



## 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, April 16, 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 3/19/2025

-pages 5-11

- b. Special Meeting 3/25/2025

-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. THE METROPLAN AND MOUNTAIN LINE COORDINATED PUBLIC TRANSIT – HUMAN SERVICES TRANSPORTATION PLAN

-pages 14-15

-LaReina Reyes, Associate Transit Planner

Staff recommends the Board of Directors adopt the MetroPlan and Mountain Line Coordinated Public Transit - Human Services Transportation Plan.

### DISCUSSION / ACTION ITEMS:

8. JULY 2025 SERVICE CHANGES

-pages 16-18

-Jacki Lenners, Deputy General Manager

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Staff recommends the Board of Directors conduct a public hearing and close a public comment period for the proposed July 2025 service enhancements. Staff also recommends the Board of Directors approve the recommended service changes for implementation in July 2025.

9. FY2026 CAPITAL BUDGET -pages 19-20  
-Josh Stone, Financial Manager  
The Board may provide direction, but there is no recommendation from staff at this time.
10. MOUNTAIN EXPRESS PERFORMANCE REPORT -pages 21-22  
-Bizzy Collins, Strategic Performance Planner  
The Board may provide direction, but there is no recommendation from staff at this time.
11. FREE FARE TRANSIT UPDATE -pages 23-29  
-Heather Dalmolin, CEO and General Manager  
No action is recommended by staff for this discussion item.
12. FIRST MILE LAST MILE (FMLM) PARTNERSHIP PROJECT -pages 30-31  
-Anne Dunno, Capital Development Manager  
The Board may provide direction, but there is no recommendation from staff at this time.
13. LAND AVAILABILITY AND SITE SUITABILITY STUDY, CODE ANALYSIS PROJECT  
-Bizzy Collins, Strategic Performance Planner -pages 32-34  
The Board may provide direction, but there is no recommendation from staff at this time.

### **PROGRESS REPORTS:**

14. DELEGATIONS OF AUTHORITY UPDATE -pages 35-36  
-Heather Dalmolin, CEO and General Manager
15. SUMMARY OF CURRENT EVENTS  
-Heather Dalmolin, CEO and General Manager

### **EXECUTIVE SESSION:**

The executive session is pursuant to A.R.S. § 38-431.03(A) for the following purpose:

1. Consultation and discussion with Mountain Line's legal counsel for legal advice and with Mountain Line's legal counsel and staff regarding Mountain Line's Fiscal Year 2024 Financial Annual Audit: A.R.S. § 38-431.03(A)(2), (3) & (4).

Following the conclusion of the Executive Session, the Board will reconvene the public meeting.

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### ITEMS FROM COMMITTEE AND STAFF:

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

May/June Working Agenda

-page 37

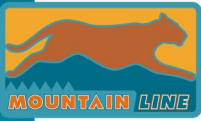
The Board and TAC Joint meeting will be held on Wednesday, May 21, 2025. It will be held in person at the Flagstaff Aquaplex, in the Community Room, 1702 N. Fourth Street, Flagstaff, AZ 86004 at 10am. Lunch will be offered. The public is invited to attend. May agenda items may include but not be limited to the Budget Presentation, Strategic Plan Review, Key Performance Indicators, Review Mission, Vision, Goals, Guiding Principles, Organizational Structure Review, Compensation Study, Zero Emission Bus Transition Plan, Review Strategic Workplan, Strategic Planning (Proposition 488), Triennial Review Closeout, Kaspar Maintenance Facility Conditional Use Permit (CUP), Workforce Utilization Report, and Delegation of Authority Updates. The May agenda will be available for review on Mountain Line's website and at Mountain Line's public posting places (listed on the Mountain Line website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the Board and TAC.

The next Board meeting will be held on June 18, 2025, and it will be a hybrid in-person and Zoom meeting based in Flagstaff in the Community Room, 216 W. Phoenix Ave., Flagstaff, AZ 86001 at 10am. The public is invited to attend. June agenda items may include but not be limited to the Budget Adoption, Commercial Driver's License (CDL) Course Use Report, User Fee List for Facility Use, Collective Grant Resolution, Procurement Resolution, Personnel Policy Manual Update, Annual Cybersecurity Report, and Delegation of Authority Updates. The June 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.

#### 16. ADJOURNMENT

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## Board of Directors Minutes for Wednesday, March 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, March 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, designee, (Zoom);  
Tony Williams, Vice President of Student Services, CCC, designee, (Zoom);  
Miranda Sweet, Vice Mayor, City of Flagstaff;  
Lori Matthews, City Councilor, City of Flagstaff

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

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

### **BOARD MEMBERS EXCUSED:**

None.

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

Heather Dalmolin, CEO and General Manager;  
Jacki Lenner, Deputy General Manager;  
Sam Short, Workforce Director;  
Randy Sherping, Operations Director, (Zoom);  
Anne Dunno, Capital Development Manager;  
Jeremiah McVicker, Maintenance Superintendent;  
Codi Weaver, Human Resources Manager, (Zoom);  
Heather Higgins, Purchasing and Contracts Officer, (Zoom), joined at approximately 10:02am;  
Bizzy Collins, Strategic Performance Planner;  
LaReina Reyes, Associate Transit Planner, (Zoom);  
Jon Matthies, IT Manager;  
Rhonda Cashman, Executive Assistant and Clerk of the Board;  
Scott Holcomb, Mountain Line Attorney, (Zoom)

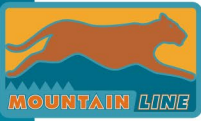
### **GUESTS PRESENT:**

Mandia Gonzales, Transportation Planner, MetroPlan;  
Jeff McKay, Vice President for Capital Planning and Campus Operations, NAU, alternate, (Zoom)

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







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3. SAFETY MINUTE  
-Sam Short, Workforce Director

Mr. Short reported on railroad track safety.

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

Ms. Dalmolin recognized the March milestone anniversary.

5. CALL TO THE PUBLIC

There were no members of the public online or in the room requesting to speak. A written public comment was received via email related to the Fare Free Transit Update agenda item. It will be read into the record at that time.

6. APPROVAL OF MINUTES 2/19/2025:

Director Matthews made a motion to approve the minutes for the February 19, 2025 meeting. Director Sweet seconded. There was no discussion. All approved, none opposed. Motion carried.

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

7. VULNERABLE ROADWAY USERS PLAN PRESENTATION  
-Mandia Gonzales, Transportation Planner, MetroPlan

Ms. Gonzales shared an informative presentation with Board members. There were no questions.

Ms. Dalmolin asked if the Board would consider going into an executive session to discuss the Financial Audit. Mr. Holcomb reminded staff and Board members that an executive session can only be called if there is notice of the executive session on the agenda for said topic or if the topic is on the agenda and legal consultation is needed. Board members determined that a special meeting would be called within the next two weeks with availability of each Board member confirmed through a Doodle Poll as soon as possible.

### DISCUSSION / ACTION ITEMS:

8. COMPENSATION STUDY

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-Sam Short, Workforce Director

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

Mr. Short stated our consultants on this project are TransPro and Mercer. The last compensation study was done in 2019 with implementation in 2020. He noted that the Operators and Operations Supervisors are not recommended for additional wage adjustments by this study due to the raise implemented in July 2024. He shared preliminary recommendations from the consultants related to grade structure changes and modification of the pay range tables. He reported the recommendation includes five positions identified for immediate adjustment as a result of grade and range changes. He summarized that several other positions that have been identified as being compensated below competitive with an anticipated recommendation that changes will be necessary to remain competitive in the labor market. There were no questions.

**9. FY2026 OPERATING BUDGET**

-Josh Stone, Financial Manager

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

Ms. Dalmolin presented this item on behalf of Mr. Stone. She noted the overall budget is increasing by nine percent. Outside of the workforce budget changes reviewed last month, the Operations budget is increasing by \$123,000. She reviewed the items related to the increase: IT supplies and contracts; Utilities, Water, and Electricity; Vehicle Parts and Supplies; Facilities Supplies and Contracted Services; and Travel and Training. One Board member requested more detail before approval of the budget in June. Ms. Dalmolin responded that a line by line budget will be available in preparation for the May meeting in an effort to ensure Board members have adequate time to request changes before the proposed adoption in June. There was no further discussion.

**10. BIANNUAL PERFORMANCE REPORT**

-Bizzy Collins, Strategic Performance Planner

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

Ms. Collins stated she is reporting on performance in the first half of the fiscal year (FY) 2025, July through December 2024. She shared that fixed route ridership is now at 72 percent of our pre-COVID ridership level. There was a question about the riders per hour figure representing total ridership across all routes and a request to clarify the number of routes. Ms. Collins replied that yes, riders per hour are reported across all routes, and there are nine routes. She noted that Paratransit ridership is also at 72 percent of our pre-COVID ridership level. One Board member asked what this ridership level can be attributed to, specifically paratransit. Ms. Collins responded that passengers don't seem to go out as much when there is risk of sickness and programs have been slow to come back. She shared that Microtransit ridership is up; the City Taxi program is down six percent; the County Taxi program is up eight percent; and there are currently 13 Vanpools. She noted some employers have been covering expenses in addition to the County subsidy. She reviewed peer agency comparisons and Key Performance Indicators (KPIs) related to the Strategic Plan Scorecard. She noted for each goal whether the goal was met or not. There was a question as to how the FY2028 projection was calculated.





Ms. Collins replied that it is determined by current ridership plus anticipated ridership increases when Proposition 488 changes are implemented. Ms. Dalmolin stated the projection does include the current increases we are experiencing as well. Since staff refer to pre-COVID ridership consistently, one Board member suggested that data be added to the chart as an FY2019 comparison for context and they additionally inquired about the On-Time Performance Metric goal of 95 percent. Ms. Collins stated that our new Operations Director asked the same question, and the On-Time Performance Metric will be re-evaluated. Ms. Dalmolin stated that we now have a better system, which provides better data for better comparison. There was a question asked about Mountain Express ridership being included. Ms. Collins responded that it is included. Ms. Dalmolin reported that the Board will be asked to adopt goals later this year and this will be included in discussion at the May Joint meeting. There was no further discussion.

**11. ELECTRIC BUS PERFORMANCE REPORT**

-Bizzy Collins, Strategic Performance Planner

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

Ms. Collins reported that Mountain Line has two electric buses, one made by Gillig, and one made by New Flyer, and we have two chargers. She noted that reoccurring operator training is helping with electric vehicle efficiency; efficiency decreases a bit in the winter. She reported on Gallons of Diesel Avoided and Carbon Dioxide Emissions saved. One Board member inquired about the spike in the graph for July 2024. Ms. Collins explained that both electric buses were out of service for repairs at that time; we still had charging costs but no mileage or service to demonstrate cost over miles. Chair Vasquez commented that electric vehicles appear to save money. There was a question about the higher cost of electric bus ownership and whether staff know the true cost comparison. Ms. Collins stated she would bring back a full lifetime cost of an electric bus with the next report. There were no further comments or questions.

**12. BUS GRAPHICS AND DRIVER'S BARRIER**

-Jeremiah McVicker Maintenance Superintendent

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

Mr. McVicker shared photos of the new bus wrap. He stated that a little facelift makes a big difference on the buses. There was a question about the cost to wrap each bus. Mr. McVicker replied that it is approximately \$7,000 each. Ms. Dalmolin stated that the articulated buses are not currently getting new wraps. Mr. McVicker reported that the artic's have a few years left on those wraps. Mr. McVicker also shared photos of the old versus the new driver's barrier. He pointed out there is better ventilation and a window that can be rolled down for better customer service with the new driver's barrier. There was a question about using the new bus wrap design for the artic's. Mr. McVicker responded that it is the plan, unless we receive public comments that would cause staff to question the current design; it is not set in stone. There was another question about the cost of the wrap design. Ms. Lenners replied that she would have to check since Mountain Line uses a graphic design firm. Ms. Dalmolin shared that Mountain Line did receive a safety and security grant to offset the cost of the driver's barriers. She also noted that the bus wrap design would have been higher, but only a minor change was







made from the electric bus wrap for the hybrids. One Board member commented that is good for Board members to have this information. There was no further discussion.

**13. REPLACEMENT BUSES**

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors authorize purchase of hybrid diesel electric buses instead of battery electric buses.

Ms. Dalmolin stated she did provide alternatives in her presentation, even though they were not in her staff report. She shared that a federal government directive was received on March 12<sup>th</sup> to audit unobligated grant funds. She clarified the difference between awarded and obligated funding. She noted she and Ms. Lenner were just in Washington, D.C., and everything felt good, all meetings went well with legislators. She reported that when the directive was received, she called our legislative liaison right way; he advised things would settle at first but with this directive recommended changing the type of replacement buses on order. She reviewed the two bus awards, each for how many buses, the year of award and whether they were awarded for electric or low emission vehicles. The funds have not yet been obligated. There was a lengthy discussion about the obligation process and whether to switch the replacement bus order to hybrid to avoid the risk of loss of the grant funds completely. The Board members were thoughtful in their questions and discussion of the matter, but concern and frustration was also voiced about sidelining our community goals. Board members also suggested there be a public information plan to share this news with the public. Director Sweet made a motion to authorize the purchase of hybrid diesel electric buses 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	
Tony Williams	X	
Miranda Sweet	X	
Lori Matthews	X	

Ms. Dalmolin stated she is grateful for staff that have invested a great deal of time and effort related to electric vehicles and there are still plans for replacements in future to be zero emission, but this bus order is important for replacement and providing service levels for the community. Chair Vasquez stated his appreciation for all the work on electric vehicles that has been done by staff; he commented that we are caught in the current situation and need replacement buses. There were no further comments.

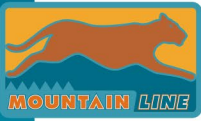
**14. FARE FREE TRANSIT UPDATE**

-Heather Dalmolin, CEO and General Manager

No action is recommended by staff for this discussion item.

Due to timing, this item was tabled to the April Board meeting.





**PROGRESS REPORTS:**

There were no questions regarding the progress reports.

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

Ms. Dalmolin shared the following highlights:

- March anniversaries were recognized.
- Ms. Dalmolin stated she would write a more detailed report on the Washington, D.C. visit, noting that Chair Vasquez may join Mountain Line staff in D.C. in the fall.

Ms. Dalmolin committed to a Doodle Poll being sent out that day to work toward scheduling the special meeting via Zoom for 30 minutes. There was a request to hold it on Tuesday, close in time to the City Council meeting.

**ITEMS FROM COMMITTEE AND STAFF:**

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

April/May Working Agenda

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, Land Use/Code Project, 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.

19. ADJOURNMENT -Chair Vasquez adjourned the meeting at approximately 12:01pm.

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Jeronimo Vasquez, Chair of the Mountain Line Board of Directors





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ATTEST:

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

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## Board of Directors Special Meeting Minutes for Tuesday, March 25, 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 Tuesday, March 25, 2025, at 2:30pm 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 telephone. The public was invited to attend.

**BOARD MEMBERS PRESENT:**

Jeronimo Vasquez, (Chair), Board of Supervisors, Coconino County, (Zoom);  
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 2:33pm;

Miranda Sweet, City Councilor, City of Flagstaff, (Zoom);

Lori Matthews, City Councilor, City of Flagstaff, (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:**

None.

**MOUNTAIN LINE STAFF IN ATTENDANCE:**

Heather Dalmolin, CEO and General Manager;

Jacki Lenner, Deputy General Manager;

Jon Matthies, IT Manager, left at approximately 2:34pm and returned at approximately 2:57pm;

Rhonda Cashman, Executive Assistant and Clerk of the Board;

Scott Holcomb, Mountain Line Attorney, (Zoom)

**GUESTS PRESENT:**

None.

1. CALL TO ORDER -Chair Vasquez called the meeting to order at approximately 2:30pm.
2. ROLL CALL

The Board considered a motion to convene an executive session. At approximately 2:33pm, Director Sweet made a motion to go into executive session. Vice Chair Maher seconded. There was no discussion. All approved, none opposed. Motion carried.





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

Executive sessions are closed to the public.

**EXECUTIVE SESSION:**

The executive session was convened at approximately 2:34pm pursuant to A.R.S. § 38-431.03 for the following purpose:

1. Consultation and discussion with Mountain Line’s legal counsel for legal advice and with Mountain Line’s legal counsel and staff regarding Mountain Line’s Fiscal Year 2024 Financial Annual Audit: A.R.S. § 38-431.03(A)(2), (3) & (4).

Following the conclusion of the Executive Session, the Board reconvened the public meeting at approximately 2:57pm.

**ITEMS FROM COMMITTEE AND STAFF:**

NEXT MEETING DATE

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, Compensation Study, Capital Budget Overview, Mountain Express Update, Fare Free Transit Update, First Mile/Last Mile, Land Use/Code Project, 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.

3. ADJOURNMENT -Chair Vasquez adjourned the meeting at approximately 2:57pm.

\_\_\_\_\_  
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:** April 8, 2025

**MEETING DATE:** April 16, 2025

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

**FROM:** LaReina Reyes, Associate Transit Planner

**SUBJECT:** The MetroPlan and Mountain Line Coordinated Public Transit – Human Services Transportation Plan

### **RECOMMENDATION:**

Staff recommends the Board of Directors adopt the MetroPlan and Mountain Line Coordinated Public Transit - Human Services Transportation Plan.

### **RELATED STRATEGIC PLAN OBJECTIVE**

- ❖ Goal: Service Excellence
  - ❖ 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.

### **BACKGROUND:**

Starting in 2007, all Metropolitan Planning Organizations (MPO's) and Councils of Governments (COG's) in Arizona were required to adopt and annually update a Coordinated Public Transit - Human Services Transportation Plan to satisfy the federal requirements for Section 5310 grant funds. These plans must inventory existing transportation services for elderly individuals, individuals with disabilities, and low-income individuals, identify unmet transportation needs, and provide strategies for improving coordination to meet those needs. To meet this requirement, Mountain Line and MetroPlan partnered to develop the MetroPlan and Mountain Line Coordinated Public Transit - Human Services Transportation Plan (Coordinated Plan).

The Coordinated Plan serves two purposes: 1) Serves as a framework to improve coordination among transportation service providers and human service agencies to enhance transportation services for disadvantaged populations; 2) Meets federal requirements for a "locally developed, coordinated human services transportation plan". The Coordinated Plan was developed in collaboration with the Coordinated Mobility Council (CMC). Mountain Line and MetroPlan co-host quarterly CMC meetings. The CMC meetings are publicly noticed and have regular participation by seniors, people with disabilities, members of human service agencies, the City of Flagstaff, and Coconino County. At each meeting, specific items of the Coordinated Plan are discussed, and feedback is incorporated into the Coordinated Plan. During the most recent meeting on March 14, 2025, the CMC recommended both Mountain Line's Board of Directors and MetroPlan's Executive Board adopt the Coordinated Plan.

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The Coordinated Plan has a minor update annually and a major update every four years. This year there is a minor update which includes an update to Human Service Transportation Provider services, the vehicle inventory list, and transportation gap strategy modifications.

### ALTERNATIVES:

- 1) Adopt the MetroPlan & Mountain Line Coordinated Public Transit - Human Services Transportation Plan (**recommended**): Staff recommends that the Board of Directors adopt the MetroPlan & Mountain Line Coordinated Public Transit - Human Services Transportation Plan. If adopted, it will further strengthen the partnership between MetroPlan and Mountain Line, enhance Mountain Line's ownership as many policies and strategies influence Mountain Line's programs, identify projects for our Section 5310 application funding, and further solidify Mountain Line's commitment to coordinated mobility within the region.
- 2) Do not adopt the MetroPlan & Mountain Line Coordinated Public Transit - Human Services Transportation Plan (**not recommended**): If not adopted, the Board could direct staff to modify the Coordinated Plan for future consideration.

### FISCAL IMPACT:

The completion of the Coordinated Plan is done internally and supported by Mobility Management funding through the ADOT Section 5310 Program at an 80/20 split. Although the Coordinated Plan has no immediate costs associated, the implementation of the identified projects may have a financial impact to Mountain Line's current and future budgets. The details of the impacts will be explored more specifically on a case-by-case basis prior to implementation of a project and will be identified in future Mountain Line budgets.

### TAC DISCUSSION:

There were no questions from the TAC regarding this consent item.

### **SUBMITTED BY:**

LaReina Reyes  
Associate Transit Planner

### **APPROVED**

Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

1. MetroPlan and Mountain Line Coordinated Public Transit  
- Human Services Transportation Plan, changes on pages 40 and 42 -separate attachment

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**DATE PREPARED:** April 3, 2025

**DATE:** April 16, 2025

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

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

**SUBJECT:** July 2025 Service Changes

### **RECOMMENDATION:**

Staff recommends the Board of Directors conduct a public hearing and close a public comment period for the proposed July 2025 service enhancements. Staff also recommends the Board of Directors approve the recommended service changes for implementation in July 2025.

### **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:**

The Board of Directors opened a public comment period on February 19, 2025 related to proposed service changes for August 2025 (changed to July 27 due to the K-12 school start date). Mountain Line staff created a website for the proposed service changes and promoted it via social media, direct mail to residents in impacted areas, bus stop signage, and a press release. The public was invited to provide feedback via the website, email, telephone, or mail (comments attached). Staff monitored the comments and responded to each one with information about the Board considering this item at the April 16 meeting. Below is a summary of the comments received for each one, along with the Staff recommendation:

- 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.

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- a. Comments:** Two individuals provided feedback on how this proposed service change would negatively impact their children's ability to ride Mountain Line from BASIS toward the Downtown Connection Center in the afternoon.
        - b. Recommendation:** Staff recommend implementing the service change as proposed. The two closest existing Route 2 stops on Forest/Turquoise are each approximately ½ mile from BASIS, making regular Route 2 service accessible to most students. The current ridership on this deviation is minimal due to the lack of communication from BASIS on schedule changes, which makes it challenging to justify when completing the deviation sets the bus approximately five minutes behind, which can cause other riders to miss connections. When Flagstaff Junior Academy opens in this area in August, the school will operate on a staggered bell schedule with BASIS, making it impossible to serve both schools with one deviation. Multiple deviations will negatively impact the route throughout the day, and this route also serves many commuters along with several FUSD schools. The recommendation is to serve this area with the proposed change while the necessary feasibility study for a left turn off the mesa at Pine Cliff is completed, with the goal of permanently serving it in both directions.
- 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)
  - Route 14, Stop 15 (Milton Rd./I-17 – Mobil)
    - **Comments:** No comments were received about this proposed service change.
    - **Recommendation:** Staff recommend implementing the service change as proposed.
- 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.
  - a. Comments:** Several supportive comments were received for this proposed change, along with requests that we run later night service on the weekends.
  - b. Recommendation:** Staff recommend implementing the service change as proposed.
- 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.
  - a. Comments:** No comments were received about this proposed service change
  - b. Recommendation:** After subsequent conversations with the City of Flagstaff, Staff are recommending the elimination of this proposed change and keeping the bus stop in its current location.
- 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





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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.

- a. **Comments:** Several supportive comments were received for this proposed change, along with requests that we extend the service further down W. Route 66 to better serve the City's Public Works building.
- b. **Recommendation:** Staff recommend implementing the service change as proposed. Future service plans for this corridor include better access to the City Public Works Building and the Timber Sky neighborhood.

### **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 and close the public comment period for the proposed July 2025 service enhancements, and approve the recommended service changes for implementation in July 2025. **(recommended):** Closing a public comment period that has been open for a minimum of 30 days is required to comply with Mountain Line's Title VI policy regarding service changes. Approving the recommended service changes will begin the implementation of projects outlined in Proposition 488, and allow Staff adequate time to prepare for and implement the changes on July 27, 2025.
2. Do not approve the recommended service changes for implementation in July 2025. **(not recommended):** Not approving the recommended service changes would prevent Mountain Line from implementing projects outlined in Proposition 488.

### **TAC DISCUSSION:**

There was no discussion at the TAC meeting.

### **SUBMITTED BY:**

Jacki Lenner  
Deputy General Manager

### **APPROVED:**

Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

1. Service Changes Comments -separate attachment

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**DATE PREPARED:** April 8, 2025

**MEETING DATE:** April 16, 2025

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

**FROM:** Josh Stone, Financial Manager

**SUBJECT:** FY2026 Capital 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:**

The FY2026 capital budget is \$45,919,637. This capital budget includes \$38,251,752 of FY2025 continuing projects with all funding previously approved. New projects in the FY2026 capital budget were identified and evaluated through a Capital Improvement Plan process by staff for urgency of need, feasibility of achieving project outcomes, financial capacity, and funding options. Projects are ranked on a 5-year timeline, and projects and funding sources for future years serve as a guide for future planning and are subject to further review and modification. The FY2026 budget includes the following items:

- Administrative Projects including implementation of a capital asset management solution (locally funded).
- Rehabilitation of various existing bus stops (locally funded).
- Various opportunity-based bus stop upgrades coordinated with developer or City of Flagstaff construction projects.
- New bus stops for opening of Beulah Blvd extension (locally funded).
- New bus stops for Route 8 extension of service to neighborhoods on West Route 66 (locally funded).
- Bus stop accessibility upgrades and additions (pending Congressionally Directed Spending request).
- Bus fleet replacement for four vehicles reaching the end of their service life (80% federally funded).
- Downtown Connection Center Phase 2 planning and design (80% federally funded).
- Construction of Kaspar Maintenance Facility expansion to allow maintenance of new vehicle types and facility size appropriate to accommodate maintenance without exposure to weather for comfort and safety of vehicle maintenance staff (80% federally funded, 50% of local match provided by State of Arizona SMART fund award.)

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- Bus wash and Shop 3 concrete rehabilitation (locally funded).
- Bicycle and pedestrian improvements adjacent to transit routes (80% federally funded with local match provided by the City of Flagstaff's Prop 419 funding).

### **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 Board meeting, which will be delivered to the Board in May 2025 for review.

### **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 13, 2025

**MEETING DATE:** April 16, 2025

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

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

**SUBJECT:** Mountain Express 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 Express service, Mountain Line's seasonal route serving the Arizona Snowbowl, has completed its tenth season of service. Details of the Mountain Express service included:

- Service every day during holiday break (from December 26-January 5) and Saturdays and Sundays in January and February.
- First bus left the Downtown Connection Center at 7:30am and last bus departed Snowbowl at 5:30pm.
- Service every 30 minutes.
- Free to ride.
- Arizona Snowbowl paid the actual costs associated with the route based on Mountain Line's adopted budget per the Strategic Investment Plan cost allocation methodology.

One of the main reasons why Mountain Express was created in 2015 was to assist with reduction of congestion on US 180. While the 2024-25 season had a 20% decrease in ridership compared to last year, the 4,933 trips taken on Mountain Express service represents a possible 99 additional cars on US 180. Mountain Express saved 28 metrics tons of carbon dioxide from entering Flagstaff's air, the equivalent to removing almost nine cars from the road for one year.

Mountain Express ridership often mirrors weather patterns in that increases in snowfall increases the number of passengers using Mountain Express. More snow means more visitors to Snowbowl but also necessitates chain requirements which lead individuals to ride the bus. Total snowfall is included in the chart below. Ridership is also impacted by the availability of parking at Arizona Snowbowl with 400 additional parking spaces added in 2023.

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Ridership was highest during weekends in February with an average of 228 boardings per day, compared to 193 average daily boardings during weekends in January, and 164 average daily boardings over the holiday break.

### **FISCAL IMPACT:**

There is no fiscal impact related to the performance of this service. Mountain Express is completely paid for by Arizona Snowbowl and is directly linked to the level of service provided. Changes in service because of concerns about performance could have financial consequences in future years.

### **TAC DISCUSSION:**

TAC members did not have any comments or questions for staff.

### **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:** 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 26-29

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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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**DATE PREPARED:** April 7, 2025

**MEETING DATE:** April 16, 2025

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

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

**SUBJECT:** First Mile Last Mile (FMLM) Partnership Project

### **RECOMMENDATION:**

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

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

- ❖ Goal 1: Service Excellence
  - ❖ Objective: Develop and improve community partnership and interagency relationships to enhance transit and improve our ability to meet community needs and deliver public transit services.

### **BACKGROUND:**

Mountain Line and the City of Flagstaff partnered under an Intergovernmental Agreement executed in April 2022 to design and construct pedestrian and bicycle infrastructure improvements across Flagstaff to support access to transit. In 2020, Mountain Line was awarded a grant for \$5.5 million in federal funds for First Mile Last Mile (FMLM) projects through Sections 5307-5339, an FTA grant program that is administered by the Arizona Department of Transportation. The City of Flagstaff is providing the 20% local match for the grant, bringing the total amount available to \$6.9 million. The City of Flagstaff is providing project management and Mountain Line is providing grant administration and procurement for design and construction.

To qualify for FTA grant funding, the projects must be proximate to transit stops – within one-half mile for pedestrian projects and three miles for bicycle projects. Additionally, Mountain Line requested the City select projects within existing rights-of-way to streamline the environmental review. Based on the FMLM grant criteria, the City and Mountain Line reviewed the City's list of projects for missing sidewalks, at-grade crosswalks, and bike facility infrastructure. The project list was refined with preliminary design and budgeting to determine which projects would progress to 60% and 100% final design. The city may complete the design and construction of partially designed projects with a different funding source.

Mountain Line procurement awarded professional design services to Ardrurra in November 2022 and awarded Construction Manager At-Risk (CMAR) service to Kinney Construction Services (KCS) in February 2024. KCS is providing ongoing constructability and preliminary cost estimates to inform the partner decision making for project selection to stay within the grant budget.

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Following robust screening and prioritization of FMLM eligible projects, the City identified the Fanning/Huntington sidewalk project as the highest priority. The Fanning/Huntington corridor provides social services to the community including the food bank and shelter services and is located proximate to the Mountain Line's Route 66 Fanning bus stops. Mountain Line concurred with prioritization of this project.

The preliminary budget for the Fanning/Huntington project is valued at approximately \$2.5M; the final Guaranteed Maximum Price (GMP) is pending. The project will be constructed in 2025. The City may recommend delivery of additional project(s) to use the remaining grant funds for pedestrian construction. The design for bike lanes is complete with the GMP pending this spring with timeline for bike lane construction still to be determined if it can be accomplished in 2025.

The FMLM Partnership Project is a good example of cross collaboration between agencies with mutual goals to improve pedestrian and bicycle infrastructure to the community.

### **FISCAL IMPACT:**

The adopted FY2025 Mountain Line budget includes a line item to cover the FMLM project. The City of Flagstaff is providing the 20% local match for the FMLM grants outlined below:

The FMLM Project is funded by two competitive grants with the following breakdown:

- Design Grant: ADOT FTA 5307/5339 Grant valued at \$1,245,616 (\$996,493 Federal/\$249,123 Local) Approximately \$871K of the total grant is for pedestrian design and \$373K for bicycle design.
- Construction Grants: ADOT FTA 5307/5339 Grants valued at \$5,674,478 (\$4,539,582 federal/\$1,134,896 local) Approximately \$3.9M of the total grant is for pedestrian construction and \$1.7M for bicycle construction.

### **TAC DISCUSSION:**

TAC members did not have any comments or questions for staff.

### **SUBMITTED BY:**

Anne Dunno  
Capital Project Development Manager

### **APPROVED BY:**

Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

None.

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**DATE PREPARED:** April 7, 2025

**MEETING DATE:** April 16, 2025

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

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

**SUBJECT:** Land Availability and Site Suitability Study, Code Analysis Project

### **RECOMMENDATION:**

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

### **RELATED STRATEGIC PLAN OBJECTIVE**

- ❖ Goal: Service Excellence
  - ❖ 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.

### **BACKGROUND:**

The City of Flagstaff is conducting a Land Availability & Site Suitability Study/Code Analysis Project (LASS+CAP) and the purpose is to understand what land is available within the Flagstaff city limits for development and redevelopment, and to analyze City development codes and processes to identify what works well and where the barriers are to meeting the City's housing and sustainability goals and policies. The outcome of the analysis is to identify priority sites for residential development, as well as a list of prioritized, recommended code changes. More information about the project is available here: <https://www.flagstaff.az.gov/4888/Land-Availability-Suitability-Study>.

As discussed in the LASS+CAP Code Diagnostic Report, improving transit access in Flagstaff is central to achieving housing and carbon neutrality goals. Transit facilitates compact, walkable, multi-modal, and transit-oriented development, including mixed-use and infill development. Higher density housing and access to transit both contribute to overall affordability for households in Flagstaff.

The City and Mountain Line have identified that strengthening the ties between planning and code requirements for the two entities can improve transit access and transit-oriented development (TOD) in the community. MetroPlan partnered with Mountain Line to request and obtain a Section 5305e transit planning grant from the Arizona Department of Transportation (ADOT). The purpose of this grant was to identify ways in which transit can be better integrated into the City of Flagstaff's development code, processes, roadway projects, and new developments. MetroPlan and Mountain Line partnered with the City's LASS+CAP team to carry out the deliverables of these grant funds, as there are shared goals





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between both projects. A technical memorandum, Transit-Related Codes Assessment, summarizes the consultant team's analysis of opportunities to improve City code, plans, and processes to support the development of Mountain Line transit infrastructure and systems. The list of recommendations are provided below and will be discussed during the presentation. The full report is available upon request.

### **KEY OUTCOMES AND TRANSIT CONSIDERATIONS**

#### **Infill Development and Compact Land Use Patterns**

- Better Orientation Between Buildings and Transit Stops
- Road Network Requirements for New Subdivisions
- High Occupancy Housing and Transit Oriented Development (TOD) Corridor Improvements
- Public Investment to Incentivize and Encourage Private TOD
- Pre-Application and Developer Coordination
- Integration of Mountain Line Planning Documents with Local Plans and Codes

#### **Sustainable Transportation Networks and Neighborhoods**

- Transit Improvements Required with New Development
- Transit Consideration in the Traffic Impact Analysis Process
- Impact Fees and Transit Infrastructure Improvements
- Incentivizing Purchase of Bulk Transit Passes
- Private Funding of Transit Operations

#### **Electric Mobility**

- On-Route Magnetic Bus Charging Locations

During the April meetings, City and Mountain Line staff will present an overview on the LASS+CAP, results of the Transit-Related Codes Assessment, how to find more information, and how to provide feedback.

#### **FISCAL IMPACT:**

The Transit Component of the LASS CAP is funded through the award of two competitive grants that were awarded by Arizona Department of Transportation and are administered by MetroPlan: \$40,000 in 5305 planning funds from the Federal Transit Administration, and \$141,450 from 5305 Consolidated Planning Grant Transit Planning funds from the Federal Highway Administration. The Flagstaff transit tax is funding the local share of \$18,550. There is no fiscal impact related to the LASS CAP outcomes in the current analysis phase. Implementation through the Regional Plan and Safe Streets Master Plan as changes in standards, zoning, and codes could have financial consequences in future years.

#### **TAC DISCUSSION:**

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Members wanted to know when the potential cost impacts of code changes to integrate transit would be available. City staff responded that it is in phase two, likely to begin this summer/fall once public comment has been received on phase one. City staff also noted that transit service increases existing road capacity, and by including transit in the City's Traffic Impact Analysis (TIA) it has the potential to reduce development impact fees for roadway improvements that are typically associated with more cars needing access to a new development.

Members also asked how potential funding received as a result of code changes would be separate from Proposition 488 funds. Mountain Line staff responded that Proposition 488 funds have specific uses identified for current known conditions, and potential new funding from code changes would be complementary Prop 488 funding to allow transit to be responsive to future growth in the same way Flagstaff is responsive with roads, sidewalks, bike lanes, etc.

### 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:** April 16, 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**

##### RFP 2025-170, DCC Network, Server, and Storage

As a part of the construction of the new Mountain Line Downtown Connection Center, the need for a new network, server, and storage has been identified. Staff researched cooperative contract options as part of the procurement process and identified a S.A.V.E contract with Hye Tech as best value for the project due to pricing, services offered, and the vendor's familiarity with our IT environment. Mountain Line has made a recommendation to award DCC Network, Server, and Storage to Hye Tech under the City of Tempe Contract with S.A.V.E No. 21-099 in an amount not to exceed \$145,000. This amount includes professional services to complete initial assembly, testing, and configuration of the networking equipment; Mountain Line IT staff will then deploy the networking equipment and coordinate with Hye Tech staff for final testing. Mountain Line IT staff will work with Dell to configure and deploy the server and server storage.

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

##### Amended and Restated Intergovernmental Agreement, MetroPlan

An Amended and Restated Intergovernmental Agreement (IGA) with MetroPlan was executed effective November of 2024. The original IGA providing MetroPlan with personnel services and allowing for coordination of federal grant funds was executed in April of 2020. Since that time three minor

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amendments have been made. This Amended and Restated IGA incorporates the original agreement and all amendments to date and affirms the responsibilities and commitments between Mountain Line and MetroPlan going forward.

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**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
Organizational Structure Review	Heather D - D
Compensation Study	Sam - D
Zero Emission Bus Transition Plan Update	Bizzy - D/A
Review Strategic Workplan	Heather D - D
Strategic Planning (Proposition 488)	Heather D - D/A
Triennial Review Closeout Report	Bizzy - PR
Kaspar Maintenance Facility CUP Approval	Anne - PR
Workforce Utilization Report	Codi - PR
Delegation of Authority Update – Agreements, Grants, and Procurements:	Heather D - PR
June/August Working Agenda	

**June: TAC Meeting is Thurs, 6/5 Board Meeting is Wed, 6/18**

ITEMS:	WHO & WHAT:
Safety Minute	Sam
Milestone Anniversaries	Heather D
Budget Adoption	Josh S - D/A
User Fee List for Facility Use	Josh – D/A
Commercial Driver’s License (CDL) Course Use Report	Sam – D
Grant Resolution	Josh - C
Procurement Resolution	Josh - C
Line of Credit	Josh - C
Personnel Policy Manual Updates	Codi - C
Annual Cybersecurity Report	Jon - PR
Delegation of Authority Update – Agreements, Grants, and Procurements:	Heather D - PR
August/September Working Agenda	

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