 38-39  
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.
12. ORGANIZATIONAL STRUCTURE REVIEW -pages 40-41  
-Heather Dalmolin, CEO and General Manager  
The Board may provide direction, but there is no recommendation from staff at this time.
13. COMPENSATION STUDY -pages 42-43  
-Sam Short, Workforce Director  
The Board may provide direction, but there is no recommendation from staff at this time.
14. FY2026 WORKFORCE BUDGET -pages 44-46  
-Josh Stone, Financial Manager  
The Board may provide direction, but there is no recommendation from staff at this time.
15. ZERO EMISSION BUS TRANSITION PLAN UPDATE -pages 47-48  
-Bizzy Collins, Strategic Performance Planner  
The Board may provide direction, but there is no recommendation from staff at this time.





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### PROGRESS REPORTS:

16. DOWNTOWN CONNECTION CENTER (DCC) CIVIC SPACE UPDATE -page 49  
-Anne Dunno, Capital Development Manager
17. MAINTENANCE PROJECT UPDATE -pages 50-51  
-Anne Dunno, Capital Development Manager
18. DELEGATIONS OF AUTHORITY UPDATE -pages 52-53  
-Heather Dalmolin, CEO and General Manager
19. SUMMARY OF CURRENT EVENTS pages 54-55  
-Heather Dalmolin, CEO and General Manager

### ITEMS FROM COMMITTEE AND STAFF:

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

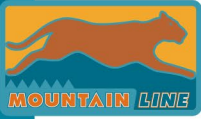
March/April Working Agenda -page 56

The next Board meeting will be March 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. March agenda items may include but not be limited to the Vulnerable Roadway Users Plan Presentation, Financial Audit, Operating Budget Overview, Biannual Performance Report, Electric Bus Performance Report, Bus Wrap/Driver Barriers Update, Free and Reduced Fare Update, Triennial Review Closeout Report, DCC Move-In, Bus Simulator, 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.

20. ADJOURNMENT

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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.

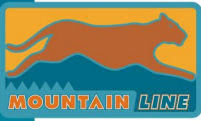
**MOUNTAIN LINE STAFF IN ATTENDANCE:**

Heather Dalmolin, CEO and General Manager;  
Jacki Lenners, 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	







**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.

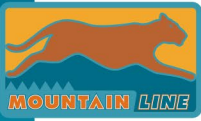
**12. FY2026 BUDGET MESSAGE**

-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





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:**

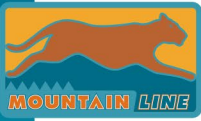
There were no questions regarding the progress reports.

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





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 16<sup>th</sup> 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.

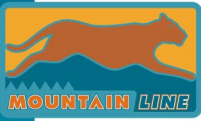
- 18. ADJOURNMENT** -Chair Vasquez adjourned the meeting at approximately 11:42am.

\_\_\_\_\_  
Jeronimo Vasquez, Chair of the Mountain Line Board of Directors

ATTEST:

\_\_\_\_\_  
Rhonda Cashman, Executive Assistant and Clerk of the Board





## Board of Directors Minutes for Wednesday, January 16, 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 Special Session on Thursday, January 16, 2025, at 1:00pm 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, (Zoom);  
Lori Matthews, City Councilor, City of Flagstaff, (Zoom);  
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:**

Miranda Sweet, Vice Mayor, City of Flagstaff

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

Heather Dalmolin, CEO and General Manager, (Zoom);  
Jacki Lenner, Deputy General Manager, (Zoom);  
Jon Matthies, IT Manager;  
Rhonda Cashman, Executive Assistant and Clerk of the Board;  
Cameron Stanley, Mountain Line Attorney, (Zoom)

### **GUESTS PRESENT:**

None.

1. CALL TO ORDER -Chair Vasquez called the meeting to order at approximately 1:01pm.
2. ROLL CALL

### **DISCUSSION / ACTION ITEMS:**

3. ARIZONA (AZ) SMART FUND GRANT APPLICATION  
-Heather Dalmolin, CEO and General Manager  
Staff recommends the Board of Directors approve a resolution authorizing the CEO and General Manager to submit an application to the AZ SMART Fund for the local match on the FY2023 Federal Transit Administration Bus and Low- and No-Emission Grant for Maintenance Facility construction.





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Ms. Dalmolin thanked our Board Members for being available on short notice to join this special meeting. She communicated the grant opportunity available to Mountain Line with the goal of immediate submission of this grant. She explained that the federal funds need to be awarded, but not yet obligated to be eligible for receipt of the potential AZ SMART Fund grant. These funds would reduce the local match funds necessary from the transit tax, allowing the local funds to go toward other transit projects and operations. Mountain Line is requesting approval of the resolution as required for the AZ SMART grant submittal. Funds would be used to support the construction of our new maintenance facility here at Kaspar. Director Williams moved to approve the AZ SMART Fund grant application resolution 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	
Lori Matthews	X	
Josh Maher	X	

### ITEMS FROM COMMITTEE AND STAFF:

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

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, Master IGA Amendment #2, 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.

- ADJOURNMENT -Chair Vasquez adjourned the meeting at approximately 1:07pm.

\_\_\_\_\_  
Jeronimo Vasquez, Chair of the Mountain Line Board of Directors

ATTEST:

\_\_\_\_\_  
Rhonda Cashman, Executive Assistant and Clerk of the Board

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**DATE PREPARED:** February 12, 2025

**MEETING DATE:** February 19, 2025

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

**FROM:** Codi Weaver, Human Resources Manager

**SUBJECT:** Title VI Policy

### **RECOMMENDATION:**

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

### **RELATED STRATEGIC PLAN OBJECTIVE**

❖ Mountain Line's Title VI Policy supports all aspects of the Strategic Plan.

### **BACKGROUND:**

Under the Federal Transit Administration (FTA), to receive federal funding and meet federal regulations, Mountain Line is required to have a Title VI Program that includes a description of how we meet requirements for public participation. While our Title VI plan contains a full description of Mountain Line's Public Participation Plan, Mountain Line has an agreement with MetroPlan that we will use their Public Participation Plan to satisfy FTA's requirements to complete an annual process to adopt our Program of Projects, or Transportation Improvement Program (TIP). As the regional planning organization recognized by the Department of Transportation (DOT), MetroPlan's TIP captures both transit and other transportation projects identified and funded for five years in the region. An adopted TIP that has met public comment requirements is required for our federal funding grant application. The TIP adoption and process is required to be eligible for funding from a federal program and must include project description, federal source of funding, and local funding. Mountain Line and MetroPlan have agreed that it is best to have a single process for the TIP and accordingly rely on MetroPlan to conduct public outreach on our behalf, while doing so for transportation projects. Accordingly, Mountain Line must adopt and reference the MetroPlan Public Participation Plan within our Title VI Plan.

MetroPlan recently updated their Public Participation Plan to address comments and feedback from the Federal Highway Administration (FHWA). We have confirmed that the changes have not impacted our process for submitting our TIP or impacted our current TIP. This update to our Plan is to ensure our Plan remains current and our program is compliant with DOT requirements.

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There have been no other changes since the Board's last approval of the Title VI Policy in June 2024.

### **FISCAL IMPACT:**

There is no fiscal impact to updating Mountain Line's Title VI Policy as proposed, and failure to update the policy could open Mountain Line to risk of non-compliance, resulting in fines and/or loss of federal funding.

### **ALTERNATIVES:**

- 1) Approve Mountain Line's Title VI Policy with the updated MetroPlan Public Participation Plan. **(recommended)**: Mountain Line's Title VI Policy includes the MetroPlan Public Participation Plan as MetroPlan is responsible for conducting outreach efforts related to Mountain Line's Program of Projects, or Transportation Improvement Plan (TIP) to meet federal regulations. MetroPlan was required to update certain elements and clauses in their adopted Public Participation Plan which in turn triggered an update to our Title VI Policy.
- 2) Do not approve recommendation. **(not recommended)**: If not approved, Mountain Line Title VI Policy will be out of date and expose Mountain Line to unnecessary risk with regulations and put federal funding at risk.

### **TAC DISCUSSION:**

This item was not discussed by the Transit Advisory Committee.

### **SUBMITTED BY:**

Codi Weaver  
Human Resources Manager

### **APPROVED:**

Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

1. Title VI Policy -separate attachment





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**DATE PREPARED:** February 12, 2025

**MEETING DATE:** February 19, 2025

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

**FROM:** Josh Stone, Financial Manager

**SUBJECT:** Authorizing Resolution #2025-190 and Designation of Signature Authority

### **RECOMMENDATION:**

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.

### **RELATED STRATEGIC PLAN OBJECTIVE**

- ❖ The Authorizing Resolution and Designation of Signature Authority support all aspects of the Strategic Plan.

### **BACKGROUND:**

The Federal Transit Administration (FTA) requires federal funding recipients to have a current resolution on file from the Board of Directors designating an Authorizing Official. The Authorizing Official will be authorized to execute applications for federal funds, execute documents required by the FTA to award federal funds, and to legally commit Mountain Line to compliance with terms of the awarded funds. Mountain Line's last authorizing resolution was filed with the Federal Transit Administration in 2018.

Authorizing Resolution #2025-190 designates Mountain Line's CEO and General Manager to be responsible for applying for federal assistance grants, to commit Mountain Line to compliance with terms of awarded federal assistance, and to authorize drawdown of grant funds after award. The Authorizing Resolution does not grant authority to a named individual, but rather to the position of CEO and General Manager as hired by the Board of Directors. Mountain Line's current CEO and General Manager is Heather Dalmolin. Staff have established support roles and procedures to assist the CEO and General Manager in compliance with the regulations set for applying for, managing, and receiving federal funds.

The Designation of Signature Authority will authorize the CEO and General Manager to carry out the duties required by the Authorizing Resolution. To access the Federal Transit Administration's Transit Award Management System (TrAMS), to use a Personal Identification Number (PIN) to execute the annual Certifications and Assurances issued by the FTA, and to execute all awards of FTA assistance on behalf of the Board of Directors, thus binding Mountain Line to compliance with FTA's requirements.

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This resolution and designation was last approved in 2018 while Erika Mazza was the CEO and General Manager. The proposed action is necessary to clarify for FTA that the Board continues to authorize the CEO and General Manager, Heather Dalmolin, to act in this manner.

### **FISCAL IMPACT:**

There is no financial impact with adoption of the updated authorizing resolution.

### **ALTERNATIVES:**

- 1) Adopt Authorizing Resolution #2025-190 and approve Designation of Signature Authority (**recommended**): The Authorizing Resolution and Designation of Signature Authority are required by the Federal Transit Administration for Mountain Line to receive federal funds. Federal funds are essential to the transit programs and capital projects provided by Mountain Line.
- 2) Do not adopt Authorizing Resolution #2025-190 and approve Designation of Signature Authority (**not recommended**): If these actions are not taken, Mountain Line will not be able to manage and receive federal funds as required for operation of transit services.

### **TAC DISCUSSION:**

This item was not discussed by the Transit Advisory Committee.

### **SUBMITTED BY:**

Josh Stone  
Financial Manager

### **APPROVED BY:**

Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

1. Authorizing Resolution #2025-190 -pages 18-19
2. Designation of Signature Authority -page 20

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## **AUTHORIZING RESOLUTION 2025-190**

Resolution authorizing the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for federal transportation assistance authorized by 49 U.S.C. Chapter 53; title 23, United States Code, or other federal statutes administered by the Federal Transit Administration.

WHEREAS, the Federal Transit Administrator has been delegated authority to award federal financial assistance for a transportation project;

WHEREAS, the grant or cooperative agreement for federal financial assistance will impose certain obligations upon the applicant, and may require the applicant to provide the local share of the project cost;

WHEREAS, the applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

NOW, THEREFORE, BE IT RESOLVED BY the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA d.b.a. Mountain Line) Board of Directors:

1. That the CEO and General Manager is authorized to execute and file an application for federal assistance on behalf of NAIPTA with the Federal Transit Administration for federal assistance authorized by 49 U.S.C. Chapter 53, title 23, United States Code, or other federal statutes authorizing projects and program assistance administered by the Federal Transit Administration.
2. That the CEO and General Manager is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a federal assistance grant or cooperative agreement.
3. That the CEO and General Manager is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of NAIPTA.
4. That the CEO and General Manager is authorized to draw against available grant funding using the ECHO-web payment system.

### CERTIFICATION

The undersigned duly qualified Chair, Board of Directors, acting on behalf of the Northern Arizona Intergovernmental Public Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Directors.

Adopted this day 19<sup>TH</sup> of February, 2025.

BY: \_\_\_\_\_  
Jeronimo Vasquez, Chair  
Mountain Line Board of Directors

ATTEST:

BY: \_\_\_\_\_  
Rhonda Cashman, Clerk of the Board



**DESIGNATION OF SIGNATURE AUTHORITY**

**RE: DESIGNATION OF SIGNATURE AUTHORITY FOR FTA ASSISTANCE AWARDS**

The Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) hereby designates Heather Dalmolin, CEO and General Manager, as authorized to access the Federal Transit Administration’s (FTA) Electronic Application/Award Management System, also referred to as the Transit Award Management System (TrAMS), and use a Personal Identification Number (PIN) to execute the annual Certifications and Assurances issued by the Federal Transit Administration (FTA), to transmit and submit all applications to FTA for federal assistance (or amendments thereafter), and to execute all awards of FTA assistance on behalf of the Board of Directors, thus binding NAIPTA’s compliance with FTA’s requirements.

\_\_\_\_\_  
*(Signature)* Heather Dalmolin, CEO and General Manager \_\_\_\_\_ *(date)*

\_\_\_\_\_  
*(Signature)* Jeronimo Vasquez, Chair  
Mountain Line Board of Directors \_\_\_\_\_ *(date)*

\_\_\_\_\_  
*(Signature)* Scott Holcomb, Mountain Line General Counsel  
Dickinson Wright PLLC \_\_\_\_\_ *(date)*





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**DATE PREPARED:** February 3, 2025

**MEETING DATE:** February 19, 2025

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

**FROM:** Josh Stone, Financial Manager

**SUBJECT:** Amendment to Northern Arizona Public Employee Benefit Trust (NAPEBT) Intergovernmental Agreement (IGA) and Declaration of Trust

### **RECOMMENDATION:**

Staff recommends the Board of Directors adopt the Amendment to the Northern Arizona Public Employees Benefit Trust (NAPEBT) Intergovernmental Agreement (IGA) and Declaration of Trust.

### **BACKGROUND:**

The Northern Arizona Public Employees Benefit Trust (NAPEBT) was created in 1993 by Intergovernmental Agreement (IGA) to establish a trust fund to jointly purchase and provide benefits to the employees of participant government agencies. The IGA specifies governance by a Board of Trustees selected from member agencies and specifies membership criteria for government agencies wishing to participate. Mountain Line joined NAPEBT as a participating agency in 2006. Mountain Line does not meet the criteria for a position on the Board of Trustees but does serve in an advisory capacity to the Trustees.

In late 2024, NAPEBT became aware of a need to amend the IGA to clarify the criteria for public employers that are eligible for participation in the Trust Agreement. The proposed amendment provides additional clarification that public employers must be political subdivisions of the State of Arizona as qualified in the Arizona Revised Statutes. As all participants meet these qualifications, the IGA also confirms eligibility of tax-exempt status for the Trust's income as it is derived from the administration of a public function.

The Amendment to the IGA and Declaration of Trust will be effective when all participating members of NAPEBT have adopted and signed the Amendment.

### **FISCAL IMPACT:**

There is no financial impact related to the adoption of the Amendment to NAPEBT's IGA and Declaration of Trust. Mountain Line is already a participating employer of NAPEBT under the prior IGA terms. The purpose of the amendment is to confirm the eligibility of NAPEBT's tax-exempt status.

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### ALTERNATIVES:

- 1) Approve the Amendment to the IGA and Declaration of Trust. (**recommended**): All NAPEBT Trustees and Participants have agreed to the recommendation by NAPEBT counsel to restate the criteria for Public Employers of the Trust and to confirm the Trust's tax-exempt status.
- 2) Do not approve Amendment to the IGA and Declaration of Trust. (**not recommended**): If Mountain Line is not a signatory to the Amended IGA, Mountain Line would be required to withdraw as a participant in NAPEBT. Mountain Line would need to procure benefits for its employees from a different source, likely at higher rates than current.

### TAC DISCUSSION:

This item was not on the agenda for the Transit Advisory Committee due to late notice.

### **SUBMITTED BY:**

Josh Stone  
Financial Manager

### **APPROVED:**

Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

1. Amendment to IGA and Declaration of Trust -pages 23-31

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***AMENDMENT***  
***TO***  
***INTERGOVERNMENTAL AGREEMENT***  
***AND***  
***DECLARATION OF TRUST***

This amendment to Intergovernmental Agreement and Declaration of Trust is made and entered into effective as of the Effective Date (defined below) by all of the Trustees and Participants of the Northern Arizona Public Employees Benefit Trust (“NAPEBT”).

WHEREAS, the Intergovernmental Agreement and Declaration of Trust, recorded on July 6, 1993, and entered into pursuant to Arizona Revised Statutes §11-952, established the Northern Arizona Public Employees Benefit Trust, referred to as NAPEBT, for the purpose of providing and maintaining Health and Welfare Benefits for Employees of the Participants and certain members of their families (the “Original Agreement”); and

WHEREAS, the Original Agreement was amended and restated in its entirety pursuant to an amendment effective August 10, 2006 (the “Amended and Restated Agreement”); and

WHEREAS, the Trustees and Participants wish to amend the Amended and Restated Agreement as set forth herein.

NOW THEREFORE, the Trustees and Participants hereby agree as follows:

1. Section 1.9 of the Amended and Restated Agreement is hereby amended in its entirety to read as follows:

1.9 The term "Participant" means the Public Employers that are signatories to this Trust Agreement, and any other Public Employers who may subsequently become signatories to this Trust Agreement. To be a Participant, if not already a Participant as of the date of Amended and Restated Agreement, a Public Employer must also meet the following criteria:

1.9.1 At the time of joining NAPEBT, the Public Employer has at least one hundred (100) active (non-retiree) employees to be covered under the Plan Document; or

1.9.2 Immediately prior to joining NAPEBT, the population of active employees of the Public Employer was employed by one of the existing Participants and began working for the new Participant as a result of a separation of a unit of employees from that existing Participant.

2. Article I of the Amended and Restated Trust Agreement is hereby amended to add the following new Section 1.11 that reads as follows:

1.11. The term “Public Employer” means a political subdivision of the State of Arizona that qualifies as such under Section 115 of the Internal Revenue Code and also qualifies as public agency within the meaning of A.R.S. §11-951.

3. This Amendment will be effective when executed and approved by all of the Trustees and Participants and recorded with the Coconino County Recorder.

4. Except as expressly provided herein, the Amended and Restated Trust Agreement shall remain in full force and effect.

5. This Amendment may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original, but all of which together shall constitute one and the same instrument and shall become effective when one or more counterparts hereof have been signed by all of Members and delivered to the Company. Delivery of an executed counterpart signature page of this Amendment by facsimile or electronic transmission in a Tagged Image File Format (“TIFF”), Portable Document Format (“PDF”), or other electronic format sent by electronic mail shall be effective as delivery of a manually executed counterpart hereof.

[Signatures on following pages]



IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below.

**COCONINO COMMUNITY COLLEGE DISTRICT:**

\_\_\_\_\_  
By: Dr. Eric A. Heiser  
Its: President & CEO

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Nathan Schott, Attorney

Date: \_\_\_\_\_

Attest:

\_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_

**TRUSTEE APPOINTED BY COCONINO COMMUNITY COLLEGE DISTRICT:**

\_\_\_\_\_  
Jami Van Ess, City Clerk, Executive  
Vice President/CFO

Date: \_\_\_\_\_

**CITY OF FLAGSTAFF:**

\_\_\_\_\_  
By: Becky Daggett  
Its: Mayor

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Sterling Solomon, City Attorney

Date: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Stacy Saltzburg, City Clerk

Date: \_\_\_\_\_

**TRUSTEE APPOINTED BY CITY OF FLAGSTAFF:**

\_\_\_\_\_  
Kori Vogt, Human Resources  
& Risk Management Division Director

Date: \_\_\_\_\_

**COCONINO COUNTY**

\_\_\_\_\_  
By: Judy Begay  
Its: Board Chair

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Ammon Barker, Deputy County Attorney

Date: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Lindsay Daley, Clerk of the Board

Date: \_\_\_\_\_

**TRUSTEE APPOINTED BY COCONINO COUNTY:**

\_\_\_\_\_  
Erika Philpot, Deputy County Manager

Date: \_\_\_\_\_

**COCONINO ACCOMODATION SCHOOL DISTRICT**

\_\_\_\_\_  
By: Erin Tutay,  
Its: Director of Business Services

Date: \_\_\_\_\_

**NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC  
TRANSPORTATION AUTHORITY:**

\_\_\_\_\_ Date: \_\_\_\_\_  
By: Jeronimo Vasquez  
Its: Board Chair

Approved as to form and within the powers and authority granted under the laws of Arizona to the Northern Arizona Intergovernmental Public Transportation Authority.

  
\_\_\_\_\_ Date: 2/4/2025  
Scott Holcomb, Attorney

**KACHINA VALLEY IMPROVEMENT DISTRICT:**

\_\_\_\_\_  
By: Sam Mossman  
Its: Utility Director

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Steve Wene, Attorney

Date: \_\_\_\_\_

**FLAGSTAFF UNIFIED SCHOOL DISTRICT:**

\_\_\_\_\_  
By: Michael A. Penca  
Its: Superintendent

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Brandon J. Kavanagh, Attorney

Date: \_\_\_\_\_

**TRUSTEE APPOINTED BY FLAGSTAFF UNIFIED SCHOOL DISTRICT:**

\_\_\_\_\_  
Ginger Stevens, Director of Finance  
& Business Services

Date: \_\_\_\_\_



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**DATE PREPARED:** February 6, 2025

**DATE:** February 19, 2025

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

**FROM:** Jacki Lenner, Deputy General Manager

**SUBJECT:** August 2025 Service Changes

### **RECOMMENDATION:**

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

### **RELATED STRATEGIC PLAN**

- ❖ Goal: Service Excellence
  - Objective: Deliver service enhancements that are in line with our 5-Year transit plan and make transit an attractive mode choice.
  - Objective: Invest in capital to improve efficiencies and infrastructure to enhance service delivery.
- ❖ Goal: Stewardship of Resources
  - Objective: Be exemplary at supporting community goals towards environmental sustainability.

### **BACKGROUND:**

With the successful passing of Proposition 488 in November 2024, Mountain Line is developing an implementation strategy to roll out service enhancements over the next 3-5 years. These enhancements are centered on delivering Mountain Line's Five-Year Transit Plan – Flagstaff in Motion. While many of the service improvements will require Mountain Line to collect the tax for a period of time to have the necessary capital funds to implement service, there are some improvements that are ready to roll out in August 2025. The proposed service changes include (See attached press release for full details):

- 1) **Route 2:** The eastbound deviation to Gemini Rd./BASIS will become permanent and all Route 2 buses will use this route on each run of the day. The westbound deviation will be eliminated, and all buses will remain on Cedar Ave. Both stops at Cedar Ave. / Gemini Rd. will continue to be served in both directions on every run.
- 2) **Routes 4/14:** With the completion of the new Beulah Blvd. extension and roundabout, and construction of a bus only lane, Mountain Line is shifting Routes 4 and 14 to use this new road network. Two new bus stops will be added on Beulah Blvd. at the roundabout, and the following stops will be closed due to the reroute:
  - Route 4, Stop 4 (Milton/Forest Meadows)

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- Route 14, Stop 15 (Milton Rd./I-17 – Mobil)
- 3) **Route 5:** Route 5 weekday peak frequency is currently 60 minutes, and it will increase to 30 minutes, meaning a bus will arrive every half hour. The morning and afternoon supplemental service that operated on school days will be eliminated.
- 4) **Route 7:** Stop 16 at Fourth St. and Cedar Ave. will shift south and be relocated just north of Dortha crosswalk on Fourth St. The City of Flagstaff is constructing a roundabout at Fourth St. and Cedar Ave. during the summer of 2025. Once completed, the current location of Stop 16 (Fourth St., just south of Cedar Ave.) will be too close to the new roundabout for buses to safely stop in the new traffic flow.
- 5) **Route 8:** Route 8 will extend along West Route 66 and Woody Mountain Rd. to provide a new transit service to this growing area. Mountain Line is finalizing bus stop locations with ADOT and the City of Flagstaff, but the goal is to have several stops on W. Route 66, and one on Woody Mountain Rd. near the Presidio in the Pine development.

These proposed service changes trigger the need to conduct a public hearing and open a public comment period pursuant to Mountain Line's adopted Title VI Policy regarding service changes. Per the Federal Transit Administration (FTA), Title VI requires that Mountain Line consider equity impacts for disadvantaged populations related to a variety of programs and policies. Specific to service changes, Title VI requires public participation in any service change that increases or decreases transit frequency by more than 25% or that changes the hours of operations for a route. Specifically, a 30-day public comment period must be opened by the Mountain Line Board of Directors. While each individual service change does not trigger Title VI, Mountain Line is packaging them together for the public to consider.

### FISCAL IMPACT:

These service enhancements are included in Flagstaff in Motion and were therefore part of the tax increase initiated with Proposition 488. The enhancements prioritized for August 2025 can be accommodated in the Fiscal Year 2026 budget without the need for accruing funding to build/purchase new capital infrastructure.

### ALTERNATIVES:

1. Conduct a public hearing to accept comments from public and open public comment period for the proposed August 2025 service enhancements through April 5, 2025 (**recommended**): Opening a public comment period for a minimum of 30 days is required to comply with Mountain Line's Title VI policy regarding service changes. This action will allow Mountain Line to consider final action regarding the implementation of the proposed service changes in April.
2. Do not open public comment period for the proposed August 2025 service enhancements (**not recommended**): Not opening the public comment period would not allow the Mountain Line Board to approve service changes in compliance with Mountain Line's Title VI Policy and would prevent Mountain Line from implementing several of the proposed service enhancements.

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Staff Report prepared by Associate Transit Planner LaReina Reyes.

### **TAC DISCUSSION:**

There was no discussion at the Transit Advisory Committee meeting.

### **SUBMITTED BY:**

Jacki Lenners  
Deputy General Manager

### **APPROVED:**

Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

1. Service Changes Press Release -pages 35-37

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Contact: Jacki Lenners  
928.679.8933 or [jlenners@mountainline.az.gov](mailto:jlenners@mountainline.az.gov)

## **MOUNTAIN LINE SEEKS PUBLIC COMMENT ON PROPOSED SERVICE CHANGES**

The Mountain Line Board of Directors has opened a public comment period related to proposed Mountain Line service changes for August 2025. These include:

### **Route 2**

The eastbound (toward the mall) deviation to Gemini Rd./BASIS will become permanent and all Route 2 buses will use this route on each run of the day. The westbound (toward downtown) deviation will be eliminated, and all buses will remain on Cedar Ave. Both stops at Cedar Ave. / Gemini Rd. will continue to be served in both directions on every run.

*Purpose of Proposed Service Change:* Growth and development on McMillan Mesa warrants full transit service (as opposed to the limited school deviations), but the road network makes it challenging to deliver efficient transit service due to the prohibited left turn from Pine Cliff Dr. onto Forest Ave. This requires the buses heading toward downtown to double back to access the traffic light at Gemini Rd. and Cedar Ave. Mountain Line secured grant funding to work with MetroPlan and the City of Flagstaff to conduct a feasibility study for a left turn off the Mesa at Pine Cliff, and pending the outcome of that study, the long-term goal is to permanently serve the Mesa in both directions.

### **Routes 4/14**

With the completion of the new Beulah Blvd. roundabout and construction of a bus only lane, Mountain Line is shifting Routes 4 and 14 to use this new road network. Two new bus stops will be added on Beulah Blvd. at the roundabout, and the following stops will be closed due to the reroute:

- Route 4, Stop 4 (Milton/Forest Meadows)
- Route 14, Stop 15 (Milton Rd./I-17 – Mobil)

*Purpose of Proposed Service Change:* Mountain Line worked closely with the City of Flagstaff to implement quality transit infrastructure as part of the roundabout project. This reroute takes buses off the congested Milton Rd. and utilizes bus only lanes on Beulah Blvd. to deliver more efficient transit service.

### **Route 5**

Route 5 weekday peak frequency is currently 60 minutes, and it will increase to 30 minutes, meaning a bus will arrive every half hour. The morning and afternoon supplemental service that operated on school days will be eliminated.





*Purpose of Proposed Service Change:* This is a Proposition 488 service improvement. Route 5 is the only route that has 60-minute weekday frequency, so this change brings it in line with other routes and gives residents/visitors in this area a more reliable transit option. Supplemental service is being eliminated because it will be redundant with the new frequent service schedule and will provide enhanced student access along this route every weekday.

### **Route 7**

Stop 16 at Fourth St. and Cedar Ave. will shift south and be relocated to Fourth St. and Dortha Ave.

*Purpose of Proposed Service Change:* The City of Flagstaff is constructing a roundabout at Fourth St. and Cedar Ave. during the summer of 2025. Once completed, the current location of Stop 16 (Fourth St., just south of Cedar Ave.) will be too close to the new roundabout for buses to safely stop in the new traffic flow. The proposal moves the stop to the south to better align with the crosswalk at Dortha Ave.

### **Route 8**

Route 8 will extend along West Route 66 and Woody Mountain Rd. to provide new transit service to this growing area. Details include:

- 30-minute frequency
- Proposed new stops (Final bus stop locations pending ADOT permit approvals):
  - Westbound W. Route 66 / Thompson (near Maverik)
  - Westbound W. Route 66 / Railroad Spring Blvd.
  - Westbound W. Route 66 / Northwestern St.
  - West side of Woody Mountain Rd. / Patio del Presidio
  - Eastbound W. Route 66, / Northwestern St.
  - Eastbound W. Route 66, near Kit Carson RV Park
- The proposed route will utilize the Woody Mountain Rd. roundabout. Only one stop on the west side of Woody Mountain Rd. is being proposed, as Phase 2 of the Route 8 extension is proposed to include a bigger loop around the Timber Sky development, and buses would only travel in one direction.
- All bus stop infrastructure will be temporary, as MetroPlan and the City of Flagstaff are engaged in a W. Route 66 Corridor Study that will identify transit and pedestrian access solutions. Permanent infrastructure will be installed when the results of the study are implemented.

*Purpose of Proposed Service Change:* This is a Proposition 488 service improvement. With the continued residential development on W. Route 66, there is a need for improved transit service in this corridor.

Visit [www.mountainline.az.gov/servicechanges](http://www.mountainline.az.gov/servicechanges) for full details on the proposed changes.

Comments can be submitted through April 5, 2025:

- Via telephone at 928.679.8921
- Via email at [transportation@mountainline.az.gov](mailto:transportation@mountainline.az.gov)





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- Via the Mountain Line website at [www.mountainline.az.gov/contact](http://www.mountainline.az.gov/contact)
- Via mail or in-person at 3773 N. Kaspar Dr., Flagstaff, AZ 86004

Mountain Line is the transit agency in northern Arizona operating fixed route bus service on nine routes, paratransit service, vanpool, and seasonal Mountain Express service to Arizona Snowbowl. [www.mountainline.az.gov](http://www.mountainline.az.gov) for more information.

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**DATE PREPARED:** February 12, 2025

**DATE:** February 19, 2025

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

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

**SUBJECT:** Amended and Restated Master Intergovernmental Agreement (IGA)

### **RECOMMENDATION:**

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.

### **BACKGROUND:**

As directed by the Board of Directors in January 2025, staff and Mountain Line legal counsel have drafted an Amended and Restated Master IGA to replace our existing 2013 Amended and Restated Master IGA and its single amendment. The 2025 Amended and Restated Master IGA specifically addresses Mountain Line's rights and authority to act as a property owner, as recommended to conduct the proposed action to contract with a developer for development of housing on our owned property. In addition to making the changes recommended for these authorities, we have also incorporated the changes in the first (and only) amendment and cleaned up format to further improve the document.

Upon the adoption of the Board of Directors and the authorization granted to the CEO and legal counsel for finalizing the agreement with our partners, staff will send a request to the partners seeking review and approval. Once the document is fully signed and executed, staff will provide an update to the Transit Advisory Committee and Board of Directors and will include any changes that were requested or made during the process. All substantial changes from the document that were submitted to the Board will result in the Master IGA returning to the Board for additional action and consideration.

### **FISCAL IMPACT:**

There is no specific financial impact related to the adoption of the Amended and Restated Master IGA; however, amending the IGA as recommended clearly identifies our authority to use the owned property to create a new funding stream that can be used by Mountain Line to meet local match requirements and or to offset operating costs.

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### ALTERNATIVES:

1. Approve the Amended and Restated IGA as recommended by staff (**recommended**): While it is not required that we modify the IGA, it is recommended by Mountain Line legal counsel as mechanism to make clear we have the authority as a property owner to take the proposed action. The Amended and Restated Master IGA is meant to reduce our risk related to taking action to lease our owned property for development of housing.
2. Do not approve the recommendation of staff (**not recommended**): If the IGA is not amended, the project could be at risk in relation to attracting a development partner due to ambiguity or vague authorities under the Arizona Revised Statutes in which Mountain Line operates. While the need to take this action and move this project forward is not time sensitive and we could consider other mechanisms and tools to accomplish this goal, there is momentum within our team, community and partners to move this project forward. The amended IGA supports that goal.

### TAC DISCUSSION:

There were no comments or questions from the Transit Advisory Committee on this item.

### SUBMITTED BY:

Heather Dalmolin  
CEO and General Manager

### ATTACHMENTS:

- |  |                      |
|--|----------------------|
| 1. 2025 Amended and Restated Master IGA Final    | -separate attachment |
| 2. 2025 Amended and Restated Master IGA Redlined | -separate attachment |

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**DATE PREPARED:** January 29, 2025

**MEETING DATE:** February 19, 2025

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

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

**SUBJECT:** Organizational Structure Review

### **RECOMMENDATION:**

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

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

- ❖ The Organizational Structure assessment and potential realignment is designed to ensure we are appropriately staffed and resources to support all goals and objectives of the Strategic Plan.

### **BACKGROUND:**

Over the last several months, Mountain Line has experienced staff losses and changes to some key positions. These losses, as with any vacancy, created an opportunity for our team to consider if we are staffing our organization appropriately for our planned growth over the next 5 years. Looking back at the prior ten years, we have made some modifications based on the expertise and knowledge of our team, including historical perspective. We have not examined our structure, positions, and duties since roughly 2012 when we saw the end of our operation of transit programs in the Verde Valley. We felt now was the right time to pause on recruiting the replacement of positions vacated by departing staff considering the passage of Proposition 488 and the planned service growth and changes.

Mountain Line had already begun formal succession planning, as presented to the Board in the Fall of 2024, and we felt this opportunity complimented that effort. The review of the Organizational Structure was well timed to finalize that plan.

We issued a change order to our Succession Plan contract with our vendor, TransPro, in early December. The effort to evaluate our staffing structure will include (with some of these steps already being completed): interviews of the Mountain Line executive team and planning staff, assessment of job descriptions and our five year plan, review of best practices in the industry, and identification of the skills, knowledge, and abilities needed across the agency to ensure success for supporting both the Strategic Plan and the implementation of transit improvements captured in the passage of Proposition 488.

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While the development and adoption of the Organizational Structure is the responsibility of the CEO, the updated structure is anticipated to include a plan for growth and positional modifications over the next 3-5 years to support program and agency changes. Accordingly, it is proposed that the Board of Directors adopt the new Organizational Structure, providing direction for staff on the expected changes in the years to come.

As of the writing of this report for the Transit Advisory Committee, the results of the assessment are not complete but staff will present on the project and potential outcomes. Adoption of the Organizational Structure is key to the FY2026 Workforce Budget and staff do not want to delay forward movement. Staff will include a progress report in the March Agenda for the TAC to provide an update on the assessment, recommendation for the new structure, and Board discussion/action.

### **FISCAL IMPACT:**

The financial impact of the Organizational Structure review and update is still being calculated; however, we have estimated the impact of reorganization and the total cost of position changes in our Workforce Budget. Final adoption of a new Organization Structure is dependent on financial capacity for changes in the proposed Workforce Budget for FY2026 and financial plan for future years.

### **TAC DISCUSSION:**

There were no comments or questions from the Transit Advisory Committee on this item.

### **SUBMITTED BY:**

Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

None.

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**DATE PREPARED:** February 12, 2025

**MEETING DATE:** February 19, 2025

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

**FROM:** Sam Short, Workforce Director

**SUBJECT:** Compensation Study

### **RECOMMENDATION:**

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

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

- ❖ Goal One: Service Excellence
  - In order to deliver on our objectives of delivery of service enhancements, investment in capital to enhance service delivery, and development of partnerships with the community, we must remain adequately and appropriately staffed. Compensation is a key component to staffing.
- ❖ Goal Two: Stewardship of Resources
  - Mountain Line's commitment to being good stewards of the resources we own and operate; we must have capacity within our team members to carry out the duties to ensure we keep our facilities and fleet in good working order. Quality staff and complete teams require competitive compensation that expresses the value we place in our team.
- ❖ Goal Three: Investing in our Workforce
  - Compensation is a basic ingredient to this goal; without appropriate compensation, we cannot complete the objectives of this goal.
- ❖ Goal Six: Fiscal Responsibility
  - While compensation is key to staffing and our success in delivering the Strategic Plan, the Compensation Study is crucial to ensuring that our decisions about compensation are done in a manner to support our fiscal constraints and that changes meet the various objectives of this goal.

### **BACKGROUND:**

Mountain Line has an adopted Compensation and Classification Policy that calls for our agency to complete a Compensation Study every 3-5 years. This has been our adopted process since we became an agency in 2006. While it is near time to do our study, the last study being completed in 2019 and implemented in 2020, it is also recognized that we need to regularly look at compensation to ensure we remain 1) a competitive employer and 2) a valued employer. Key to Mountain Line's ability to deliver service and fulfill our Mission, Vision, and Strategic plan is our staff. Our ability to recruit and retain team members is the difference between reliable service delivery that meets the changing needs of our community and seeing a reluctance in

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our community to adopt transit as a preferred transportation option because we don't have the staffing necessary to deliver high frequency coverage that is safe.

In July of 2024, Mountain Line implemented a pay change for operators and operations supervisors as these roles are key to delivery of service as advertised. This wage change was identified by our team as necessary to make our wages competitive compared to CDL position wages witnessed as available in our community. The change in wages has resulted in our ability to hire 100% of the staff needed to return to full service and brought an approximately 10% plus up for our team in part time job seekers. A full report on the impacts of the wage change will be available in August but these points are included here to demonstrate the role of competitive wages. We were aware that this change for some staff could result in other staff feeling undervalued and/or underpaid.

Since making this wage change, it was announced that the City of Flagstaff minimum wage would again increase. While Mountain Line has no positions that pay minimum wage, the change to minimum wage has a ripple effect on our agency that further compounded concerns brought forward as related to the raise for operators and operations supervisors. As a result, we decided to advance the work order for a compensation study in our current fiscal year.

The study has included examination of all Mountain Line positions, calculation of the cost of living in Flagstaff, identification of peer transit agencies by size and position, and comparison of our positions to other public and private agencies in our area. We have also shared the Employee Survey results for the last two years with our consulting team. The final report is pending and may not yet be ready for the Transit Advisory Committee meeting but due to its relevance to the FY2026 Workforce Budget, is planned to be presented to the Board of Directors for adoption later this month.

Staff will provide an update to the TAC in March, including results, impacts, and discussion/action of the Board. Mountain Line must present our budget request to our partners in February and delaying the action items could adversely impact the budget capacity with our partners for our transit programs.

### **FISCAL IMPACT:**

The financial impact of the Compensation Study is still being calculated; however, we have estimated the total cost in our Workforce Budget. The cost is estimated based on preliminary data received and is limited to what is financially feasible for Mountain Line long-term success.

### **TAC DISCUSSION:**

There were no comments or questions from the Transit Advisory Committee on this item.

### **SUBMITTED BY:**

Sam Short  
Workforce Director

### **APPROVED BY:**

Heather Dalmolin  
CEO and General Manager

**ATTACHMENTS:** None.

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**DATE PREPARED:** February 12, 2025

**DATE:** February 19, 2025

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

**FROM:** Josh Stone, Financial Manager

**SUBJECT:** FY2026 Workforce Budget

**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 detailed information on the proposed FY2026 Workforce Budget as related to salaries, benefits, and our strategies to develop and retain staff. Unless otherwise indicated, these are continued efforts and not new programs or offerings to staff.

Our FY2026 Workforce Budget includes:

- A total increase to the workforce budget of 13% or \$1,103,400.
- Just over \$700,000 of the budget increase can directly be attributed to the \$5.00 per hour pay adjustments made to the pay ranges for operations staff at the beginning of FY2025. These adjustments were added by the Board of Directors after the FY2025 budget had been approved.
- The indirect management rate has declined from 11% to 9% of total salaries and benefits. 9% is lower than other comparable organizations. The decline is notable due to the larger increase to the total labor base due to the \$5.00 per hour adjustments made for hourly positions.
- Preliminary results of a compensation review are recommending the alignment of a number of positions to the comparable labor market at a cost of \$87,000.
- Budget capacity is included to bolster succession planning efforts. When recruitment of upper-level management positions is required from the national labor pool the salary requirements are often higher than they might be when recruiting for the position within current employees.
- Inclusion of budget capacity for additional FTEs. An organizational assessment is ongoing to identify staff changes necessary to support our administrative move to the Downtown Connection Center and growth in services related to the successful passing of Proposition 488.
- Inclusion of overtime budget to allow for 2.0x pay per hour. Paying double overtime recognizes staff's reduction of available personal time and thanks staff for their contribution in providing





service to the community when overtime is required. The use of overtime continues to decrease as staffing levels stabilize due in part to the \$5.00 per hour pay increase.

- Benefits: taxes, retirement, health insurance, dental insurance, vision insurance, life insurance, unemployment, workers' compensation insurance.
  - Benefits are budgeted to increase approximately \$100,000 due primarily to increased employer taxes on increased income and a small health insurance premium increase.
  - NAPEBT has approved an average 1.5% increase to health insurance premiums for FY2026. The cost increase is shared between employer and employee. This includes intensive wellness programs targeted at improving the health of staff most at risk for high-cost treatment needs now or in the future.
  - Arizona State Retirement System has a slight decrease to employer contribution requirements from 12.27% of earnings in FY2025 to 12% of earnings in FY2026.
  - A full array of benefits is offered to part-time employees working at least 20 hours. While the number of part-time staff is limited, this allows flexibility for hiring needs and assists with maintaining an appropriate level of staff needed for operating all scheduled service, while reducing the dependence on overtime.
- Paid Leave: 13-30 days of vacation leave annually, 12 days of sick leave including up to 8 hours for wellness, 8 hours of volunteer time annually, up to 16 hours of anniversary leave, up to 40 hours of evacuation/emergency declaration leave.
- Conversion of unused sick to vacation: once annual conversion of up to 48 hours after five years of employment.
- Payout of leave: once annual vacation sellback option of up to 40 hours, payout of all vacation remaining accrued at the time of termination, payout of 25% of sick leave remaining accrued at the time of termination after 20 years of employment.
- Anniversary recognition: a cash gift at each 5-year anniversary worth \$100 per 5-year increment of service.

Additional programs available:

- Education and professional development opportunities both through Mountain Line and through external education institutions. Support includes financial assistance as well as schedule flexibility to attend courses.
- Employee Assistance Program that provides 12 one-hour counseling appointments on personal matters, including financial well-being.
- Referral Program encourages employees to refer friends and community members for open positions with Mountain Line. Employees may receive as much as \$800 in bonuses for a referral that results in a hire that stays employed for more than a year.
- New driver employees have an opportunity to earn a stay-on bonus of up to \$3,000 for staying on for more than a year with Mountain Line after completing the training program.
- Housing assistance is available to help prevent loss of housing or to secure new leases or mortgages.
- Reward time can be granted by any manager to authorize an employee to take up to one additional day off in recognition of work above and beyond expectations.
- Recognition cards and movie tickets are available to express thanks and appreciation for staff that step up to help or perform work above and beyond. These cards range in value from \$5 to \$25 and are available to managers and supervisors.





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- Assistance with CDL permits and medical card physical costs during employment.
- Tool allowance is provided to vehicle maintenance team members, as well as safety equipment and uniforms.
- Uniforms are purchased for many of our operations positions to ensure professional dress and good repair conditions.
- Wellness room and equipment are provided to promote employee health and wellness, at the Kaspar office and will be available in our new Downtown Connection Center.
- Employee computer stations are available at the main office and in our Downtown Connection Center breakroom.

### **FISCAL IMPACT:**

Staff are not recommending any action, and there is no immediate fiscal impact to this education effort.

### **ALTERNATIVES:**

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

### **TAC DISCUSSION:**

No discussion was requested from the Transit Advisory Committee for this informational budget presentation.

### **SUBMITTED BY:**

Josh Stone  
Financial Manager

### **APPROVED BY:**

Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

1. FY2026 Draft Workforce Budget -available at meeting





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**DATE PREPARED:** February 6, 2025

**MEETING DATE:** February 19, 2025

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

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

**SUBJECT:** Zero Emission Bus Transition Plan Update

### **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:**

Mountain Line developed a Board-adopted Zero Emission Bus Transition Plan (ZEB Plan) in 2020. With two electric buses on the street for more than a year and four more on order, a new pantograph charger in place, an imminent move to the Downtown Connection Center and overhaul of the current maintenance facility, and rapidly developing industry best practices, Mountain Line re-engaged the project consultant to update the plan. The refreshed plan will include route and bus modeling, recommendations for future service planning to accommodate electric bus charging, rate modeling, and infrastructure requirements. Staff will present results and recommendations available to date.

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

### **FISCAL IMPACT:**

The ZEB Plan Update is funded by a Clean Bus Planning Award grant through the Joint Office of Energy and Transportation; no local match was required. There is no immediate fiscal impact related to the ZEB Plan recommendations. Future decisions about battery electric buses and chargers could have financial consequences.

### **TAC DISCUSSION:**

Members expressed confusion about one of the preliminary result charts, but overall found the ZEB Plan update fascinating and appreciated the information.

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### **SUBMITTED BY:**

Bizzy Collins  
Strategic Performance Planner

### **APPROVED BY:**

Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

None.

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# MOUNTAIN LINE MEMORANDUM

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**DATE:** February 19, 2025

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

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

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

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Mountain Line is working with City of Flagstaff Parks & Recreation and Community Investment (aka “City Team”) on the civic space located to the east of the long-term Operations Hub space. The civic space is located within Mountain Line’s leased parcel. Based on the January 2023 public meeting input, Mountain Line prepared a “bubble diagram” concept to take to City Commissions and City Council in 2025 for feedback on the civic space amenities, which currently identifies a splash pad, public restroom, pop-up event stages, food trucks, and public art.

Mountain Line is coordinating with the City Arts and Beautification to identify the best location for the relocation of the outdoor art tree sculpture to the future civic space. The sculpture will be installed this spring in the Phase 1 DCC building and planned for relocation to the civic space.

Preliminary construction budget estimates for the civic space are approximately \$4M, not including design, permitting, and project management. Approximately 50% of this cost estimate is for scope elements such as the splash pad and public art which are not eligible to be covered by Mountain Line’s FTA grants. Mountain Line will be seeking a partnership with the City to cover the project costs for the amenities. Post construction, the civic space, including the amenities, would be operated and maintained by the City Parks & Recreation under a future O&M agreement.

The civic space, along with Mountain Line’s Phase 2b Operation Hub, would be constructed after the City’s Rio De Flag (RDF) Project is completed on the Phoenix Avenue parcels.





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# MOUNTAIN LINE MEMORANDUM

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**DATE:** February 19, 2025

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

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

**SUBJECT:** Maintenance Project Update

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### Background:

In November 2022, the Mountain Line Board of Directors adopted the Kaspar Headquarters Master Plan (KHMP) which outlined a long-term plan to maximize fleet storage and maintenance at Kaspar Headquarters to accommodate Mountain Line's future growth as a regional transportation provider. Phase 1 (partially funded) of the KHMP will construct a new maintenance facility; Phase 2 (unfunded) will construct a new bus storage facility to accommodate fleet expansion.

### Funding/Budget:

The total project budget estimate for Phase 1 Maintenance is approximately \$29.1M including construction, fleet equipment, building commissioning, third party testing, project management and permitting.

The Maintenance Project is currently funded by two competitive FTA grants with the following breakdown:

- Design Grant: FTA 5307/5339 Grant valued at \$2,000,000 (\$1,600,000 Federal/\$400,000 Local). These funds are obligated and currently being expended for design and pre-construction services.
- Construction Grant: FTA FY2023 Low or No Emissions (LoNo) 5339 Grant valued at \$20,447,500 (\$16,358,000 federal/\$4,089,500 local). These funds are not obligated pending NEPA approval.

Additional funding is still being sought:

- Mountain Line is currently seeking additional construction funding via an ADOT/FTA competitive grant in total amount of \$7,000,000 (\$5,600,000 federal/\$1,400,000 local) to cover cost escalation for the building and equipment. Due to the recent federal funding freeze, this pending award is further delayed and/or at risk of being eliminated.

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- Mountain Line submitted application to the AZ SMART fund to provide more than \$2M in funding for the local match on the Maintenance Project.

### **Design Phase Progress:**

To date, Mountain Line has completed 95% design and is currently seeking City of Flagstaff development review for a minor variance (related to the building) and site plan approval. The City Board of Adjustments was not able to meet due to lack of quorum in early January and subsequently the variance request will be on the City Council agenda on February 4. Mountain Line held a neighborhood outreach meeting on January 22 in advance of seeking approval for a Conditional Use Permit (CUP). The summary of the neighborhood meeting will be compiled and submitted as part of the CUP application. Mountain Line anticipates being on the agenda with City's Planning & Zoning Commission for CUP approval in March 2025. Following CUP approval, the City conducts review of final construction plans which will likely take approximately 2-3 months with final plan approval anticipated by May 2025.

Mountain Line is pursuing the National Environmental Protection Act (NEPA) clearance from FTA for a Categorical Exclusion for the project. NEPA approval is required by FTA in order to obligate the construction grant funds. Due to delays with the environmental review process, the NEPA approval is now anticipated by March 2025.

### **Schedule:**

Next key project steps:

- February 2025: Variance Approval Request with City Council
- March 2025: Obtain CUP approval from City Planning & Zoning Commission
- March-May 2025: Obtain final plan approval from the City
- After May 2025: Initiate construction

Due to the potential freeze of federal funding, Mountain Line is prepared to delay the construction phase for the Maintenance Project until full funding is available. Mountain Line will still complete the design phase to be "shovel ready" for future construction.

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# MOUNTAIN LINE MEMORANDUM

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**DATE:** February 19, 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**

##### Transit-Oriented Workforce Housing Project, Phase II

Transit-Oriented Workforce Housing Project Phase I was awarded to Rieth Jones Advisers August 2025 for a transit-oriented workforce housing project, with deliverables of evaluation of the economic opportunity and strategic benefits for Mountain Line to pursue the project as well as develop a series of next steps that must be taken to refine the development approach and/or advance the project. With Phase I complete, Rieth Jones Advisers are now moving into Phase II of the project which will encompass the procurement process to select a development partner for the project. The Phase II contract was executed in January of 2025 with a value of \$225,000, bringing the total cumulative value of the contract to \$305,000.00.

##### E-Procurement System

Over the course of 2024, staff reviewed various solutions for electronic procurement systems, ultimately settling on Bonfire. Bonfire offers a wide range of options that will ultimately streamline and improve Mountain Line's procurement system, including start to finish tracking for both procurement and the buyer and comprehensive contract management. The annual fee is \$16,000.

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### RFP 2022-140, DCC Construction Manager At Risk (CMAR) Change Order #10

RFP 2022-140, DCC Construction Manager At Risk was awarded to Loven Contracting in May of 2022 to lead construction of the new Downtown Connection Center. Change Order #10 is to include additional civil improvements and a landscaping plan revision. Change Order #10 is for a value of \$43,578.61, bringing the total cumulative value of the contract to \$25,490,736.70.

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

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# MOUNTAIN LINE MEMORANDUM

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**DATE:** February 3, 2025  
**TO:** Honorable Chair and Members of the Board  
**FROM:** Heather Dalmolin, CEO and General Manager  
**SUBJECT:** Current Events

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The monthly Transit Voice is available with highlights of news to know, job well done, note-worthy events, and updates on projects. Some of these were also noted in the Mountain Line Minute.

### Operations

- Mountain Line continues to offer full service, including 5 buses during peak service on Route 10.
- Ridership is averaging a 10% increase per month as compared to the same months last year, with December reaching a 12% increase. The first six months is roughly 90,000 more riders than same period last year!

### Partnerships and Outreach

- Mountain Line hosted an Open House on Tuesday January 22 to address questions from the public, and our neighbors, about the Kaspar Maintenance Facility and our application for a variance to City code for a long wall on the western side of our property. Anne and Jeremiah did a great job of responding to input and comments and reassuring our residential neighbors about our project and its impact on them.
- Our planning team, made up of Jacki Lenners, LaReina Reyes, Bizzy Collins, Ty Holliday, Anne Dunno, Ken Lesinski, Randy Sherping, and me, met in early December to talk about implementation of improvements as funded by Proposition 488. Special thanks to Kate Morley, who returned and facilitated the conversation and allowed our whole team to participate in the conversation. Our collaborative conversation included a look at priorities from the 5 year plan, funding made available from Prop 488, identification of capital efforts necessary for new services, and evaluation of staffing and operations support needed for successful implementation.
- Mountain Line has joined the American Public Transit Association effort to seek a waiver to current Commercial Drivers' License requirements that would temporarily remove the under the hood testing requirement for transit operators. We believe that long term removal of this requirement is 1) reflective of the job duties assigned to our team members, 2) safer for our public with trained fleet teams conducting these elements, and 3) good creating a license that is specific to our industry (preventing some loss to the over the road trucking environment).

### Finance, Compliance, and Procurement

- Mountain Line continues to monitor announcements and Executive Orders as offered by our new Administration in Washington. We have spoken with the Federal Transit Administration and many transit associations and partners to define our plan in wake of confusion and uncertainty.

*Getting you where you want to go*





## Mountain Line

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- We also met with the City of Flagstaff to talk about funding should there be another pause in grants and funding. It continues to be business as usual with our priorities as 1) deliver service to the community and 2) complete the Downtown Connection Center without delay.
- Mountain Line and our partners at Reith Jones Advisors have initiated several conversations with our team and our partners to plan the path forward to prepare the procurement and ensure we cast a wide net to identify the preferred partner for our project. Thanks to Gail Jackson at Economic Collaborative of Northern Arizona and City staff for taking the time to offer timely suggestions about developers and project goals.
  - Our fleet has been updated with new and improved driver barrier doors. As you may recall, our mechanics built a door that was implemented at the height of the pandemic. The doors did the job but offered little flexibility, i.e. they were either open or closed. Our newest buses arrived with a barrier door that was much more attractive to our operators and that had improvements like fans built in to improve airflow in the driver cab and a window that can be rolled down.

### Staffing

- Transportation Supervisors, Trainers, Transportation Superintendents, and the Operations Director participated in two half day training sessions with TransPro to continue to develop leadership skills and techniques for supervising and supporting our operators. Some of these team members came on their day off and we are grateful for their time. This team remains committed to improving our culture and ensuring we are consistent in our approach.
- Happy Anniversary to our February anniversaries.

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

ITEMS:	WHO & WHAT:
Safety Minute	Sam
Milestone Anniversaries	Heather D
Vulnerable Roadway Users Plan Presentation	Mandia/MetroPlan
Financial Audit	Josh - D/A
Operating Budget Overview	Josh - D
Biannual Performance Report	Bizzy - D
Electric Bus Performance Report	Bizzy - D
Bus Wrap/Driver Barriers Update	Jeremiah - D
Free and Reduced Fare Update	Heather D - D
Triennial Review Closeout Report	Bizzy - PR
DCC Move-In	Anne - PR
Bus Simulator	Sam - PR
Delegation of Authority Update – Agreements, Grants, and Procurements:	Heather D - PR
April/May Working Agenda	

**April: TAC Meeting is Thurs, 4/3 Board Meeting is Wed, 4/16**

ITEMS:	WHO & WHAT:
Safety Minute	Sam
Milestone Anniversaries	Heather D
The Coordinated Plan	LaReina - C
August Service Changes – Close Public Comment Period	Jacki - D/A
Capital Budget Overview	Josh - D/A
Mountain Express Update	Bizzy - D/A
First Mile/Last Mile	Anne - D
Strategic Planning (Proposition 488)	Heather D - D
Delegation of Authority Update – Agreements, Grants, and Procurements:	Heather D - PR
May/June Working Agenda	

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