



## Mountain Line

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### Transit Advisory Committee Minutes for Thursday, June 5, 2025

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

The Transit Advisory Committee met in Regular Session on Thursday, June 5, 2025, at 10:00am in a WEB BASED meeting. Members of the TAC and Mountain Line staff attended in person, by internet conferencing, or by telephone. Some staff were present in the Mountain Line VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004. The public was invited to attend.

#### *TAC MEMBERS PRESENT:*

Kurt Stull, (Chair), Executive Director of Facilities and Security, CCC, designee, (Zoom);  
Kim Musselman, (Vice Chair), Deputy County Manager, Coconino County, designee, (Zoom);  
Carol Covington, Citizen Representative, Coconino County, (Zoom);  
Erin Stam, Director, Campus Operations, Transit Services, NAU, designee, (Zoom);  
Dave Wessel, Planning Manager, MetroPlan, designee, (Zoom), joined at approximately 10:01am;  
*\*Five of our eight TAC member seats must be present to constitute a quorum.*

#### *TAC MEMBERS EXCUSED:*

Greg Clifton, City Manager, City of Flagstaff;  
Joanne Keene, Deputy City Manager, City of Flagstaff;  
Michele James, Citizen Representative, City of Flagstaff;  
Gail Jackson, Economic Development Representative, (ECoNA);  
Eesha Syeda, President, ASNAU

#### *STAFF IN ATTENDANCE:*

Heather Dalmolin, CEO and General Manager, (Zoom);  
Jacki Lenner, Deputy General Manager, (Zoom);  
Sam Short, Workforce Director, (Zoom);  
Randy Sherping, Operations Director, (Zoom);  
Josh Stone, Financial Manager, (Zoom);  
Anne Dunno, Capital Development Manager, (Zoom);  
Codi Weaver, Human Resources Manager, (Zoom);  
Heather Higgins, Purchasing and Contracts Officer, (Zoom), joined at approximately 10:01am;  
Bizzy Collins, Strategic Performance Planner, (Zoom);  
James Olson, IT Specialist;  
Rhonda Cashman, Executive Assistant and Clerk of the Board;  
Cameron Stanley, Mountain Line Legal Counsel, (Zoom)

#### *GUESTS PRESENT:*

None.

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1. CALL TO ORDER -Chair Stull called the meeting to order at approximately 10:01am.

2. ROLL CALL

3. SAFETY MINUTE

-Sam Short, Workforce Director

Mr. Short reported on Personal Protective Equipment (PPE). He conveyed it is important to ensure PPE is sized properly, and employees should be trained in how to use it and store it properly.

4. MILESTONE ANNIVERSARIES

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin recognized June and July milestone anniversaries.

5. CALL TO THE PUBLIC

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

6. APPROVE TAC MINUTES 4/3/2025

Advisor Stam made a motion to approve the minutes from April 3, 2025. Advisor Covington seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Kurt Stull	X	
Kim Musselman	X	
Carol Covington	X	
Dave Wessel	X	
Erin Stam	X	

7. REVIEW OF THE DRAFT BOARD BUSINESS AGENDA

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

**a. DISCUSSION / ACTION ITEMS:**

- i. FISCAL YEAR 2026 BUDGET ADOPTION

-Josh Stone, Financial Manager

Staff recommends the Board of Directors adopt the Fiscal Year 2026 Budget with a total budget of \$60,126,529, including operating expenditures of \$14,206,892 and capital expenditures of \$45,919,637.

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Mr. Stone provided a brief recap of the key components of the budget presented over the past few months and he shared a pie chart. He communicated that all information was previously presented and there have been no changes. He shared the budget has \$38.2 million in carryover funds from FY2025 and the total budget is \$60,126,520. There were no questions.

### ii. PARATRANSIT GUIDE AND RULES OF SERVICE DELIVERY

-Randy Sherping, Operations Director

Staff recommend the Board of Directors conduct a public hearing and open a public comment period through August 20, 2025, for proposed changes to Mountain Line Paratransit Guide and Rules for service delivery.

Mr. Sherping noted this item is related to the Strategic Plan. He stated staff have been tracking several points of data, more specifically no shows and late cancellations. He explained that it is important to maintain efficiency. He reviewed the current practices and proposed changes in detail. He stated clients would receive a letter/survey asking for feedback. He shared that if the Board approves the proposed changes, they will go into effect on September 1<sup>st</sup>. He reviewed the alternatives and specifically called out the steady rise in no shows and late cancellations since COVID. There was a recommendation to send reminders to clients share feedback, much like doctor's offices send appointment reminders – use technology to support the effort. There was another suggestion provided related to checking the spelling of the word cancelled in the draft letter. Mr. Sherping said he will check with our contractor to see if notifications/reminders may be possible. There were no questions.

### iii. 2025-2026 LEGISLATIVE PRIORITIES

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors approve and adopt the 2025-2026 Legislative Priorities.

Ms. Dalmolin introduced the conversation by referencing historical process and referring to the proposed priorities as captured in the presentation. Ms. Dalmolin stated, on a federal level, advocacy groups are asking for the same reauthorization funding provided under the Infrastructure Investment and Jobs Act (IIJA). She noted Mountain Line is seeking a 3-5 percent Small Transit Intensive Cities (STIC) level of funding, since we receive funding for all six measures. Staff are also advocating changes to Transit regulations including development of a Commercial Driver's License (CDL) specific to transit, allowing agencies to retain proceeds from when a vehicle is sold, and elimination of duplicate rules and rules that conflict. There were no questions on federal priorities. She noted on the state level that state funding is needed to ensure reoccurring federal transit funding stays in Arizona and offered that state could also support transit through regulation changes that create savings for programs. On a local level, she shared that the same goal of including transit in the Regional Plan and development process continue. There was a recommendation to include a cover memo for the list of reauthorization priorities so that readers better understand what the document is, check grammar and tone, and note that the audience is D.C. officials. There were no other questions or comments.

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### iv. FY2024 FINANCIAL AUDIT REPORT AND CORRECTIVE ACTION PLAN

-Josh Stone, Financial Manager

Staff recommends the Board of Directors: 1) Approve the FY2024 Financial Audit Report as completed by HeinfeldMeech and file as required by the Federal Transit Administration's approved extension date of June 30, 2025; and 2) Approve a Corrective Action Plan implementing changes to ensure future audits are completed within required IGA and Federal timelines.

Mr. Stone noted that the financial audit due date was March 31, 2025. He reported that several delays were experienced due to new software and data transfer issues. He shared that Mountain Line received an extension until June 30, 2025. He explained the final audit report may not be done by the June Board meeting date and may require a special meeting later in the month. He noted the corrective action plan and timeline were included in the agenda packet. There were no questions.

### v. COMMERCIAL DRIVER'S LICENSE (CDL) COURSE USE REPORT

-Sam Short, Workforce Director

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

Mr. Short reported that the course was built in partnership with Northern Arizona University (NAU) at the northeast end of campus. He shared photos and he reported approximately 56 people had received their license using the course: 39 for Mountain Line and 17 for NAU. He also noted that other partners have used the CDL course for training: local law enforcement, Phoenix Truck Driving School (affiliated with Coconino Community College), and local partner agencies. There were no questions.

### vi. FIRST MILE LAST MILE (FMLM) PARTNERSHIP PROJECT

-Anne Dunno, Capital Development Manager

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

Ms. Dunno provided a general update. She stated this project is being funded by Federal Transit Administration (FTA) grants and City Transportation funds are the local match (not transit funds). She noted that the team looked at missing infrastructure and projects that could be done within the existing right of way. She shared that a certain amount was set aside for design and a certain amount for construction, and that those amounts needed to be split between bicycle and pedestrian needs. She explained the Construction Manager at Risk (CMAR) was awarded to Kinney Construction Services (KCS), and the design firm selected was Ardurra. She communicated that the team determined that the Huntington/Fanning Sidewalk Project would be the first priority, leaving \$1.8 million for other projects. She said she was working with the City to complete the identified work with these grant funds. There were no questions.

### vii. CHIEF EXECUTIVE OFFICER (CEO) ANNUAL REVIEW

-Heather Dalmolin, CEO and General Manager

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

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Ms. Dalmolin stated the Standard Operating Procedure for her evaluation was on Page 57 in the agenda packet. She noted Ms. Weaver, Human Resources Manager, will assist in sending the survey reminders. She shared that she will ask the Board to make a change to the process next year and tie it more closely to the new Strategic Plan. There were no questions.

### **b. 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.

There were no questions regarding the Consent Agenda items.

#### **i. ZERO EMISSION BUS TRANSITION PLAN UPDATE**

-Bizzy Collins, Strategic Performance Planner

Staff recommends the Board of Directors approve the ZEB Plan update at the policy level.

#### **ii. GOALS FOR KEY PERFORMANCE INDICATORS**

-Bizzy Collins, Strategic Performance Planner

Staff recommends the Board of Directors approve the FY2026 goals for the Financial and Service Performance Benchmarks and Strategic Plan Scorecard.

#### **iii. RESOLUTION 2025-200: FY2026 COLLECTIVE GRANT RESOLUTION AND THE FY2026-FY2030 TRANSIT PROGRAM FROM THE TRANSPORTATION IMPROVEMENT PROGRAM**

-Josh Stone, Financial Manager

Staff recommends the Board of Directors: 1) Adopt Resolution 2025-200: FY2026 Collective Grant Resolution for federal and state transit grant applications and subsequent contract executions as necessary to support transit programs within the 5-year capital improvement plan and 10-year financial plan; and 2) Adopt the amended Transit Improvement Program from the FY2026-FY2030 regional Transportation Improvement Program.

#### **iv. RESOLUTION 2025-210: FY2026 PROCUREMENT RESOLUTION**

-Josh Stone, Financial Manager

Staff recommends the Board of Directors approve Resolution 2025-210: FY2026 Procurement Resolution to authorize the CEO and General Manager to 1) approve and award procurements and 2) execute contracts that support projects that are within the approved fiscal year budget, the 5-year capital improvement plan, the financial plan, and which may be related to the approved annual Collective Grant Resolution.

#### **v. FY2026 USER FEE SCHEDULE**

-Josh Stone, Financial Manager

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Staff recommends the Board of Directors: 1) Adopt the FY2026 User Fee Schedule; and 2) Approve delegation of authority to the CEO and General Manager to annually approve an updated User Fee Schedule as necessary to reflect budget and actual cost changes.

vi. LINE OF CREDIT RENEWAL FROM WESTERN ALLIANCE BANK FOR \$1,000,000

-Codi Weaver, Human Resources Manager

Staff recommend that the Board of Directors approve the Personnel Policy Manual updates at a policy level.

### c. PROGRESS REPORTS:

There were no questions related to the progress reports.

i. 2020-2025 STRATEGIC PLAN, 2024-2025 WORKPLAN UPDATE

-Heather Dalmolin, CEO and General Manager

ii. ANNUAL INFORMATION TECHNOLOGY UPDATE

-Jon Matthies, Information Technology Manager

iii. WORKFORCE HOUSING PROJECT UPDATE, A PUBLIC-PRIVATE PARTNERSHIP

-Heather Dalmolin, CEO and General Manager

iv. FY2026 MEETING DATES

-Rhonda Cashman, Executive Assistant and Clerk of the Board

v. DELEGATIONS OF AUTHORITY UPDATE

-Heather Dalmolin, CEO and General Manager

vi. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- She noted she would send Strategic Work Plan updates following the meeting.
- She shared information about new staff members.
- The Arizona Transit Association (AzTA) Conference was held in April in Flagstaff with approximately 300 attendees. The plan is to host this conference again in three years.
- Mountain Line was recognized by the Agency on Inclusion and Adaptive Living.
- May, June, and July Anniversaries were recognized.
- Small Cities, Big Moves was a study done recently, and Mountain Line was one of the seven systems featured in the report.
- She participated in an America Walks session yesterday with about 300 attendees and there were more questions than could be answered.
- The Downtown Connection Center has been completed and passed final inspection.

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Chair Stull congratulated those with anniversaries, and he stated he looks forward to seeing everyone in the new building in August.

Vice Chair Musselman asked for more specifics on the Grand Opening. Ms. Dalmolin shared that the DCC Grand Opening is tentatively scheduled for Wednesday, August 6<sup>th</sup>, and that is all that has been determined thus far. She said staff felt like they needed to get in the building first and then work on more details for the event. There will be more information to come.

Vice Chair Musselman also congratulated and thanked those in the room with anniversaries for their dedication.

The Board will consider a motion to convene an executive session.

Executive sessions are closed to the public.

### **EXECUTIVE SESSION: (BOARD ONLY)**

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

1. Discussion with the Mountain Line General Counsel for legal advice and among the Board with Mountain Line CEO and General Manager regarding the results of the Compensation Study as relates to the Mountain Line CEO and General Manager compensation and negotiation of the employment contract. A.R.S. § 38-431.03(A)(1), (3) & (4).

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

#### **d. DISCUSSION / ACTION ITEM:**

- i. CHIEF EXECUTIVE OFFICER (CEO) AND GENERAL MANAGER CONTRACT AMENDMENT (No Staff Report) **BOARD ONLY**

-Sam Short, Workforce Director

Staff recommends the Board of Directors adopt the fifth amendment to the CEO and General Manager Contract to amend annual earnings as identified in the Compensation Study or as negotiated between the Board and the CEO.

#### **ITEMS FROM COMMITTEE AND STAFF:**

Chair Stull noted there is no TAC Meeting in July, so the next meeting will be on Thursday, August 7<sup>th</sup>.

8. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS  
August/September Working Agenda

The next TAC meeting will be held on August 7, 2025, 10am, and it will be a hybrid meeting based in Flagstaff in the Mountain Line VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ, 86004. The public is invited to attend. August agenda items may include but not be limited to the Americans with Disabilities Act (ADA) Changes – Close Public Hearing and Approve Proposed

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Changes, Impact of Change to Driver Wages, Annual Safety Report, Annual Maintenance Report, Bus Stop Program/Rehabilitation Report, Flagstaff Unified School District (FUSD) Ridership Report, Triennial Review Closeout Report, and Delegation of Authority Updates. The August 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 TAC.

9. ADJOURNMENT -Chair Stull adjourned the meeting at approximately 11:06am.

*Kurt Stull*

08/07/2025

Kurt Stull, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

*Rhonda Cashman*

Rhonda Cashman, Executive Assistant and Clerk of the Board

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