



Mountain Line

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Board of Directors Minutes for Wednesday, February 19, 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, February 19, 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;
Miranda Sweet, Vice Mayor, City of Flagstaff;
Lori Matthews, City Councilor, City of Flagstaff;
Kurt Stull, Executive Director of Facilities and Security, CCC, alternate, (Zoom), joined at approximately 10:30am

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

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

BOARD MEMBERS EXCUSED:

Tony Williams, Vice President of Student Services, CCC, designee

MOUNTAIN LINE STAFF IN ATTENDANCE:

Jacki Lenners, Deputy General Manager;
Sam Short, Workforce Director, in person, then joined via Zoom at approximately 10:31am;
Randy Sherping, Operations Director, (Zoom), joined at approximately 10:01am;
Josh Stone, Financial Manager, (Zoom);
Anne Dunno, Capital Development Manager, (Zoom), joined at approximately 10:02am;
Jeremiah McVicker, Maintenance Superintendent;
Codi Weaver, Human Resources Manager;
Heather Higgins, Purchasing and Contracts Officer, (Zoom), joined at approximately 10:04am;
Bizzy Collins, Strategic Performance Planner, (Zoom);
Jon Matthies, IT Manager;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Scott Holcomb, Mountain Line Attorney, (Zoom)

GUESTS PRESENT:

Jeff McKay, Vice President for Capital Planning and Campus Operations, NAU, alternate;
David Spence, City Councilor, City of Flagstaff;
Judy Begay, Board of Supervisors, Coconino County, alternate, (Zoom), joined at approximately 10:59am

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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 it is American Heart Month. He shared some cardiovascular health tips.

4. MILESTONE ANNIVERSARIES

-Heather Dalmolin, CEO and General Manager

Ms. Lenner recognized the February milestone anniversaries.

5. CALL TO THE PUBLIC

There were no members of the public online or in the room requesting to speak, nor any email comments received. Councilmember Spence stated he was present to observe and learn.

6. APPROVAL OF MINUTES:

- a. Regular Meeting 1/15/2025
- b. Special Meeting 1/16/2025

Director Sweet made a motion to approve the minutes for both the January 15, 2025 and the January 16, 2025 meetings. Director Matthews seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jeronimo Vasquez	X	
Josh Maher	X	
Miranda Sweet	X	
Lori Matthews	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. TITLE VI POLICY

-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.

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8. AUTHORIZING RESOLUTION #2025-190 AND DESIGNATION OF SIGNATURE AUTHORITY
-Josh Stone, Financial Manager
Staff recommends the Board of Directors adopt Authorizing Resolution #2025-190 and approve Designation of Signature Authority to authorize Heather Dalmolin to act on federal funding matters on behalf of Mountain Line as CEO and General Manager.

9. AMENDMENT TO NORTHERN ARIZONA PUBLIC EMPLOYEE BENEFIT TRUST (NAPEBT) INTERGOVERNMENTAL AGREEMENT (IGA) AND DECLARATION OF TRUST
-Josh Stone, Financial Manager
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.

Director Matthews made a motion to approve the Consent Agenda items 7-9. Director Sweet seconded. There was no discussion. All approved, none opposed. Motion carried.

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

DISCUSSION / ACTION ITEMS:

10. AUGUST SERVICE CHANGES
-Jacki Lenner, Deputy General Manager
Staff recommends the Board of Directors conduct a public hearing and open a public comment period through April 16th, 2025, for the proposed August 2025 service enhancements.

Ms. Lenner explained that staff are asking for a public hearing and to open a public comment period regarding the proposed service changes to collectively meet our Title VI requirement and receive feedback from the public over the course of nearly two months. She reviewed the proposed August service changes for Routes 2, 4 and 14, 5, 7, and 8 in detail. Under the Route 2 review, there was a question as to why Mountain Line serves schools if they don't contribute financially. Ms. Lenner replied that the purpose is to help with congestion and serve the neighborhood; the long term plan is to serve the area in both directions when possible. She stated Flagstaff Unified School District (FUSD) is funding the ecoPASS program for their students and staff. There was another question about adding bus stops for Route 2. Ms. Lenner responded that Route 2 is one of our busiest routes and there will be some new bus stops added in the future. She reported that the proposed improvements to Routes 5 and 8 are directly related to the passage of Proposition 488. She reviewed the types of publicity to be shared to solicit feedback from the public. Director McKay offered to post information along Route 10 on campus, if interested. Ms. Lenner thanked him. Director Sweet made a motion to hold a public hearing and to open a public comment period for the proposed service changes

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as recommended. Director Matthews seconded. There was no further discussion. All approved, none opposed. Motion carried.

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

11. AMENDED AND RESTATED MASTER INTERGOVERNMENTAL AGREEMENT (IGA)

-Heather Dalmolin, CEO and General Manager

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

Ms. Lenners presented this item on behalf of Ms. Dalmolin. She reviewed the highlights of this revision are to make Mountain Line a party to the IGA, clean up, modernize, include the 2020 insurance amendment, and clarify the language related to Mountain Line as a property owner. She reported that there is partnership interest out there for workforce housing, but we will need to be in lock step with the City. Mr. Holcomb said it is important to point out Mountain Line has authority to own, sell, lease, and manage property to be recognized in the IGA. He noted this will make it transparent to partner agencies and the public, as well as potential developers interested in the Request for Proposal (RFP). He explained support from the City is important to make the RFP more appealing. He stated that with this Board’s approval, there is clear support going forward. There was a question regarding the use of the word “immunity” related to taxation. Mr. Holcomb responded that the language referred to is straight from the Arizona Constitution. The next question asked was about the process of approval of the document. Mr. Holcomb shared that staff for each partner agency will review and provide feedback, if necessary, then it will need to be approved by each partner agency’s governing body. He also said it is important to note that authorization is requested for the CEO and legal counsel to negotiate, finalize, and sign the IGA in conjunction with partner agencies. Director Matthews moved to approve the Amended and Restated Master IGA and to authorize the CEO and legal counsel to negotiate, finalize, and sign the agreement as recommended. Vice Chair Maher seconded. There was no further discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jeronimo Vasquez	X	
Josh Maher	X	
Miranda Sweet	X	
Lori Matthews	X	
Kurt Stull	X	

12. ORGANIZATIONAL STRUCTURE REVIEW

-Heather Dalmolin, CEO and General Manager

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

This item was tabled.

13. COMPENSATION STUDY

-Sam Short, Workforce Director

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

This item was tabled.

14. FY2026 WORKFORCE BUDGET

-Josh Stone, Financial Manager

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

Mr. Stone reported that this is the start of the budget education effort, making it more digestible in parts, and in an effort for partners to feel comfortable with taking action on the budget in June. He stated the total workforce budget is approximately 80 percent of the total budget, with an increase of approximately 13 percent. He noted the largest increase comes from the repositioning of operations staff after the FY2025 Budget was approved. He added that the impact of the operations pay increase will be reported in the future. He explained this has caused some wage compression for some other staff. He stated that Mountain Line was able to return to full service last fall. He reported the other increases are attributed to the Pay Plan, the merit-based bonus program, and a couple new positions needed for when staff move to the Downtown Connection Center (DCC). He noted some other benefits and cost changes. He reported Northern Arizona Public Employee Benefit Trust (NAPEBT) was able to offset a larger increase to our health insurance premiums with some reserve funds. He reported that the Arizona State Retirement System (ASRS) is decreasing contributions by approximately .25 percent from the prior year. There were no questions.

15. ZERO EMISSION BUS TRANSITION PLAN UPDATE

-Bizzy Collins, Strategic Performance Planner

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

Ms. Collins noted this plan was first completed in 2020; the types of electric buses and charging options were evaluated and it was determined that Battery Electric Buses and charging on-route and at the depot were the most efficient and cost effective options. She stated that now we know so much more. She reported that we now know we can only have two pantograph chargers at the DCC versus eight due to the post construction Rio de Flag constraints. She said she recently learned that this plan should be updated every two years; allowing for re-evaluation of technology trends and timelines. She noted changes due to approval of Proposition 488 will be considered in the next review, as well as a potential re-evaluation of Fuel Cell technology. Ms. Collins was happy to share that Mountain Line received a Clean Bus Energy Award which will not require any local match; staff have subcontracted with the Center for Transportation and the Environment on updating this plan, and they worked on the original plan. She noted the kickoff of the plan update was in November; she reviewed the timeline and

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is hopeful the final presentation will be ready in May. She explained the participant groups; staff from different Mountain Line divisions and Arizona Public Service (APS), who observed and offered reference related to electricity. She noted the update will provide a clear picture to incorporate into our financial documents. She reviewed the Scope of Work and the sections of the plan to be updated. She shared the preliminary results of the Block Feasibility Projection and the Fleet Composition Projection, as well as the Cumulative Projection, which concludes that Battery Electric Buses with on-route and depot charging still makes the most sense and is the most cost effective. She mentioned the next steps. There was a question regarding the amount of the award. Ms. Collins responded that an amount was not disclosed, but the cost of the work is being covered. There were no other questions.

PROGRESS REPORTS:

There were no questions regarding the progress reports.

16. DOWNTOWN CONNECTION CENTER (DCC) CIVIC SPACE UPDATE
-Anne Dunno, Capital Development Manager
17. MAINTENANCE PROJECT UPDATE
-Bizzy Collins, Strategic Performance Planner
18. DELEGATIONS OF AUTHORITY
-Heather Dalmolin, CEO and General Manager
19. SUMMARY OF CURRENT EVENTS
-Heather Dalmolin, CEO and General Manager

Ms. Lenner shared the following highlights:

- Photos were shared of the Downtown Connection Center (DCC) construction project. The move-in timing is being delayed a bit to June now, due to the chilled beam manufacturing.
- Fixed Route Ridership has been increasing each month over the previous year.
- New driver barrier doors have been installed on all buses now. The previous driver barrier doors, designed by one of our mechanics in house, served their purpose during the pandemic and got worn out. Photos shown.
- February anniversaries were recognized.
- The Arizona Transit Association (AzTA) Annual Conference will be held in Flagstaff at the High County Conference Center, April 14-16. Information will be provided in the near future and if any TAC or Board members wish to attend, Rhonda will be able to register them.

ITEMS FROM COMMITTEE AND STAFF:

Ms. Cashman stated the tabled items will be added to the March agenda.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

March/April Working Agenda

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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, Organizational Structure Review, Compensation Study, 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 -Chair Vasquez adjourned the meeting at approximately 11:15am.

Jeronimo Vasquez, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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