

## Mountain Line

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### Board of Directors Minutes for Wednesday, June 18, 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, June 18, 2025, at 10:00am in the Mountain Line Ponderosa Room, 216 W. Phoenix Avenue, Flagstaff, AZ 86001. This was a WEB BASED meeting. Members of the Board attended via Zoom, 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, (Zoom);  
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, (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:**

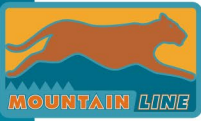
Heather Dalmolin, CEO and General Manager;  
Jacki Lenner, Deputy General Manager, (Zoom) left at approximately 10:49am;  
Sam Short, Workforce Director, (Zoom);  
Randy Sherping, Operations Director, (Zoom), left at approximately 10:49am;  
Josh Stone, Financial Manager, (Zoom), left at approximately 10:49am;  
Anne Dunno, Capital Projects Manager, (Zoom), left at approximately 10:49am;  
Jeremiah McVicker, Maintenance Superintendent, (Zoom), left at approximately 10:49am;  
Codi Weaver, Human Resources Manager, left at approximately 10:49am and returned at approximately 11:24am;  
Heather Higgins, Purchasing and Contracts Officer, (Zoom), left at approximately 10:49am;  
Bizzy Collins, Strategic Performance Planner, left at approximately 10:49am;  
LaReina Reyes, Associate Transit Planner, (Zoom), left at approximately 10:49am;  
Jon Matthies, IT Manager, left at approximately 10:52am and returned at approximately 11:24am;  
Rhonda Cashman, Executive Assistant and Clerk of the Board, left at approximately 10:52am and returned at approximately 11:24am;  
Scott Holcomb, Mountain Line Attorney, (Zoom)

#### **GUESTS PRESENT:**

Ehren Bingaman, TransPro, (Zoom);  
Jeff McKay, Vice President for Capital Planning and Campus Operations, NAU, alternate, (Zoom);  
joined at approximately 10:09am;

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Judy Begay, Board of Supervisors, Coconino County, alternate, (Zoom), joined at approximately 10:34am

1. CALL TO ORDER -Vice Chair Maher called the meeting to order at approximately 10:00am.
2. ROLL CALL
3. SAFETY MINUTE  
-Sam Short, Workforce Director

Mr. Short reported June is National Safety Month. He provided some tips to keep you safe were shared, specifically the recommendations to create an emergency plan, and to conduct practice and drills.

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

Ms. Dalmolin recognized the June and July milestone anniversaries.

5. CALL TO THE PUBLIC

There were no members of the public online or in the room requesting to speak; no written comments were received via email.

6. APPROVAL OF MINUTES:
  - a. Regular Meeting 4/16/2025
  - b. Board and TAC Joint Meeting 5/21/2025

Director Matthews made a motion to approve the minutes for the April 16, 2025 Board meeting and the May 21, 2025 Board and TAC Joint meeting. Director Williams seconded. There was no discussion. All approved, none opposed. Motion carried.

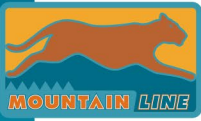
NAME	YES VOTE	NO VOTE
Jeronimo Vasquez	X	
Josh Maher	X	
Tony Williams	X	
Miranda Sweet	X	
Lori Matthews	X	

### DISCUSSION / ACTION ITEMS:

7. FISCAL YEAR 2026 BUDGET ADOPTION  
-Josh Stone, Financial Manager

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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.

Ms. Dalmolin communicated that a summary sheet and a line by line budget were included in the agenda packet. She noted that in February the Workforce Budget was presented highlighting the Operators and Operations Supervisors pay increase of \$5 per hour as of July 2024, the compensation study that was completed in May 2025, and staff are looking to add back the positions of Planning Director and Financial Director; in March the Operations Budget was presented, aside from the Workforce Budget, she noted the Downtown Connection Center (DCC) expectation to be open for customer service and operations, plans for service changes effective July 27<sup>th</sup>, and other small operational increases; the Capital Budget was presented in April noting several ongoing projects; and the May presentation was related to various revenue sources. She noted the Financial Plan impact was considered by staff. She confirmed the fund balance is sufficient to still deliver service expansion as promised in the November election. She noted the budget process will be discussed in the future to ensure Board members have the information they need to feel comfortable approving the budget in future years. There was a Board member comment requesting, in future, a report that demonstrates year over year budget comparison making it easier to see dollar for dollar increases, and related to not having financial statements, expressing a need to have these items in the future for a visual. Ms. Dalmolin stated she appreciated the comment, and she said she plans to bring that report back in future years. Director Matthews made a motion to approve the FY2026 Budget as presented. 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	

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

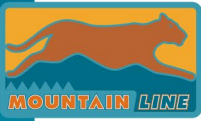
-Randy Sherping, Operations Director

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.

Ms. Sherping stated that staff are seeking to open a public comment period. He explained how a No Show and a Late Cancellation are determined. He noted that between July 1, 2024 and April 30, 2025 there was a No Show/Late Cancellation rate of 24 percent, almost 4,600 rides, which is a waste of resources. He described the current practice for the 'pickup window' and the proposed 'pickup window', along with the reasoning for this proposed change. He also proposed shortening the time allowed for booking reservations in advance of scheduled ride from 14 days out to 7 days in advance since 37 percent of trips booked in the 14 to 7 days

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window end up being no shows or late cancellations. Additionally, he proposed changing the policy administration to allow reasonable adjustment in criteria to send violation letters or suspension of service notices for habitual no shows and/or late cancellations. He noted that paratransit clients would be notified of the proposed changes and provided the opportunity to submit comments. He noted that a TAC member suggested an automated 24 hour reminder call or text to the client, and he is researching the possibility; more information will be provided at the August meeting. One Board member commented that he thought the No Show/Late Cancellation rate of 24 percent was high. Mr. Sherping explained 18-20 percent is pretty typical, but other agencies are having similar issues and are looking at making changes as well. Director Sweet made a motion to conduct a public hearing and open a public comment period through August 20, 2025 related to the proposed changes presented. Chair Vasquez 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	

### 9. 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 recapped briefly the recommended legislative priorities in her staff report. She shared the Federal priorities are to ensure reauthorization of transportation funding, increase the Small Transit Intensive Cities (STIC) funding set aside from 3 percent to 5 percent, and update transit regulations; State priorities are to continue efforts in pursuit of reoccurring state funding for transit agencies statewide to use as matching funds for federal grants to keep dollars in Arizona, and introduce transit support changes to regulations and rules; and the ongoing local priority is to continue to work to codify transit into the City Regional Plan and development process. There were no questions. Director Sweet moved to approve the Legislative Priorities as presented. Director Matthews 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	

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

-Josh Stone, Financial Manager

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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.

Ms. Dalmolin reviewed the Corrective Action Plan. She offered a modified recommendation to the Board: Staff recommends the Board of Directors 1) authorize the CEO and General Manager to approve the FY2024 Financial Audit Report and submit it to the federal clearinghouse and 2) direct the CEO and General Manager to finalize the corrective action to include the information as included in today's meeting information and as updated for other deficiencies identified in the final audit report. She explained if the modified recommendation is not approved, a special meeting will be needed when the final audit report is ready. One Board member asked if Ms. Dalmolin would let the Board know and discuss the audit report at the next meeting if the modified recommendation is approved. Ms. Dalmolin agreed to do so. Director Matthews moved to approve the modified recommendation related to the Financial Audit Report and the Corrective Action Plan as presented. Director Williams 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	

### 11. 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 stated the CDL Course is located in the southeast corner of the Northern Arizona University (NAU) campus and it is used to conduct training and testing. He noted it can be used for all types of training. He communicated that the facility has been used by partners: NAU Transportation, Local Law Enforcement, Phoenix Truck Driving School (affiliated with Coconino Community College), and other transit agencies. There were no questions. Vice Chair Maher commented that it is heavily used, and the partnership is appreciated.

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

-Anne Dunno, Capital Development Manager

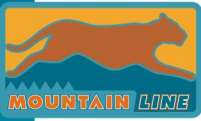
The Board may provide direction, but there is no recommendation from staff at this time.

Ms. Dunno noted this project is in partnership with the City to improve infrastructure in proximity to transit. She explained the team determined the projects selected should be limited to improvements in the existing right-of-way. She shared that there are design funds and construction funds for which the City is providing the match from transportation funds, not

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transit funds. She stated there were more projects than the grant funds could cover; allocation of funds are separate for pedestrian and bicycle improvements. She shared that Kinney (previously KCS) was selected for the Construction Manager At Risk (CMAR). The priority project selected was to add sidewalks in the Huntington/Fanning corridor; a Notice to Proceed will be issued next week. She communicated that construction is expected to be completed by November 2025. There were no questions.

### 13. 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.

Ms. Dalmolin stated she included the adopted policy in the agenda packet. She reviewed the evaluation criteria and timeline. She noted her review with the Board will need to be pushed from August to the September meeting due to planned personal leave. She explained she felt the CEO and General Manager evaluation could be tied more closely to the Strategic Plan and Key Performance Indicators (KPIs) in the future. Vice Chair Maher confirmed there was no proposed action at this time. There was one Board comment that the suggested additions in the future would enhance the process.

## 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.

### 14. 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.

### 15. 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.

### 16. RESOLUTION 2025-200: FY2026 COLLECTIVE GRANT RESOLUTION AND THE

-Josh Stone, Financial Manager

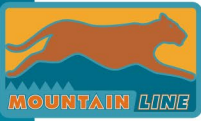
Staff recommends the Board of Directors: 1) Adopt Resolution 2025-200: FY2026 Collective Grant Resolution for federal and state transit grant applications and subsequent contract executions as necessary to support transit programs within the 5-year capital improvement plan and 10-year financial plan;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

### 17. RESOLUTION 2025-210: FY2026 PROCUREMENT RESOLUTION

-Josh Stone, Financial Manager

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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.

### 18. FY2026 USER FEE SCHEDULE

-Josh Stone, Financial Manager

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.

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

-Josh Stone, Financial Manager

Staff recommends the Board of Directors authorize the CEO and General Manager, or designee, to activate a Western Alliance Bank credit line of up to \$1,000,000 to provide cash flow assistance, if necessary, to meet cash flow commitments during FY2026.

### 20. PERSONNEL POLICY MANUAL UPDATES

-Codi Weaver, Human Resources Manager

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

Chair Vasquez made a motion to approve the Consent Agenda. Director Sweet seconded. There was no discussion. All approved, none opposed. Motion carried.

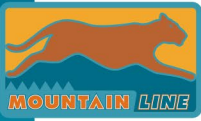
NAME	YES VOTE	NO VOTE
Jeronimo Vasquez	X	
Josh Maher	X	
Tony Williams	X	
Miranda Sweet	X	
Lori Matthews	X	

The Board considered a motion to convene an executive session. At approximately 10:49am, Director Sweet made a motion to go into executive session. Director Williams 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	

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Executive sessions are closed to the public.

### EXECUTIVE SESSION:

The executive session was convened at approximately 10:52am pursuant to A.R.S. § 38-431.03 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 reconvened the public meeting at approximately 11:24pm.

### DISCUSSION / ACTION ITEMS:

**21. CHIEF EXECUTIVE OFFICER (CEO) AND GENERAL MANAGER CONTRACT AMENDMENT**  
**(No Staff Report)**

-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.

Director Williams made a motion to table this item until the next meeting in August. Director Matthews 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	

### PROGRESS REPORTS:

There were no questions regarding the progress reports.

**22. 2020-2025 STRATEGIC PLAN, 2024-2025 WORKPLAN UPDATE**

-Heather Dalmolin, CEO and General Manager

**23. ANNUAL INFORMATION TECHNOLOGY UPDATE**

-Jon Matthies, Information Technology Manager

**24. WORKFORCE HOUSING PROJECT UPDATE, A PUBLIC-PRIVATE PARTNERSHIP**

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-Heather Dalmolin, CEO and General Manager

**25. FY2026 MEETING DATES**

-Rhonda Cashman, Executive Assistant and Clerk of the Board

**26. DELEGATIONS OF AUTHORITY**

-Heather Dalmolin, CEO and General Manager

**27. SUMMARY OF CURRENT EVENTS**

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- There are Citizen Representative Openings coming up on the TAC. The City will make appointments on July 1<sup>st</sup>, and the County and Business or Economic Development openings will begin recruitment in September to start early 2026.
- The AzTA Conference was held in Flagstaff in April.
- Mountain Line was recognized as the Agency of the Year by the Agency on Inclusion and Adaptive Living and Ms. Reyes, Associate Transit Planner, was recognized as the Employee of the Year.
- The Vanpool program has hit a new high ridership mark.
- Ms. Collins attended the National Association of City Transportation Officials (NACTO) Conference along with some other staff from local agencies. The First Mile Last Mile (FMLM) discussions were important to Mountain Line.
- May, June, and July anniversaries were recognized.
- Small Cities, Big Moves, part of Transit 4 All, selected Mountain Line as one of seven small transit systems to be highlighted in their study.
- She participated in a webinar for America Walks.
- The Downtown Connection Center (DCC) building has needed some Heating, Ventilation, and Cooling (HVAC) adjustments, but the office move has been good for our regular customers.

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

The 100<sup>th</sup> Anniversary of Route 66 in May 2026 was mentioned.

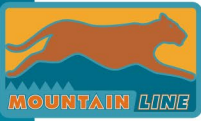
### **SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS**

August/September Working Agenda

The next Board meeting will be held on August 20, 2025, and it will be a hybrid in-person and Zoom meeting based in the Mountain Line Ponderosa Room, 216 W. Phoenix Ave., Flagstaff, AZ 86001 at 10am. The public is invited to attend. August agenda items may include but not be limited to the Organizational Structure Plan, Americans with Disabilities Act (ADA) – Close Public Hearing and Approve Proposed Changes, Impact of Change to Driver Wages, Annual Safety Report, Annual Maintenance Report, Bus Stop Program/Rehab Report, Flagstaff Unified School District (FUSD) Ridership Report, Triennial Review Closeout Report, and Delegation of Authority Updates. The August

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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.

**28.     ADJOURNMENT**         -Vice Chair Maher adjourned the meeting at approximately 11:36am.

Jeronimo Vasquez, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board

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