



Mountain Line

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NOTICE AND AGENDA OF PUBLIC MEETING AND POSSIBLE EXECUTIVE SESSION OF THE BOARD OF DIRECTORS (BOD) OF THE NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Board of Directors (BOD) of the Northern Arizona Intergovernmental Public Transportation Authority (“Mountain Line”) and to the general public that the Board will hold a meeting on:

Wednesday, March 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 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 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 1-3

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 2/19/2025

-pages 4-10

DISCUSSION / ACTION ITEMS:

7. COMPENSATION STUDY

-Sam Short, Workforce Director

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

-pages 11-13

8. FY2026 OPERATING BUDGET

-Josh Stone, Financial Manager

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

-pages 14-15

9. BIANNUAL PERFORMANCE REPORT

-Bizzy Collins, Strategic Performance Planner

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

-pages 16-17

10. ELECTRIC BUS PERFORMANCE REPORT

-Bizzy Collins, Strategic Performance Planner

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

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11. BUS GRAPHICS AND DRIVER'S BARRIER -pages 19-20
-Jeremiah McVicker Maintenance Superintendent
The Board may provide direction, but there is no recommendation from staff at this time.
12. FARE FREE TRANSIT UPDATE -pages 21-27
-Heather Dalmolin, CEO and General Manager
No action is recommended by staff for this discussion item.

PROGRESS REPORTS:

13. DOWNTOWN CONNECTION CENTER (DCC) MOVE-IN -page 28
-Anne Dunno, Capital Development Manager
14. BUS SIMULATOR UPDATE -page 29
-Sam Short, Workforce Director
15. DELEGATIONS OF AUTHORITY UPDATE -page 30
-Heather Dalmolin, CEO and General Manager
16. SUMMARY OF CURRENT EVENTS
-Heather Dalmolin, CEO and General Manager

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE FOR THE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

April/May Working Agenda -page 31

The next Board meeting will be April 16, 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. April agenda items may include but not be limited to The Coordinated Plan, August Service Changes – Close Public Comment Period, Financial Audit, Organizational Structure Review, Capital Budget Overview, Mountain Express Update, First Mile/Last Mile, Strategic Planning (Proposition 488), Triennial Review Closeout Report, and Delegation of Authority Updates. The April 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.

17. ADJOURNMENT

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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.





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





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





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





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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DATE PREPARED: March 12, 2025

MEETING DATE: March 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 approximate 10% addition 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.

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:

TAC members wanted to add to the conversation that salary was not the only value to an employee's overall job benefits and items like employee satisfaction reports should also be considered. TAC members also asked for clarification of the term "plus-up" in the second paragraph of the Background portion of the report. This term has been changed to "addition".

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SUBMITTED BY:

Sam Short
Workforce Director

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.

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DATE PREPARED: March 10, 2025
DATE: March 19, 2025
TO: Honorable Chair and Members of the Board
FROM: Josh Stone, Financial Manager
SUBJECT: FY2026 Operating Budget

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE:

❖ FY2026 budget supports all aspects of the Strategic Plan Goals and Key Objectives

BACKGROUND:

Staff will present information on the operating portion of the FY2026 budget, excluding workforce expenditure already presented in February. Our overall operating budget request represents an FY2026 increase of \$1.2 million, or 9% over FY2025, from \$12.9 million to \$14.2 million.

As presented in February, approximately \$1.1 million of the increase is an important investment in our workforce.

The remaining operating budget increase after the workforce is \$123,000.

- The budget for vehicle and facilities maintenance has been increased by approximately \$21,000.
 - In FY2025 the budget for fuel was increased significantly due to projections during budget development. This was an overcorrection of the budget, and fuel prices have largely stabilized. We have reduced the fuel budget for FY2026 by \$145,000 and this decrease helps offset increases in other areas of vehicle maintenance.
 - Contracted services such as janitorial, landscaping, and snow removal have all had contract adjustments due to local minimum wage increase and costs estimated with the administrative office move to the Downtown Connection Center.
 - Parts, supplies, and tires budgets have increased approximately 5% due to increased retail costs for these items.
 - Utilities we have budgeted capacity for an increase of electric rates projected by APS and wastewater increases from the City of Flagstaff. Also included across all utilities is an estimate for occupancy at the Downtown Connection Center. Estimated electricity costs associated with the DCC are reduced due to rooftop solar panels offsetting some of the expected energy use.
- The liability insurance budget is not changing for FY2026. Although Mountain Line's current broker has quoted a minor increase, pending procurement for insurance services should yield an offsetting decrease in cost.





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- Mountain Line's travel, training, and professional development budget has remained the same for a number of years. In FY2026, we increased the budget by about 20%. The increased budget recognizes the cost of travel for conferences and training which has escalated significantly in the last several years. Mountain Line's commitment to professional development of staff is also reflected in the increase.
- FY2026 includes a single-year budget increase of approximately \$10,000 for routine IT computer replacements due to hardware replacements required to support current software.
- FY2026 reduces banking and merchant services fees by about 20%. Mountain Line has changed its bank resulting in a lower fee structure for banking services. A change in point-of-sale vendor for most passenger fares sales has also resulted in lower credit card processing rates.

FISCAL IMPACT:

There is no fiscal impact currently associated with this FY2026 budget discussion. The items discussed will impact the final FY2026 budget proposed at the June 2025 meeting.

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

None.





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DATE PREPARED: March 11, 2025

MEETING DATE: March 19, 2025

TO: Honorable Chair and Members of the Board

FROM: Bizzy Collins, Strategic Performance Planner

SUBJECT: Biannual Performance Report

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

❖ All Goals and Objectives are related to this topic.

BACKGROUND:

As part of Mountain Line's regular review of financial and service data, staff has prepared the FY2025 Mid-Year Biannual Performance Report for the period of July through December 2024. The report compares current performance to prior years and projections for future years. The performance measures include benchmarks first approved in 2015 by Mountain Line's Transit Advisory Committee and Board of Directors. To broaden our definition of success and tell Mountain Line's story and community value, Mountain Line Board of Directors approved and adopted additional Key Performance Indicators (KPI) and directed staff to add these measures to the 2020-2025 Strategic Plan in June 2023. Staff will discuss trends in the data and provide an update on Strategic Performance efforts.

FISCAL IMPACT:

There is no fiscal impact related to the performance. Changes in service because of concerns about performance could have financial consequences in future years.

TAC DISCUSSION:

Members appreciated the progress update on KPIs that move the needle towards our strategic plan goals and objectives.

SUBMITTED BY:

Bizzy Collins
Strategic Performance Planner

APPROVED BY:

Heather Dalmolin
CEO and General Manager

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ATTACHMENTS:

None.

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DATE PREPARED: March 11, 2025

MEETING DATE: March 19, 2025

TO: Honorable Chair and Members of the Board

FROM: Bizzy Collins, Strategic Performance Planner

SUBJECT: Electric Bus Performance Report

RECOMMENDATION:

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

RELATED STRATEGIC PLAN GOAL & OBJECTIVE

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

BACKGROUND:

Mountain Line has operated two electric buses for one and a half years and will present key performance indicators (KPI) used to evaluate electric and hybrid bus performance. This is the third biannual Electric Bus Performance Report and staff welcome feedback on metrics presented and if others are desired.

FISCAL IMPACT:

There is no fiscal impact related to the performance. Changes in service because of concerns about performance could have financial consequences in future years.

TAC DISCUSSION:

Members appreciated the analysis and progress on implementation of electric buses and that the data supports this direction, including how much money saved with electricity compared to diesel.

SUBMITTED BY:

Bizzy Collins
Strategic Performance Planner

APPROVED:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.

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DATE PREPARED: March 11, 2025

MEETING DATE: March 19, 2025

TO: Honorable Chair and Members of the Board

FROM: Jeremiah McVicker Maintenance Superintendent

SUBJECT: Bus Graphics and Driver's Barrier

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE:

- ❖ Goal: Service Excellence
 - ❖ Objective: Deliver service enhancements that are in line with our 5-year transit plan and make transit an attractive mode choice.
- ❖ Goal: Stewardship Of Resources
 - ❖ Maintain our facilities and equipment to demonstrate the pride we take in service excellence and to maximize their useful life.
- ❖ Goal: Enhanced Safety Culture
 - ❖ Objective: Develop a holistic safety plan that guides us to effectively and proactively manage risk.
 - ❖ Objective: Utilize available and emergent technology to enhance existing and future fleet, optimizing safety for all staff and public transportation users.

BACKGROUND:

This report provides an update on two key initiatives: the refresh of bus graphics and the upgrade of driver barriers.

Bus Graphics:

The bus graphics typically have a seven-year lifespan due to wear and tear from road conditions, weather, and debris. As Mountain Line's fleet graphics reached this age, we opted to update the exterior design of our buses. Staff collected feedback from riders regarding their favorite aspects of the new battery-electric buses and elements they disliked from our previous bus wraps. This feedback was incorporated into a new design. This project should be completed at the beginning of March.

Driver Barriers:

During the COVID-19 pandemic, our fleet department created driver barriers. To further invest in our workforce and enhance safety, Mountain Line upgraded the driver barrier doors with Wabtec models. These doors improve the airflow in the driver's compartment and allow operators to adjust a partial window for





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interacting with customers as needed. This upgrade improves both safety and customer service. This project was completed at the end of January.

FISCAL IMPACT:

The total cost to complete the driver barriers and bus graphics projects was \$458,841.28, with \$280,581 allocated for driver barriers and \$178,260.28 for bus graphics. These projects were funded using Local funding dollars and incorporated into the FY2025 budget.

TAC DISCUSSION:

No discussion was requested by the Transit Advisory Committee.

SUBMITTED BY:

Jeremiah McVicker
Maintenance Superintendent

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.

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DATE PREPARED: March 11, 2025

MEETING DATE: March 19, 2025

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Fare Free Transit Update

RECOMMENDATION:

No action is recommended by staff for this discussion item.

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal One: Service Improvements
 - ❖ Objective: Develop and improve community partnerships and interagency relationships to enhance transit and improve our ability to meet community needs and deliver public transit services.
- ❖ Goal Five: Community Engagement
 - ❖ Objective: Increase the community's awareness of Mountain Line's value to the community.
- ❖ Goal Six: Fiscal Responsibility
 - ❖ Objective: Ensure a sustainable financial future through long-term financial planning.

BACKGROUND:

This report is on fare free transit consideration and an update on implementing new categories of eligibility for reduced fare. The authorization of the Board to expand our reduced fare program to include categories of low income, active military, and veterans was provided in June of 2024. The decision at the time was a result of several factors and the staff report from June is attached for your reference. A high-level summary of key points to the decision to expand reduced fare program over making our system fare free are below:

- The estimated revenue loss of making Mountain Line fare free was roughly \$534,000, but we are projected in FY2025 to reach over \$800,000 in fare revenue. Fare revenue is part of the funding used to pay for the operation of our programs.
- The Citizen Review Commission charged with considering Proposition 488 transit tax expansion prioritized delivery of service improvements with any funding that can be achieved versus replacing loss of fares with transit tax revenue.
- Fare free transit may have an additional impact on other revenues. Mountain Line, the City, and Northern Arizona University have an agreement in place for the operation of Route 10 through the University campus. The fee captured in that agreement is tied to free fare service to students while

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riding Mountain Line Route 10. If all of Mountain Line is made fare free, that change could void the agreement we have with NAU, resulting in an additional \$600,000 plus loss of operating revenue.

- The recommendation of staff was to secure funding for expanding transit programs, making our services more frequent and more convenient and focus on expanding the reduced fare program as a measure to increase access to transit for community members that struggle most with discretionary funds.
- The funding recommendation of the Board to the City for expanding the transit tax through a ballot initiative was based on public input about the maximum amount we should anticipate the public supporting. In order to replace fares generated by users, we would have needed to seek an additional 15% increase in funding. Due to feedback from surveys and the recommendation of the CAC, we didn't not include funding to replace fare revenue and make our programs fare free.

Staff have spent the last several months identifying the best ways to implement the reduced fare program changes. We are planning to replace our fare collection system by the end of the fiscal year and want to have solutions in place to launch these new fare options as part of the new system.

- We spoke with leadership at the Arizona Veteran's Home here in Flagstaff and have modified our application for reduced fare to identify that any service member can present their DD214 (military discharge documents) as evidence of their eligibility for reduced fare as a veteran. This change will go live in April 2025. We will also accept any other government issued identification that identifies the individual by name and with a photo as being a veteran, i.e. Driver's License or State Identification card.
- We are ready to accept any issued Military Identification Card issued by the Department of Defense (DoD) that demonstrates a person's name and photo as evidence of active military status. This too will go live in April of 2025.
- Staff have met with Coconino County Community Services team members about how to identify individuals qualifying for low income status in order to be eligible for reduced fare. The team at the County already manages many of the programs available to individual with low-income. Staff there have agreed to review our reduced fare application and make a recommendation on changes to add low-income as an eligible category. The goal is that any case worker within low-income case management could then complete the necessary certification in the application. This includes but is not limited to eligibility for Medicaid, Food Assistance, Supplemental Security Income (SSI), Supplemental Nutrition Assistance Program (SNAP), Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), and state assisted health care/insurance. It is anticipated that this program will be live by July 1, 2025.

In all these situations, the individual will utilize the application to receive a reduced fare ID card that is provided to participants at zero cost. The ID is then the only additional information required when paying reduced fare on the bus. By altering the application, we maintain our existing fare system and impact the drivers in the most minimal way.

Once all of these mechanisms are confirmed and put in place, we will conduct the planned public outreach. Efforts include signage in the buses, flyers to riders, updating the website, changes to the Ride Guide, and an education effort for partners around the community who serve these same persons.

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This change is a critical effort to serve more people in our community, to reach more riders and connect more people to jobs, services, education, etc. Although we remain committed to researching fare free transit as an option for our community, staff have prioritized resources to planning service expansion, expanding the reduced fare program, and completing our significant capital projects. With the additional pressure of changing national administration and threats to our federal funding, it is our ongoing recommendation that now is not the time to transition to fare free transit.

FISCAL IMPACT:

There is no fiscal impact associated with this update. If the Board instructs staff to reconsider making fare free transit a priority, the anticipated impact is a loss of operating revenue that ranges from \$800,000 a year to \$1.6M.

TAC DISCUSSION:

The Transit Advisory Committee did not have any questions or discussion regarding this item.

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. June 2024 Staff Report Expand Reduced Fare Program -pages 24-27

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DATE PREPARED: April 4, 2024

MEETING DATE: April 17, 2024

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Expand the Reduced Fare Program

RECOMMENDATION:

Staff recommends the Board of Directors approve expansion of the reduced fare program to add active military, veterans, and low-income as eligible persons.

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal One: Service Improvements
 - ❖ Objective: Develop and improve community partnerships and interagency relationships to enhance transit and improve our ability to meet community needs and deliver public transit services.
- ❖ Goal Five: Community Engagement
 - ❖ Objective: Increase the community's awareness of Mountain Line's value to the community.
- ❖ Goal Six: Fiscal Responsibility
 - ❖ Objective: Ensure a sustainable financial future through long-term financial planning.

BACKGROUND:

At the May Board meeting, staff were instructed to request that the City of Flagstaff consider and place a transit tax initiative on the November 2024 ballot. As the anticipated amount of funding is closely tied to Mountain Line's ability to move towards a zero-fare program, I wanted to review a couple of points that result in the recommendation of this staff report.

- In April 2023, the Board of Directors directed staff to develop a plan to 1) test zero-fare policies as a consideration in a potential transit tax extension or expansion and 2) consider transitioning Mountain Line to zero-fare for all riders no later than the end of FY2025. The estimated revenue loss at the time was about \$534,000, but annual fare revenue typically exceeds \$800,000 in non-COVID recovery years.
- In May 2023, Mountain Line convened a Citizen Review Committee (CAC) to begin the process of looking at our current funding structure, evaluate the recommendations of Flagstaff in Motion (FIM), and to consider what additional funds are needed for implementing finding of FIM and moving to zero-fare program. The CAC received feedback from two separate surveys to gain insight into likely voter support; the surveys did test if there was support for increasing taxes to make the system zero fare support.

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- In June 2023, the Board of Directors instructed staff to delay consideration of a zero-fare program for Mountain Line until Spring of 2025, pending the outcome of a potential transit tax initiative, and requested staff consider what can be done in the interim.
- In January 2024, Northern Arizona University (NAU) and Mountain Line met with the City of Flagstaff to review the terms of the joint agreement for the operation of Route 10. The agreement includes an annual commitment of operating funds from NAU, in lieu of fares for students. During this meeting, the point was raised that if Mountain Line implements zero fare that action could void our operating agreement as it is tied to fares for students. NAU currently contributes over \$600,000 annually. This doubles the amount of funding needed for our zero-fare program. This loss was not anticipated in estimated lost revenue as presented in April and June of 2023 nor as tested in our financial planning for developing a transit tax initiative.
- In May 2024, staff presented to the Board the outcome of the CAC, results of the second survey, and a recommendation to send a request to the City to place a single question on the November 2024 ballot that would extend the tax to 2040 and increase the value from .00295 to .0050. The total increase needed to do all the service improvements identified in Flagstaff in Motion and implement a zero-fare program was identified as a doubling of the existing tax rate, moving to .0059. This increase, when tested with likely voters, didn't receive the amount of support staff and the CAC felt was necessary to be successful. As a result, zero fare and select lower priority items from FIM are not anticipated to be funded if we are successful in November.

As a result of this decision on the transit initiative, the unknown circumstances around NAU's operating agreement, and the desire to increase service for our community in a way that can drive a change in behavior to support the City's goal to decrease greenhouse gas emissions, staff are focused on how we can expand or change our fare system to create more programs that improve access to transit.

Staff recommend the first step in modifying our fare program is to expand the reduced fare program to include more eligible groups. The recommendation is to add persons who are active military, veterans, and are considered low income. This change creates a more equitable fare system for Mountain Line's low-income passengers and is a positive step towards increasing access to transportation for many in our community. Access to transportation means access to education, jobs, improved healthcare, and much more.

Mountain Line's current fare program offers reduced fares (half fare) to those that qualify and can show proof of eligibility: Medicare recipients as required by the Federal Transit Administration, and individuals that are 17 and younger or over 60. We also offer reduced fare to individuals with a disability. Anyone who is eligible for a reduced fare must have proper identification (i.e. their Medicare card and photo ID. A school ID, or a government issued ID) along with fare when boarding. Individuals qualifying due to a disability must apply for a Mountain Line ID card and provide medical certification regarding their disability. We also offer a Reduced Fare ID to anyone who wishes to obtain one to save the need to carry the other documents and ID.

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As we expand eligibility for the reduced fare program, we will need to adjust our application process to include these new qualifying categories for the purpose of identifying and recognizing these persons, we will use the following criteria to qualify individuals for reduced fare:

- Veteran's Identification Card issued by the U.S. Department of Veteran Affairs
- Driver's License or State Identification with veteran status listed
- DD Form 214 Verification of Military Service with one of the following characters of service: General, General under Honorable, Honorable Discharge
- Military or Veteran Identification Card issued by the Department of Defense (DoD)
- Identification card or eligibility letter from any federal or state income based public assistance program, including but not limited to Medicare, Food Assistance, Supplemental Security Income (SSI), Supplemental Nutrition Assistance Program (SNAP), Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), etc.

Mountain Line does not intend to qualify a person as low-income but allow those that qualify for any other low-income public assistance program to use that eligibility to qualify for reduced fare. This expansion of criteria allows us to build upon our existing fare program and create a fare system that increases transit equity for our community. Our recommendation to add active military and veterans is part of our desire to recognize the service these individuals offered to our country and is in line with many transit system reduced fare programs around the country. The change for these individuals is meant to support military personnel living, working, or retiring in our community.

Upon approval to expand the reduced fare program, staff will formulate an implementation plan that will include public outreach, updated website and signage, changes to the Ride Guide, and an education effort for partners around the community who serve these same persons. Additionally, we will modify the defined Discount Pass program to add 30-day passes as eligible for purchase by human service agencies at a discounted rate of 40%. The current program offers the same 40% discount on day passes to agencies that serve people in our community that cannot otherwise afford or access transit. We currently cap total purchases at \$2,500 annually and would also increase that to \$3,500 annually. We believe these changes are a necessary part of the efforts to create a more equitable fare program.

This recommended change is a critical effort to serve more people in our community, to reach more riders and connect more people to jobs, services, education, etc. Mountain Line staff will continue to research and analyze zero fare transit programs. As discussed with the Board last summer, the current focus is the renewal and potential expansion of the transit tax to ensure Mountain Line has secure and stable funding to continue providing transit service to the community. We believe the addition of these reduced fare categories is a step to address the fare equity concerns that have been raised about transit fare programs across the country.

FISCAL IMPACT:

The expansion will impact fare collection as some riders will move from full fare to half fare (reduced fare) but we believe that this change will attract more riders, offsetting the loss of fares for existing riders. We

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do not anticipate a significant adverse funding impact in the coming year and have capacity in the transit tax fund balance to make small adjustments to budgeted fare revenues in future years.

ALTERNATIVES:

- 1) Expand the reduced fare program (**recommended**). This expansion will create a more equitable fare program in our community for some of our most vulnerable individuals. Adding these categories of reduced fare eligibility is viewed across the industry as a measure to reduce the impact of fares on transit access and ensure people have access to work, medical, school, services, etc.
- 2) Do not expand the program (**not recommended**). If the recommendation is not approved, the fare program will remain as is and the concerns about access to transit go unaddressed.

TAC DISCUSSION:

This item was presented to the TAC in April. April's presentation to the Board was tabled to May and then moved to June when the May meeting was cancelled.

The Transit Advisory Committee supported the recommendation of staff without any questions or concerns. Advisor Kerr, Coconino County, offered to assist staff with update to Reduced Fare application based on experience with low-income program within County.

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.

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MOUNTAIN LINE MEMORANDUM

DATE: March 19, 2025

TO: Honorable Chairman and Members of the Board

FROM: Anne Dunno, Capital Development Manager

SUBJECT: Downtown Connection Center (DCC) Move-in

Mountain Line is planning for the relocation of administrative functions, including customer service, to the DCC. Mountain Line is currently updating standard operating procedures (SOPs) and drafting new SOPs to support the change in location. Mountain Line Facilities and IT are coordinating with the CMAR for the installation of the IT network hardware and the security system. Mountain Line will relocate furniture from Kaspar including office desks, lobby, and operator breakroom furniture. Mountain Line procured new DCC furniture to outfit the remainder of the DCC building such as the community room, conference rooms, employee break room and open office studios.

The estimated project completion timeline is:

- April 30: Substantial Completion (CMAR subcontractors complete)
- May 1-21: Punchlist
- May 14: Certificate of Occupancy (Issued from the City; identifies that building meets safety/building code requirements)
- May 12 - May 23: Final Clean
- May 27 - June 6: FFE (phased staff move-in)
- June 9 -13: Soft opening front desk/lobby
- June 16: Final Completion (CMAR scope complete)
- June 18: Mountain Line Board Meeting held at DCC

Mountain Line is reviewing a contract amendment to extend the construction schedule for substantial completion from March 24 to April 30, with final completion by June 16. The schedule change request resulted from delay in delivery of the mechanical chilled-beam system and additional time to complete punch list, obtain the certificate of occupancy, and final clean of the building. The schedule change is budget neutral to the GMP.

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MOUNTAIN LINE MEMORANDUM

DATE: February 19, 2025
TO: Honorable Chair and Members of the Board
FROM: Samuel Short, Workforce Director
SUBJECT: Bus Simulator Update

While presenting the Fiscal Year 2024 Annual Safety Report to the Board in August 2024, Risk Management staff outlined a series of goals for FY2025 to reduce preventable accidents and provide more recurring training to staff. One of these goals was to procure a Bus Simulator as a way of providing additional training to staff. A Bus Simulator is a solution that simulates operation of a vehicle using equipment and screens to create a realistic feel and view of being in a driver's seat while in the safety of a classroom. It is an excellent way to provide additional training in a short time frame, without using a lot of time, resources, and adding more emissions into our mountain community.

After an extensive Request for Proposal process was completed in September 2024, FAAC Incorporated was selected as the vendor to provide Mountain Line with a Bus Simulator. Between October 2024 and January 2025 staff have had numerous meetings with FAAC Incorporated to provide the following information:

- Gillig bus part numbers so FAAC Inc. may procure Gillig bus parts, in an effort to reproduce our current bus driver's cabin in the bus simulator.
- Customer service scenarios that are common and recurring, When the simulator is used by staff, they will be required to participate in the scenario and provide the correct responses to the scenarios. These scenarios will be filmed by FAAC Inc. using a real Mountain Line bus and using actors to play out the scenario in the bus.
- FAAC Inc. visited Mountain Line property to film the interior/exterior of a Mountain Line bus, shops, and bus wash so that they can reproduce a digital facsimile of the entire bus and buildings when using the simulator.
- Staff obtained size and electrical requirements for the bus simulator to assist with the planning of the Bus Simulator location.

FAAC Inc. intends to deliver the Bus Simulator to Mountain Line property sometime in late May/early June 2025. Once the Bus Simulator is delivered, staff will provide more information to the Board.

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MOUNTAIN LINE MEMORANDUM

DATE: March 19, 2025

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Delegations of Authority Update

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

RFB 2025-100, Furniture, Fixtures, and Equipment

RFB 2025-100, Furniture, Fixtures, and Equipment was released in August 2024 and closed in September 2024 with two bids. After evaluation of the proposals by a team of three Mountain Line employees, Forward Tilt was determined to best meet Mountain Line needs and offer best value. This contract is for a value not to exceed \$266,321.94.

RSOQ 2025-130, Professional Engineering Services Bus Stops and Transit Infrastructure Contract and Task Order #1

RSOQ 2025-130, Professional Engineering Services Bus Stops and Transit Infrastructure was released in October 2024 and closed in November 2024 with two submissions. After evaluation of the submissions by a team of three Mountain Line employees, Ardurra Group was determined to best meet Mountain Line needs. Per Mountain Line purchasing policy for qualifications-based procurement, the submissions did not include pricing; subsequent to determination of qualification of Ardurra, Mountain Line staff worked with Ardurra to develop pricing for Task Order #1, which is engineering for the upcoming Route 8 expansion project. Upon approval of the pricing for Task Order #1, the contract was formally awarded to Ardurra Group, and Task Order #1 was issued for a value of not to exceed \$79,000, bringing the total cumulative value of the contract to \$79,000.

Agreements and Contracts Authority – Resolution 2020-100

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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
Financial Audit	Heather D - D/A
Organizational Structure Review	Heather D - 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	

May: No TAC Meeting Board and TAC Joint Meeting is Wed, 5/21

ITEMS:	WHO & WHAT:
Safety Minute	Sam
Milestone Anniversaries	Heather D
Budget Presentation	Josh S – D/A
Zero Emission Bus Transition Plan Update	Bizzy - D/A
Review Strategic Workplan	Heather D - D
Strategic Planning (Proposition 488)	Heather D - D/A
Workforce Utilization Report	Codi - PR
Delegation of Authority Update – Agreements, Grants, and Procurements:	Heather D - PR
June/August Working Agenda	

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