



Mountain Line

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Transit Advisory Committee Minutes for Thursday, November 6, 2025

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

The Transit Advisory Committee met in Regular Session on Thursday, November 6, 2025, at 10:00am in a WEB BASED meeting. Members of the TAC and Mountain Line staff attended in person, by internet conferencing, or by telephone. Some TAC members and staff were present in the Mountain Line Ponderosa Room, 216 W Phoenix Avenue, Flagstaff, AZ 86001. The public was invited to attend.

TAC MEMBERS PRESENT:

Kurt Stull, (Chair), Executive Director of Facilities and Security, CCC, designee;
Andy Bertelsen, (Vice Chair), County Manager, Coconino County, (Zoom);
Carol Covington, Citizen Representative, Coconino County;
Erin Stam, Director, Campus Operations, Transit Services, NAU, designee;
Dave Wessel, Planning Manager, MetroPlan, designee;
Michele James, Citizen Representative, City of Flagstaff, (Zoom);
Gail Jackson, Economic Development Representative, (ECoNA), (Zoom)
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Joanne Keene, City Manager, City of Flagstaff
Eesha Syeda, President, ASNAU

STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager;
Jacki Lenner, Deputy General Manager;
Randy Sherping, Operations Director;
Megan Coons, Finance Director;
Anne Dunno, Capital Development Manager;
Codi Weaver, Human Resources Manager;
Bizzy Collins, Strategic Performance Planner, (Zoom);
LaReina Reyes, Associate Transit Planner, (Zoom);
James Olson, IT Specialist;
Rhonda Cashman, Executive Assistant and Clerk of the Board

GUESTS PRESENT:

None.

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

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3. SAFETY MINUTE
-Sam Short, Workforce Director

Ms. Weaver reported on mitigating slips, trips, and falls on behalf of Mr. Short.

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

Ms. Dalmolin recognized the November milestone anniversary.

5. CALL TO THE PUBLIC

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

TAC AGENDA

6. APPROVE TAC MINUTES 9/4/2025

Advisor Covington made a motion to approve the minutes from September 4, 2025. Advisor Stam seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Kurt Stull	X	
Andy Bertelsen	X	
Erin Stam	X	
Dave Wessel	X	
Michele James	X	
Carol Covington	X	
Gail Jackson	X	

DISCUSSION / ACTION ITEMS:

7. INSURANCE POLICY EXCESS LIMIT REQUIREMENTS

-Sam Short, Workforce Director

This item is a Transit Advisory Committee update only; the Board provided direction to staff on next steps in August.

Ms. Dalmolin presented this item on behalf of Mr. Short. She shared that staff were given late notice near the fiscal year end that our excess insurance coverage would not be renewed for the \$10 million, not due to claims, but they were simply not offering that type of coverage any longer. She noted several years ago that the required coverage amount was difficult to secure and costly as there are less companies offering insurance coverage to transit agencies. She said they did agree to extend coverage for 60 days for staff to have time to find another insurance carrier. The recommendation to the Board was to reduce coverage from \$21 million to \$16 million to have maximum coverage possible for the cost, which would still be over the amount budgeted. She communicated that our new insurance broker from Insurica did join the meeting to speak with the Board. Ms. Dalmolin noted the state requires \$6 million in coverage. She shared that Mountain

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Line has never used this excess coverage and has a clear and clean accident record, there aren't as many carriers today, which makes it more expensive. She communicated that staff are considering joining an insurance pool for the first layer of coverage in the future. She reported that the Board approved \$13 million in coverage at that August meeting. In advance of the Board meeting, she reached out to the Risk Managers of our partner agencies to make sure they had no concerns regarding decreased coverage. There was a question about the primary reasoning being less choice. Ms. Dalmolin stated that it is part of it, but also insurance companies are paying out a lot of claims for natural disasters, etc. which are challenging and costly. There were no other questions.

8. TRANSIT ADVISORY COMMITTEE STRUCTURE

-Heather Dalmolin, CEO and General Manager

This item is for discussion only and the Board may provide staff direction on next steps.

Ms. Dalmolin proposed the change in TAC structure and inclusion of some new members, as well as meeting on a quarterly basis. She stated she would like to have more engagement on transit items. She said she would consider taking a summary of TAC discussions to MetroPlan's Management Committee, as well as Mountain Line's Board. TAC Members weighed in with the following comments. Advisor Stam was very supportive of the proposed changes but wondered if it would have impact on preparation for the Board meetings. Advisor Wessel communicated some issues MetroPlan is finding with a similar structure of their TAC, but he is willing to give it a try. Advisor Covington noted that with only meeting quarterly, there may be recall issues related to what was discussed at the prior meeting. Ms. Dalmolin offered to send Board minutes to TAC members if that would be helpful for them to keep up on action items. Advisor Wessel recommended regular communication briefings to keep everyone up to speed. Advisor Bertelsen committed to ensuring attendance of the correct staff and getting timely reports from those staff members, so he remains informed. Advisor Stull suggested a Board member attend the TAC meetings, so entire conversations are understood. Advisor Jackson was in favor of the move to quarterly meetings as good step she could support. Ms. Dalmolin stated she would get this information to the Board for their consideration. She noted any further questions could be discussed at the joint meeting.

9. MOUNTAIN EXPRESS 2025-2026 SEASON

-Bizzy Collins, Strategic Performance Planner

This item is a Transit Advisory Committee update only; the Board provided direction to staff on next steps in September.

Ms. Collins reviewed the 2024-2025 season history with 25 days of service, 30-minute frequency, free to ride for passengers, Arizona Snowbowl paid for actual costs associated with the route, and the goal of reducing congestion on US 180, as well as emissions. She shared a graph with 10 years of data. She noted representatives from the City, the County, Mountain Line, and Arizona Snowbowl met in September to discuss the upcoming season and the need to explore additional funding strategies. The Mountain Line Board also discussed options for the upcoming season in September. She communicated that this will be the 11th season of providing service to Arizona Snowbowl and the Board approved a one-time use of approximately \$80,000 of advertising revenue for increased frequency and March weekend service; additionally, this route will be

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added to the Operational Assessment to figure out what this service should look like in the future. There was an offer to assist with promoting the service on campus, and appreciation for the improvements for the upcoming season. There was a request to explain the use of advertising revenues. Ms. Collins explained that the advertising funds are the only discretionary funds that Mountain Line has for such a pilot for the mentioned improvements. There was a comment that a long term solution is needed to fix this situation and encourage businesses to use transit. Ms. Dalmolin shared that the overall goal is to reduce congestion on US 180 and emissions for community benefit. She added that Mountain Line will be doing an Operational Assessment and staff believe the assessment will confirm their beliefs that the improvements will increase ridership. She also noted a timely decision had to be made for the upcoming season. She explained the study will provide time to figure out what future service will look like and how to fund it. There was a comment about consideration of a potential airport route, costs, etc. There was no further discussion.

10. REVISED ORGANIZATIONAL STRUCTURE

-Heather Dalmolin, CEO and General Manager

This item is a Transit Advisory Committee update only; the Board provided direction to staff on next steps in October.

Ms. Dalmolin reported there is no new information to present and that the intent of this report was to inform TAC members of the Board decision to adopt the revised organizational structure and change management framework. She stated the timelines are very intentional. One TAC member pointed out that the TAC was not listed on the organization chart in the presentation. Ms. Dalmolin apologized for the oversight and stated the TAC would be added back into the organizational chart. There were no further questions.

11. VIRTUAL POWER PURCHASING AGREEMENT

-Bizzy Collins, Strategic Performance Planner

This item is a Transit Advisory Committee update only; the Board provided direction to staff on next steps in October.

Ms. Collins provided information regarding the Board's decision to proceed with drafting an intergovernmental agreement which was attached to the agenda packet email. She stated Northern Arizona University will take on the full cost of exploration. She reviewed the timeline and noted projects will be evaluated and Mountain Line can decide whether to participate or not. She confirmed there would not be any cost to Mountain Line until there is a decision to participate in a project. She noted staff are simply exploring options right now. There were no questions.

12. REVIEW OF THE DRAFT BOARD BUSINESS AGENDA

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

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a. DISCUSSION / ACTION ITEMS:

i. FY2025 ANNUAL REPORT

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors approve the FY2025 Annual Report and authorize staff to submit the report to the State of Arizona and partner agencies as required in the Master IGA.

Ms. Dalmolin reported the final report is not ready yet; she and Ms. Coons are still reconciling revenues. She stated the report will be provided at the time the Board and TAC Advance agenda packet is sent to members. There were no questions.

b. PROGRESS REPORTS:

There were no questions related to the progress reports.

i. FY2027 BUDGET KICKOFF

-Heather Dalmolin, CEO and General Manager

ii. KASPAR MAINTENANCE PROJECT UPDATE

-Anne Dunno, Capital Development Manager

iii. EQUAL EMPLOYMENT OPPORTUNITY (EEO) WORKFORCE UTILIZATION ANALYSIS, SECOND HALF OF FEDERAL FISCAL YEAR 2025

-Codi Weaver, Human Resources Manager

iv. DELEGATIONS OF AUTHORITY UPDATE

-Heather Dalmolin, CEO and General Manager

v. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin shared the following highlights:

- At the Advance, the Board will need to hold a three item, approximately 30 minute business meeting, then move into the TransPro facilitated strategic planning part of the meeting.
- November Anniversaries were reviewed.
- The Little Library is located right outside the new Mountain Line building and encourages bus riders and people in general to share books.
- She reviewed the Student Riders Report accounting for trackable student passes, and Flagstaff Unified School District (FUSD) students are now identified separately. She also noted that a small number of founded complaints, specifically three, have been handled compared to the number of riders; the police have been called twice for unfounded complaints or incidents.

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- Mountain Line held a Halloween Costume Contest and the Operations Department also held a Pumpkin Carving Contest.
- On Saturday, November 8th, the Stuff the Bus event will be held with a Mountain Line bus and staff, in partnership with the City and County, and Flagstaff Family Food Center on site at the University Safeway to collect donations for the food bank. Donations can be made on Saturday or Sunday at any local Safeway location.

ITEMS FROM COMMITTEE AND STAFF:

13. SCHEDULE THE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

November Advance/January Working Agenda

The Board and TAC Strategic Policy Advance will be held on Wednesday, November 19, 2025 and it will be held in person at the Mountain Line Ponderosa Room, 216 W Phoenix Avenue, Flagstaff, AZ 86001 at 9am. Lunch will be offered. The public is invited to attend. November agenda items may include but not be limited to the 2025-2030 Strategic Plan. The November agenda will be available for review on Mountain Line's website and at Mountain Line's public posting places (listed on the Mountain Line website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the Board and TAC.

The next TAC meeting will be held on January 8, 2026, 10am, and it will be a hybrid meeting based in Flagstaff in the Mountain Line VERA Room, 216 W Phoenix Avenue, Flagstaff, AZ, 86001. The public is invited to attend. January agenda items may include but not be limited to the Ability to Access Impact Fees for Necessary Transit Infrastructure Costs, Reduce Liability Insurance Limit to \$11 Million and Join Insurance Poll, 2025-2030 Strategic Plan, Legislative Priorities, Disadvantaged Business Enterprise (DBE) Program Changes, NAU Transit Programs, Employee Satisfaction Survey, Triennial Review Closeout, First Mile Last Mile Update, Huntington Update, Downtown Connection Center (DCC) Phase 1 Closeout, and Delegation of Authority Updates. The January agenda will be available for review on Mountain Line's website and at Mountain Line's public posting places (listed on the Mountain Line website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the TAC.

14. ADJOURNMENT -Chair Stull adjourned the meeting at approximately 11:00am.

Kurt Stull

01/09/2026

Kurt Stull, Chair of the Mountain Line Transit Advisory Committee

ATTEST:

Rhonda Cashman

Rhonda Cashman, Executive Assistant and Clerk of the Board

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