



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, August 27, 2025
10:00am
Mountain Line VERA Room
3773 N. Kaspar Dr.
Flagstaff, AZ 86004

Unless otherwise noted, meetings held in the conference room are open to the public. This is a WEB BASED meeting. Members of the Board of Directors may attend in person, by internet conferencing, or by telephone. The public may observe and participate in the meeting at the address above.

The Board of Directors may vote to hold an executive session for the purpose of obtaining legal advice from Mountain Line’s attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3). The executive session may be held at any time during the meeting. Executive sessions are not open to the public, pursuant to Arizona Open Meeting Law.

Pursuant to the Americans with Disabilities Act, persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Clerk of the Board of Directors at 928-679-8922 (TTY Service 800.367.8939). Requests should be made as early as possible to allow time to arrange the accommodation.

Public Comment Process

The Mountain Line Board of Directors welcomes public comments during meetings. Members of the public can comment on items not on the agenda under the general call to the public and on items on the agenda at the time the item is considered, in the agenda order. There are three ways to submit comments:

1. **Written Comments:** Members of the public can submit public comments by email up until 9:00 a.m. on the day of the meeting. Comments can be emailed to publiccomment@mountainline.az.gov and should reference if the comment is part of the general call to the public or in reference to a specific agenda item. Every email, if received by 9:00 a.m. on the day of the meeting, will be entered into the official record.
2. **Virtual Comments:** Members of the public can join the meeting virtually to deliver public comments. Those wishing to attend virtually must email publiccomment@mountainline.az.gov by 9:00 a.m. on the day of the meeting with their name and agenda item for which they wish to provide comment. The Clerk of the Board will provide a link to access the meeting via Zoom and will introduce those giving public comments at the appropriate time in the agenda.





- 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: 6/18/2025

-pages 5-14

DISCUSSION / ACTION ITEMS:

7. INSURANCE POLICY EXCESS LIMIT REQUIREMENTS

-pages 15-16

-Sam Short, Workforce Director

Staff recommends the Board of Directors approve lowering Mountain Line’s Insurance Policy Excess Limit requirements from 21 million dollars to 16 million dollars for Fiscal Year 2026.

8. PARATRANSIT GUIDE AND RULES OF SERVICE DELIVERY

-pages 17-19

-Randy Sherping, Operations Director

Staff recommends the Board of Directors conduct a public hearing and close the public comment period that was opened on June 18, 2025, for proposed changes to Mountain Line Paratransit Guide and Rules for service delivery.

9. IMPACT OF CHANGE TO DRIVER WAGE

-pages 20-21

-Sam Short, Workforce Director

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

10. ANNUAL SAFETY REPORT

-pages 22-23

-Sam Short, Workforce Director





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

11. ANNUAL FLEET REPORT -pages 24-25
-Jeremiah McVicker, Maintenance Superintendent
The Board may provide direction, but there is no recommendation from staff at this time.
12. ANNUAL UPDATE ON THE BUS STOP REHABILITATION PROGRAM -pages 26-28
-Jeremiah McVicker, Maintenance Superintendent
The Board may provide direction, but there is no recommendation from staff at this time.
13. FLAGSTAFF UNIFIED SCHOOL DISTRICT (FUSD) UPDATE -pages 29-32
-Bizzy Collins, Strategic Performance Planner
The Board may provide direction, but there is no recommendation from staff at this time.

PROGRESS REPORTS:

14. FY2024 TRIENNIAL REVIEW STATUS UPDATE -pages 33-34
-Bizzy Collins, Strategic Performance Planner
15. DELEGATIONS OF AUTHORITY UPDATE -pages 35-37
-Heather Dalmolin, CEO and General Manager
16. 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. 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).
2. 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 and employment issues related thereto: A.R.S. § 38-431.03(A)(1), (2), (3) & (4).

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

DISCUSSION / ACTION ITEM:

17. CHIEF EXECUTIVE OFFICER (CEO) AND GENERAL MANAGER CONTRACT AMENDMENT
(No Staff Report)
-Sam Short, Workforce Director

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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:

SCHEDULE FOR THE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

September/October Working Agenda

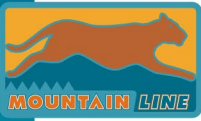
-page 38

The next Board meeting will be held on September 24, and it will be a hybrid in-person and Zoom meeting based in Flagstaff in the Mountain Line Ponderosa Room, 216 W. Phoenix Ave., Flagstaff, AZ 86001 at 10am. The public is invited to attend. September agenda items may include but not be limited to the Workforce Housing Partner Award Recommendation, Organizational Structure Plan, Electric Bus Performance Report, Biannual Performance Report, Mountain Line Annual Report, In-Person Meeting Attendance Discussion, Bus Simulator with Images, Sprinter Van Lease, Triennial Review Closeout Report, and Delegation of Authority Updates. The September 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.

18. ADJOURNMENT

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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 Lenners, 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 27th, 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	

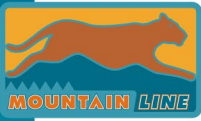
8. PARATRANSIT GUIDE AND RULES OF SERVICE DELIVERY

-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





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.

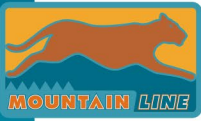
12. FIRST MILE LAST MILE (FMLM) PARTNERSHIP PROJECT

-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





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

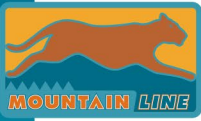
-Josh Stone, Financial Manager

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





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.

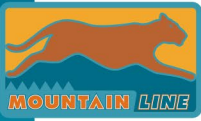
Chair Vasquez made a motion to approve the Consent Agenda. Director Sweet seconded. There was no discussion. All approved, none opposed. Motion carried.

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	





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

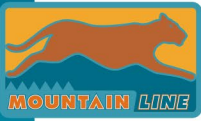
-Heather Dalmolin, CEO and General Manager

23. ANNUAL INFORMATION TECHNOLOGY UPDATE

-Jon Matthes, 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 1st, 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 100th 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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DATE PREPARED: August 20, 2025
DATE: August 27, 2025
TO: Honorable Chair and Members of the Board
FROM: Sam Short, Workforce Director
SUBJECT: Insurance Policy Excess Limit Requirements

RECOMMENDATION:

Staff recommend that the Board approve lowering Mountain Line's insurance policy excess limit requirements from 21 million dollars to 16 million dollars for Fiscal Year 2026.

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Fiscal Responsibility
 - ❖ Objective: Ensure a sustainable financial future through long-term financial planning

BACKGROUND:

Mountain Line currently maintains insurance coverage with an excess liability policy limit of 21 million dollars. This level of coverage was established several years ago to provide financial protection in the event of a catastrophic incident, which at the time had occurred to another local public entity, and to align with industry standards and perceived risk levels at the time. As we prepared for FY2026 insurance renewals, we were recently advised by our Broker, Insurica, that one of our current policy holders, Great American, would no longer be offering a 10 million dollar excess coverage policy to us, and that during the insurance procurement process for FY2026, they were only able to obtain an additional 5 million dollars in excess coverage, instead of the previous 10 million dollar policy. This would reduce our total coverage from 21 million dollars to 16 million dollars for the current fiscal year.

Since we were given late notice of the Great American refusal to renew our policy this year, they have agreed to extend our current policy until September 1st. Great American and other excess coverage providers are currently moving away from offering transit providers excess coverage policies in such high amounts.

Transit agencies of similar size and scope of service often carry excess liability coverage of between 5 and 10 million dollars, which is considerably lower than what Mountain Line has been carrying. Historical claims indicate that Mountain Line's exposure does not require coverage of more than 16 million dollars. Additionally, we are recommending we explore the possibility of reducing Mountain Line's excess liability coverage even further next fiscal year to 10 million dollars, to be more in line with current industry standards of a transit agency our size.





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FISCAL IMPACT:

Last fiscal year our additional 10 million dollars excess liability coverage cost Mountain Line \$68,500. To obtain 5 million dollars of excess liability coverage this fiscal year, it will cost Mountain Line an additional \$107,819 for half of the coverage we received last fiscal year. Next fiscal year, these rates are forecast to be even higher for similar policies.

ALTERNATIVES:

- 1) Approve the recommendation of lowering insurance policy excess limit requirements to avoid costly annual premiums that Mountain Line would be required to obtain and bring Mountain Line excess limit requirements to be more in line with our size and exposure history (recommended).
- 2) Do not approve the recommendation to lower insurance policy excess limit requirements (not recommended) Mountain Line will be required to seek a policy holder for the additional coverage, which would cause our temporary excess coverage to expire, prior to procurement of an additional policy.

TAC DISCUSSION:

This item was not taken to the Transit Advisory Committee, as it was not found to be needed until after the TAC Meeting on August 7, 2025.

SUBMITTED BY:

Samuel Short

Samuel Short
Workforce Director

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.





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DATE PREPARED: August 18, 2025

DATE: August 27, 2025

TO: Honorable Chair and Members of the Board

FROM: Randy Sherping, Operations Director

SUBJECT: Paratransit Guide and Rules of Service Delivery

RECOMMENDATION:

Staff recommends the Board of Directors conduct a public hearing and close the public comment period that was opened on June 18, 2025, for proposed changes to Mountain Line Paratransit Guide and Rules for service delivery.

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Service Excellence
 - ❖ Objective: Deliver service enhancements that are in line with our 5-year plan and make transit an attractive mode of choice.
- ❖ Goal: Community Engagement
 - ❖ Objective: Ensure active participation from a supportive network of stakeholders.

BACKGROUND:

Following approval in the June Board meeting, a public comment period conducted to garner feedback from customers and the community regarding proposed changes to the Mountain Line Paratransit Guide and Rules of Service Delivery. A total of 417 letters containing details of the proposed changes and surveys were sent to all current certified paratransit customers. Customers were able to provide feedback on the survey and return the document in a prepaid postage envelope or complete an online survey.

Customer feedback was requested for the following proposed changes.

- ❖ Pickup Window: The Mountain Line pickup window for paratransit trips is currently 15 minutes prior to and 15 minutes after the negotiated pickup time. Vans can arrive anytime during this window. Once at the pickup location the driver waits for five minutes before recording the trip as a no show and continuing to the next pickup. Staff are proposing to change the pickup window to the negotiated pickup time plus 30 minutes.
- ❖ Reservations: Currently paratransit customers can book trips fourteen (14) days prior to the day of travel. Often trips booked this far in advance become no show or late cancellations due to the span of time from booking to travel. Staff are recommending changing the reservations to seven (7) days prior to the day of travel.

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- ❖ No shows: The current policy states that customers with a pattern of behavior will receive a violation letter and potential suspension of service once a customer has five no shows in a calendar month, and the total no show trips are 20% or greater than the total trips booked in a calendar month. There are currently many riders who exceed the 20% threshold, but they don't meet the five no show trips per month. For example, we currently have a customer that typically books roughly nine trips in a month and roughly four of them will be late cancels or now shows. Staff are recommending changing the policy to five no show trips **and/or** 20% of the booked trips per calendar month.

Staff conducted follow-up calls with customers who stated the changes would have a major impact on their ability to use our paratransit service. Additional information was provided regarding the specific changes identified. After these conversations, adjustments were made to the customer response with their approval. The survey results were as follows:

(FINAL SURVEY RESULTS WILL BE ENTERED HERE Current as of 8/18)

What effect will the proposed change to the pickup window have on your ability to use Mountain Line Paratransit?			
Improve	Little Impact	Major Impact	Unable to Use Service
17%	57%	23%	
What effect will the proposed change to the advanced reservation window have on your ability to use Mountain Line Paratransit?			
Improve	Little Impact	Major Impact	Unable to Use Service
37%	57%	6%	
What effect will the proposed change to the no show/late cancellation policy have on your ability to use Mountain Line Paratransit?			
Improve	Little Impact	Major Impact	Unable to Use Service
23%	66%	9%	

FISCAL IMPACT:

The fiscal impact of the proposed changes will be reduced costs and increased capacity that will result in better customer service and increased ridership.

ALTERNATIVES:

- 1) Approve the Proposed Changes (Recommended): The approval of the changes will result in improved customer experience, reduced trip duration, a reduction in miles traveled, reduced



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capacity constraints caused by untaken trips, and overall improvement in system efficiency.

- 2) Do not approve the Proposed Changes (not recommended): This alternative is not recommended. Given the growth forecast and the experience increase in cost for these services, ensuring our program runs efficiently is critical to meeting the needs of our public in a fiscally responsible manner. Not making these changes will result in continued growth in cost.

TAC DISCUSSION:

Members of the Transit Advisory Committee did not offer any feedback on the material presented.

SUBMITTED BY:

Randy Snerping
Operations Director

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.

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DATE PREPARED: August 18, 2025

DATE: August 27, 2025

TO: Honorable Chair and Members of the Board

FROM: Sam Short, Workforce Director

SUBJECT: Impact of Change to Driver Wage

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Fiscal Responsibility
 - ❖ Objective: Continue investment in workforce with an updated compensation plan to remain competitive at attracting staff with changing cost of living locally while securing sustainable funding appropriate to future wage and service growth.

BACKGROUND:

On June 26th, 2024, the Board approved a flat \$5.00 per hour increase to the hourly wage of the Transit Operator and Operations Supervisor positions. This increase was recommended by staff due to rising labor market competition, consistent workforce shortages in these positions, and inflationary pressure affecting the transit workforce regionally and nationwide. This increase took effect on July 1st, 2024.

The following information is the most current impact of that increase:

- Between January 2021 and June 30th, 2024 we averaged approximately 64 applicants per year
 - On average 25.7% of those applicants were hired
- From July 1st, 2024, to July 1st, 2025, we are averaging 139 applicants per year
 - So far, on average we have hired 40.2% of those applicants
- From January 1st, 2021, to June 30th, 2024, our average number of Operator training classes per year is 9, with an average number of 4 trainees per class.
- From July 1st, 2024, to June 30th, 2025, we had 7 training classes with an average number of 6 trainees per class.
- Since FY2026 started, we have been recruiting for an Operator Training class to start August 11th, we are estimating that we will have 12 or more trainees in the upcoming August class.

After reviewing the above listed recruitment numbers for the last few years and interacting heavily with every Operator training class that has occurred since 2011, it is our impression that not only has the \$5.00 increase in salary benefited the Mountain Line workforce in the number of applicants for the





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position, but it has also increased the quality of those applicants. We now need to focus our efforts towards properly assessing the pre-hire applicants for fitness in the position, and on retention of those applicants.

FISCAL IMPACT:

There is no direct fiscal impact associated with this report. All pay increases have been budgeted for the upcoming fiscal year.

TAC DISCUSSION:

Transit Advisory Committee Member, Chair Stull, asked if Operator staff vacancies have increased or decreased. Ms. Dalmolin advised that summer is generally the time of year when we see the most vacancies and since the wage increase, we have been able to provide full service, whereas before the increase, we were required to reduce service due to staffing.

SUBMITTED BY:

Samuel Short

Samuel Short
Workforce Director

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.

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DATE PREPARED: August 20, 2025
DATE: August 27, 2025
TO: Honorable Chair and Members of the Board
FROM: Sam Short, Workforce Director
SUBJECT: Annual Safety Report

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Goal: Enhanced Safety Culture
 - ❖ Objective: Manage transportation facilities and amenities to support a safe environment for staff and customers.

BACKGROUND:

As part of Mountain Lines' commitment to safety and regulatory compliance, staff compiles an annual safety report summarizing motor vehicle collisions, motor vehicle collision near misses, and workplace injuries.

During Fiscal Year 2026 Mountain Line motor vehicles were involved in the following:

- Mountain Line had 80 motor vehicle collisions, while traveling approximately 1,092,795 miles. This equates to a collision every 13,659 miles traveled.
 - 36 of these collisions were classified as preventable, which is a collision in which the operator of the vehicle could have done something to prevent the collision, or when we are culpable in the collision. We experienced a preventable collision every 30,355 miles traveled.
 - 44 of these collisions were classified as non-preventable, which is a collision in which the operator did everything they could to prevent the collision, or we are not culpable in the collision. We experienced a non-preventable collision every 24,836 miles traveled.
 - 79 of the 80 motor vehicle collisions were considered minor and were not reportable to the Federal Transit Administration (FTA) as they did not meet the reporting thresholds. Most of these collisions consisted of circumstances such as a side mirror striking a sign, or minor bumper contact. These collisions are a combination of preventable and non-preventable collisions.
 - One of the collisions was considered major, in which it met the FTA reporting thresholds.
- Collision numbers overall increased slightly this year, as did the non-preventable collisions count. The number of increases in total collisions were matched almost exactly by the number of increases in non-preventable collisions.





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- Staff received 9 “Near Miss” reports, which is an occurrence where the Operator of a vehicle avoids having a collision due to taking a defensive action to avoid the collision. An example of this is when a bus operator notices a car about to run a red light and takes defensive action by stopping suddenly to avoid being struck by the person running the red light. The bus operator then reports the near miss to their supervisor.

During Fiscal Year 2025, Mountain Line received 9 workplace injury reports:

- All of the 9 injuries were minor and time lost was negligible; and
- Injuries included 3 minor back strains from shoveling snow or lifting an object, 2 minor knee strains, 2 pinched hand/fingers, and 2 people bumping their foreheads/face on glass that appeared to be an opening.

In Fiscal Year 2026, Risk Management staff will focus on expanding our recurring training program to occur multiple times a year, especially for staff involved in multiple preventable collisions.

Some other items that Safety and Training will be focusing on in Fiscal Year 2026 are as follows:

- Mountain Line should take delivery of a new bus simulator sometime in September 2025. Staff will receive training with the simulator during a visit to the simulator assembly plant in Michigan in the beginning of August.
- Training staff have begun and will continue to provide ongoing training to Transportation Supervisors on evaluating the safe operation of vehicles and customer service.
- Implement better pre-employment assessment tools to evaluate an applicant’s fit for the position in which they applied.
- Hire and train the Safety Coordinator position, which will add an additional staff member to the Workforce team and provide a more proactive approach to Risk Management.

FISCAL IMPACT:

There is no direct fiscal impact associated with this report. All current and future safety initiatives are supported through existing budgets.

ALTERNATIVES:

No action is proposed at this time

TAC DISCUSSION:

Transit Advisory Committee Members did not provide any comments following the presentation.

SUBMITTED BY:

Samuel Short

Samuel Short
Workforce Director

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS: None.

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DATE PREPARED: August 18, 2025
MEETING DATE: August 27, 2025
TO: Honorable Chair and Members of the Board
FROM: Jeremiah McVicker, Maintenance Superintendent
SUBJECT: Annual Fleet Report

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE:

- ❖ Goal: Stewardship of Resources
 - ❖ Objective: Maintain our facilities and equipment to demonstrate the pride we take in service excellence and to maximize their useful life.

BACKGROUND:

Mountain Line's Annual Fleet Report contains a brief overview of revenue vehicle maintenance and fuel consumption for FY2025. During this period, the Fleet division consisted of seven staff members: a Maintenance Superintendent, one Fleet Supervisor, Five Mechanics, and one Maintenance Assistant. Mountain Line's Fleet Division has been short one Mechanic for most of this fiscal year. Fleet staff is charged with ensuring safety, security, maintenance, proper utilization, and appearance of Mountain Line's fleet of vehicles. Oversight includes revenue vehicles, service vehicles, and support vehicles. Mountain Line has twenty-eight hybrid electric buses and two battery electric buses. In the fleet, twenty-three are 35-foot (Gillig) buses, one is 35-foot (New Flyer) bus and six 60-foot articulated (New Flyer) buses. Mountain Line paratransit consists of seven cutaway buses. Staff are also responsible for seventeen support vehicles. This fiscal year Mountain Line contracted with our janitorial services contractor for the daily cleaning and sanitizing of our revenue vehicles.

The information below is the total and average of various FY2025 maintenance metrics including fuel usage for Mountain Line's revenue vehicles.

Bus:

- Hybrid Electric Buses
 - 939,320 miles driven.
 - 201,313 gallons of fuel used.
 - Average fuel consumption: 4.7 mpg for 35-foot and 3.5 mpg for 60-foot buses
- Battery Electric Buses
 - 44,119 miles driven
 - 81,691 Kilowatts of electricity used.
 - Average Miles electric use: 1.8 Miles per Kilowatt (MPK)
- The average age of the bus fleet is 10.43 years old.
 - The oldest unit is 17 years old.
 - The newest unit is 1 year old.





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- The average lifetime cost of maintenance is \$0.29 per mile.
 - The highest cost is \$0.41 per mile (attributable to our oldest unit)
 - The lowest cost is \$0.06 per mile.
 - Lifetime maintenance cost excludes cost of tires and fuel.
-
- Paratransit: Cutaway Vans
 - 53,868 miles driven.
 - 12,796 gallons of fuel
 - Average fuel consumption: 4.2 mpg
 - The average age of the paratransit fleet is 9.14 years old.
 - The oldest unit is 12 years old.
 - The newest unit is 4 years old.
 - The average lifetime cost of maintenance is \$0.11 per mile.
 - The highest cost is \$0.14 per mile (attributable to our oldest unit)
 - The lowest cost is \$0.09 per mile.
 - Lifetime maintenance cost excludes cost of tires and fuel.

Information on our support vehicles is available upon request.

FISCAL IMPACT:

There is no immediate fiscal impact associated with this report, as it is for informational purposes only.

ALTERNATIVES:

No action is proposed at this time.

TAC DISCUSSION:

Members of the Transit Advisory Committee did not offer any feedback on the material presented.

SUBMITTED BY:

Jeremiah McVicker

Jeremiah McVicker
Maintenance Superintendent

APPROVED BY:

Randy Sherping
Operations Director

ATTACHMENTS:

None.

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DATE PREPARED: August 18, 2025

MEETING DATE: August 27, 2025

TO: Honorable Chair and Members of the Board

FROM: Jeremiah McVicker, Maintenance Superintendent

SUBJECT: Annual Update on the Bus Stop Rehabilitation Program

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE:

- ❖ Goal: Stewardship Of Resources
 - ❖ Objective: Maintain our facilities and equipment to demonstrate the pride we take in service excellence and to maximize their useful life.

BACKGROUND:

In accordance with our Transit Asset Management plan, the bus stop rehabilitation program is committed to maintaining Mountain Line's exceptional standards of quality and service. As part of this program, Mountain Line's shelters are designed with an expected 8-year life cycle. At the end of this period, each bus stop undergoes a thorough inspection.

Based on the condition of the shelter at the time of inspection, one of three actions is taken:

1. Rehabilitation: If the shelter is still in a condition that can be restored to the desired standards with necessary repairs and upgrades, it will undergo rehabilitation. This process involves adding 8 more years to its life cycle, ensuring it remains Safe, functional and aesthetically pleasing for passengers.
2. Replacement: If the shelter is deemed to be in a state of disrepair, beyond what rehabilitation can address, or if it has reached the end of its useful life, it will be replaced with a new shelter. This ensures that passengers continue to have access to safe and comfortable bus stops.
3. Nothing: if the shelter is still in a state of good repair, the shelter will be inspected every year after its useful life until one of the above conditions is required.

By following this systematic approach, Mountain Line ensures that its bus stops are well-maintained and provide a positive experience for passengers throughout their daily commute.

For the purpose of this report, please use the following references:





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- Inbound (IB): The bus is heading towards the Downtown Connection Center on its route. This means that passengers boarding the bus will be traveling towards the central hub or downtown area.
- Outbound (OB): The bus is heading away from the Downtown Connection Center on its route. Passengers boarding the bus in this direction will travel away from the central hub or downtown area.

FY2025 Bus Stop Rehabilitation Program Recap:

Throughout FY2025, our focus was on repairing and replacing bus stop infrastructure to extend their useful life and ensure they remain in a state of good repair. Mountain Line's team prioritized bus stops based on their asset condition, and the final rehabilitation list was determined by our budget capacity for the year. The budget for the shelter rehabilitation program in FY2025 totaled \$165,000. Through diligent efforts and efficient management, we successfully completed the rehabilitation of the full list below, enhancing the transit experience for our valued passengers.

Mountain Line rehabilitated the following 2 shelter bus stops:

- Milton Rd. / University Av. (Target) IB removed and disposed of existing shelter. Install new standard shelter, bench, bike rack, and trash can.
- Route 66/ Riordan Rd. (The Standard) repair concrete infrastructure

The above list of FY2025 bus stop amenity improvements cost a total of \$115,883.80.

FY2026 Bus Stop Rehabilitation Program Preview:

As we look ahead to FY2026, we have identified five shelters that require rehabilitation. Due to the unique nature of these shelters, we are currently working to finalize the exact costs for the project. However, we are optimistic that the total projected cost for FY2026 Bus Stop Rehabilitation Program will be approximately \$165,000. Our team remains committed to maintaining the quality and accessibility of our bus stops, ensuring they represent Mountain Line high standards and meet the expectations of our community.

Mountain Line is planning to rehabilitate the following five bus stop shelters.

- Cedar / Gemini IB remove and dispose of existing shelter. Install new standard shelter, bench, bike rack, and trash can.
- Cedar / Gemini OB remove and dispose of existing shelter. Install new standard shelter, bench, bike rack, and trash can.
- Huntington Dr. IB (Wal-Mart Supercenter) remove and dispose of existing shelter. Install new standard shelter, bench, bike rack, and trash can.
- Milton Rd. / Butler IB remove and dispose of existing shelter. Install new standard shelter, bench, bike rack, and trash can.
- Sixth Ave. / West St IB remove and dispose of existing shelter. Install new standard shelter, bench, bike rack, and trash can.





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FISCAL IMPACT:

The FY2025 Bus Stop Rehabilitation Program was funded at \$165,000. Of this allocation, Mountain Line expended \$115,883.80 to rehabilitate two bus stop shelters, resulting in a cost-effective improvement to passenger amenities and stop infrastructure.

For FY2026, the estimated cost to rehabilitate the identified five bus stop shelters is projected to be approximately \$165,000, consistent with prior-year funding levels. Staff are currently finalizing scope and vendor pricing for each location. All costs associated with the FY2026 Bus Stop Rehabilitation Program will be included in the adopted budget and funded through Mountain Line's capital budget.

There is no additional financial impact beyond what has been planned and budgeted for within the current Capital Improvement Plan.

ALTERNATIVES:

No action is proposed at this time.

TAC DISCUSSION:

Members of the Transit Advisory Committee did not offer any feedback on the material presented.

SUBMITTED BY:

Jeremiah McVicker

Jeremiah McVicker
Maintenance Superintendent

APPROVED BY:

Randy Sherping
Operations Director

ATTACHMENTS:

None.

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DATE PREPARED: August 18, 2025

MEETING DATE: August 27, 2025

TO: Honorable Chair and Members of the Board

FROM: Bizzy Collins, Strategic Performance Planner

SUBJECT: Flagstaff Unified School District (FUSD) Update

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:

Flagstaff Unified School District (FUSD) began offering Mountain Line bus passes to middle and high school students impacted by reduced school bus eligibility on January 1, 2024. See attached report for an analysis of pass use by students that shows a steady increase over the three semesters of the program.

Mountain Line staff attended middle and high school events in late July to familiarize families with transit, answer questions, and assist with trip planning. As of July 29, 2,254 passes have been obtained by FUSD families and 112 by FUSD staff.

The program has been positively received by FUSD staff, students, and families, and Mountain Line will discuss next steps for the program with FUSD. The FUSD ecoPASSES will continue to be distributed and remain active through June 30, 2026, so students can continue to ride all year long.

FISCAL IMPACT:

Bus passes for students are purchased through Mountain Line's ecoPASS program. The per-pass cost of the ecoPASS program is based on the total number participants, students in this case, but more typical program participants include employees and residents of high-occupancy housing. It is a sliding scale in which the more participants an organization has, the lower the per-pass cost. FUSD is in the top bracket for participants with over 2,000 students, and for comparison NAU is the largest organization in our program with over 3,000 employees. Mountain Line charged FUSD \$20.50 per pass for a total invoice of \$41,000 in FY2026.

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ALTERNATIVES:

No action is proposed at this time.

TAC DISCUSSION:

TAC Members did not provide any comments following the presentation.

SUBMITTED BY:

Bizzy Collins
Strategic Performance Planner

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. FUSD Pass Analysis

-pages 31-32

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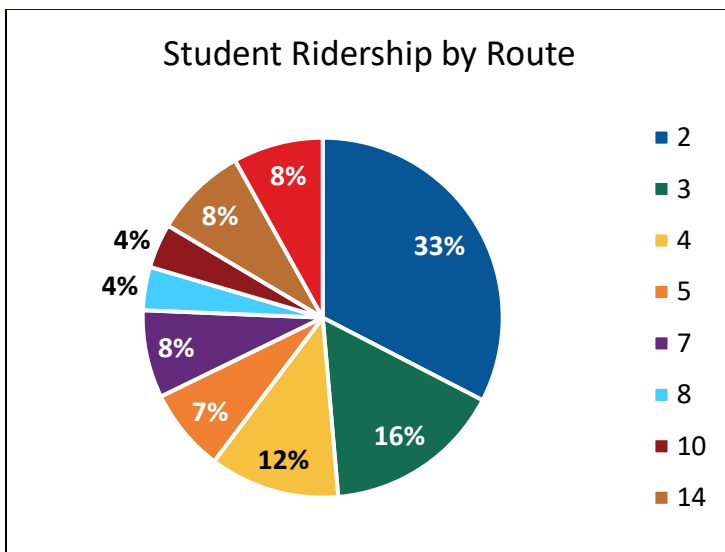
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FUSD ecoPass Program Analysis

Period Analyzed: Implementation on January 1, 2024, through June 30, 2025

Student Passes

	Jan-June 2025	July-Dec 2024	Jan-June 2024
Unique passes used	676	733	462
% mobile passes	17%	16%	<i>Only physical passes offered</i>
Total trips taken	43,806	43,714	29,053
Average trips per pass	65	60	63
Passes used 3 times per week between Monday-Friday	201	191	143
Maximum use on a single pass	430	375	345
Trips occurring on weekdays	95%	96%	97%
Routes used	100%	100%	100%
Stops used	95%	93%	96%



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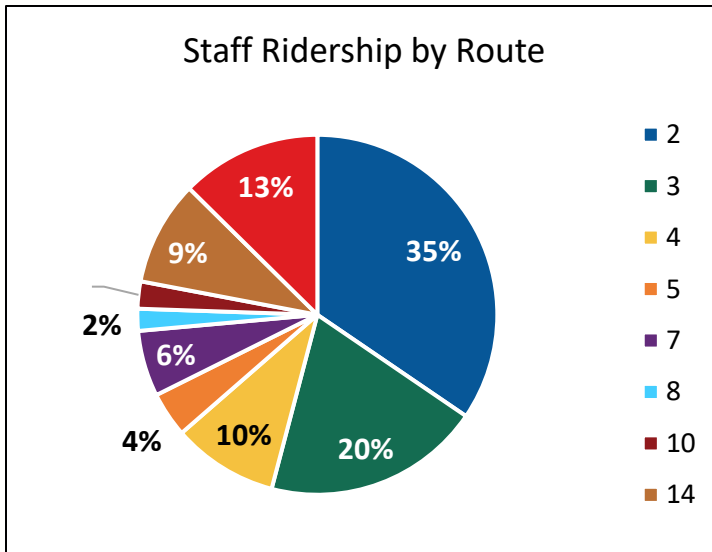


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Staff Passes

	Jan-June 2025	July-Dec 2024
Unique passes used	34	34
% mobile passes	91%	94%
Total trips taken	2,903	1,031
Average trips per pass	85	30
Passes used 3 times per week between Monday-Friday	13	5
Maximum use on a single pass	432	155
Trips occurring on weekdays	87%	91%
Routes used	100%	100%
Stops used	58%	46%



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MOUNTAIN LINE MEMORANDUM

DATE: August 27, 2025
TO: Honorable Chair and Members of the Board
FROM: Bizzy Collins, Strategic Performance Planner
SUBJECT: FY2024 Triennial Review Status Update

This is a status update on Mountain Line’s FY2024 Triennial Review. When staff last reported on this topic in June 2024, the Federal Transit Administration (FTA) completed their review and final report of Mountain Line programs and policies for compliance with regulations. Five deficiencies were identified (out of 159 questions examined) in three review areas, see image below for details. Corrective actions were issued in July, and Mountain Line implemented all missing elements and submitted documentation to the FTA by the deadlines provided, with the final submittal on January 2, 2025.

Deficiency Code	Review Area	Open Date	Original Due Date	Extended Due Date	Close Date	Status
DA3-1 - Deficiencies in process of checking previous drug and alcohol testing records	Drug and Alcohol Program	7/22/2024	7/22/2024		7/22/2024	Closed: Resolved
DBE6-1 - DBE goal achievement analysis and corrective action plan not completed	Disadvantaged Business Enterprise	7/22/2024	10/21/2024	1/3/2025		Open
P11-1 - Missing FTA clauses	Procurement	7/22/2024	7/22/2024		7/22/2024	Closed: Resolved
P20-2 - Pre-award and/or post-delivery audits not performed	Procurement	7/22/2024	10/21/2024		10/24/2024	Closed: Resolved
P20-3 - Pre-award and/or post-delivery certifications lacking	Procurement	7/22/2024	8/22/2024		10/24/2024	Closed: Resolved

As you can see from the image above, one deficiency remains open while four have been closed. Mountain Line has contacted FTA Region IX for status updates. In May, a letter was sent from Region IX office describing employee departures as part of DOT’s efforts to restructure the workforce and asked for patience on administrative delivery, directing communications to a single email address. Mountain Line has not received additional communications regarding Triennial Review from FTA, but in discussing the matter with transit peers, the review program is paused on every level.

Mountain Line anticipates the final deficiency to be closed, but staff are unclear on what timeline this may be. When the status changes on this project, staff will provide another update.

Listed here are the 23 Triennial Review areas; deficiencies were found in the three areas that are bold:

- Legal
- Financial Management and Capacity
- Technical Capacity – Award Management, Program Management, and Project Management
- Transit Asset Management





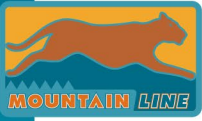
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- Satisfactory Continuing Control
- Maintenance
- **Procurement**
- **Disadvantaged Business Enterprise**
- Title VI
- Americans with Disabilities Act – General, Complementary Paratransit
- Equal Employment Opportunity
- School Bus
- Charter Bus
- Drug-Free Workplace Act
- **Drug and Alcohol Program**
- Sections 5307, 5310, and 5311 Program Requirements
- Public Transportation Agency Safety Plan (PTASP)
- Cybersecurity

Getting you where you want to go





MOUNTAIN LINE MEMORANDUM

DATE: August 27, 2025

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Delegations of Authority Update

In keeping with the requirements of the various authorities granted by the Board of Directors to the CEO and General Manager and as per the most recently adopted Resolutions, this update reports on all actions, including funding applications and executions of awards, enacted by the CEO and General Manager.

Collective Grant Authority – Resolution 2024-100

Procurement Authority – Resolution 2024-110

Agreements and Contracts Authority – Resolution 2020-100

ELERTS Agreement Renewal Fiscal Year 2025-2026

Mountain Line executed an agreement with ELERTS in 2020 for the See Say Now app. The See Say Now app provides a direct connection to Mountain Line staff who can assist with safety concerns such as disruptive Behavior, COVID-19 issue, human trafficking, vandalism, unattended bag or package, and more as they arise. The app allows customers to submit a photo and description of the issue and select from a list of report options and locations. The value of the 2025-2026 agreement is \$21,995.00.

RSOQ 2022-300, Kaspar Headquarters Master Plan Change Order #1 to Task Order #2

Mountain Line executed a master contract under RSOQ 2022-300 Kaspar Headquarters Master Plan (KHMP) with HDR Architecture, Inc. in December of 2021. Task Order #2 is to provide Design Professional Services for Phase I of the Mountain Line Kaspar Headquarters Operations and Maintenance Facility. Change Order #1 to Task Order #2 is to include additional value engineering design services, additional landscaping design, and reconciling other additional services and allowances. The value of this Change Order #1 to Task Order #2 is \$75,831, bringing the total cumulative value of Task Order #2 to \$1,704,434.00, and the total cumulative value of Contract No. 2022-300 to \$2,031,693.00.





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RFP 2025-190, DCC Audio Visual Equipment and Installation Change Order #1

RFP 2025-190, DCC Audio Visual Equipment and Installation was awarded to Immedia, LLC in April of 2025 for the purchase and installation of AV equipment for the Downtown Connection Center, as well as 3 years of support and warranty covering all hardware. Change Order #1 is a deductive change order for the removal of a mistakenly provided PC in community room 108 which was supplied by Mountain Line for a value of \$1,659.95, bringing the total cumulative value of the contract to \$128,246.93.

RFP 2025-190, DCC Audio Visual Equipment and Installation Change Order #2

RFP 2025-190, DCC Audio Visual Equipment and Installation was awarded to Immedia, LLC in April of 2025 for the purchase and installation of AV equipment for the Downtown Connection Center, as well as 3 years of support and warranty covering all hardware. Change Order #2 is a deductive change order for the removal of labor for the installation of a mounting bracket for media in the GM office (the bracket itself was kept for future installation) for a value of \$321.74, bringing the total cumulative value of the contract to \$127,925.19.

RFP 2023-100 DCC Sustainability Commissioning Services Amendment #2

RFP 2023-100 DCC Sustainability Commissioning Services Amendment was awarded to KFI Engineers in August of 2022 for DCC Sustainability Commissioning Professional Services. Change Order #2 is to utilize the 2nd of three three-month optional extensions of the contract. This is a no value change order, leaving the contract value at \$75,000.

Independent Contractor Agreement for Bus Shelter Rehabilitation Amendment #4

The Independent Contractor Agreement for Bus Shelter Rehabilitation was awarded to Southwest Fabrication in June of 2021. This Amendment #4 is to utilize the 4th of five one year optional extensions of the contract. This is a no value change order of a fixed unit price contract.

RFB 2022-120, Fixed Route Scheduling and Run-cutting Amendment #3

RFB 2022-120, Fixed Route Scheduling and Run-cutting Amendment was awarded to Remix in June of 2022 for Fixed Route Scheduling and Run-cutting. Since then, Mountain Line has shifted to Optibus for Run-Cutting services and is strictly using Remix for Fixed Route Scheduling. This Amendment #3 is for a two-year term in order to lock in the pricing but does not require payment for both years upfront. The value of the Planning License for 7/1/2025 through 6/30/2026 is \$22,000, and 7/1/2026 through 6/30/2027 is \$23,000, bringing the total cumulative value of the contract to \$152,950.00.

RFP 2020-119 Microtransit Software Contract, Amendment #7

RFP 2020-119 Microtransit Software Contract was awarded to Spare Labs in June of 2021 for Software as a Service (SaaS) which manages, dispatches and handles bookings for pooled on-demand and scheduled transportation. This Amendment #7 is to utilize the 4th of five one-year optional extensions of the contract through June 14, 2026. This is a no value change order.

RFP 2025-120, High-Definition Cameras and DVR System for Transit Vehicles Change Order #1

RFP 2025-120, High-Definition Cameras and DVR System for Transit Vehicles was awarded to Radio Engineering Inc. (REI) in March of 2025 for the replacement of the existing vehicle camera system with





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an upgraded high-definition camera and DVR system, in a two-step process, a pilot program and full implementation of the system after satisfactory completion of pilot. After the initial order of equipment for the pilot was placed, it was determined that a critical cable had been overlooked and needed to be added to the order. This Change Order #1 is for a value of \$18.50, bringing the total cumulative value of the contract to \$18,275.76.

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September: TAC Meeting is Thurs, 9/4 Board Meeting is Wed, 9/24

ITEMS:	WHO & WHAT:
Safety Minute	Sam
Milestone Anniversaries	Heather D
Present Workforce Housing Partner Award Recommendation	Heather - D/A
Organizational Structure Plan	Sam - D/A
Electric Bus Performance Report	Bizzy - D/A
Biannual Performance Report	Bizzy - D/A
Mountain Line Annual Report	Josh - D/A
In Person Meeting Attendance Discussion	Heather D - D
Bus Simulator with Images	Sam - D
Sprinter Van Lease	Jeremiah - D
Triennial Review Closeout Report	Bizzy - PR
Delegation of Authority Update – Agreements, Grants, and Procurements:	Heather D - PR
Possible Executive Session to Review CEO and General Manager’s Evaluation Results and Contract	Heather D/Codi
Possible Action Item Related to CEO and General Manager’s Contract	Heather D/Codi
October/November Working Agenda	

October: No TAC Meeting Board and TAC Advance is Wed, 10/15

ITEMS:	WHO & WHAT:
Safety Minute	Sam
Milestone Anniversaries	Heather D
2025-2030 Strategic Plan	Heather D/ Facilitator
Delegation of Authority Update – Agreements, Grants, and Procurements:	Heather D - PR
November/January Working Agenda	

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