



NOTICE AND AGENDA OF PUBLIC MEETING AND POSSIBLE
EXECUTIVE SESSION OF THE BOARD OF DIRECTORS (BOD) AND
THE TRANSIT ADVISORY COMMITTEE (TAC) OF THE NORTHERN
ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION
AUTHORITY ("Mountain Line")

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Board of Directors (BOD) and the Transit Advisory Committee (TAC) of the Northern Arizona Intergovernmental Public Transportation Authority ("Mountain Line") and to the general public that the BOD and TAC will hold a joint meeting on:

Wednesday, May 18, 2022
9:00 AM
Mountain Line Training Room
3773 N. Kaspar Dr.
Flagstaff, AZ 86004

This meeting will not be open to the public. This is a WEB BASED meeting. Members of the Board of Directors and Transit Advisory Committee may attend by telephone or internet conferencing. The public may submit comments to transportation@naipta.az.gov by 8am on the day of the meeting to be read into the record and may observe the meeting by following the instructions at <https://mountainline.az.gov/about-us/board-of-directors/>.

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.

The agenda for the meeting is as follows:

-pages 1-3

1. CALL TO ORDER
2. ROLL CALL / INTRODUCTIONS
3. SAFETY MINUTE
-Sam Short, Safety Manager





DISCUSSION ITEMS:

4. FY2023 BUDGET PRESENTATION
-Josh Stone, Management Services Director
5. FLAGSTAFF IN MOTION, A COMMUNITY TRANSIT PLAN
-Bizzy Collins, Transit Planner
6. FUTURE OF MICROTRANSIT
-Estella Hollander, Mobility Planner
7. ZERO EMISSION BUS TRANSITION
-Jim Wagner, Operations Director
8. FUTURE RIDERSHIP
-Jacki Lenners, Marketing and Communications Director
9. TRANSIT POLICIES
-Kate Morley, Deputy General Manager
10. STRATEGIC PLAN UPDATE
-Heather Dalmolin, CEO and General Manager

PROGRESS REPORTS:

11. WORKFORCE UTILIZATION REPORT -pages 4-8
-Josh Stone, Management Services Director
12. DELEGATION OF AUTHORITY UPDATES -pages 9-10
-Heather Dalmolin, CEO and General Manager
13. SUMMARY OF CURRENT EVENTS
-Heather Dalmolin, CEO and General Manager

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

June/July/August Working Agenda

-page 11

The next TAC meeting will be on June 2, 2022 and will be a Hybrid In-Person and Zoom meeting based in Flagstaff in the VERA Conference Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. June Agenda items will include, but not be limited to the Budget Adoption, Amend Rules of Procedure Related to TAC Officer Elections, Affirm Chair and Elect a Vice Chair, Mountain Line GO! Update, Downtown Connection Center (DCC) Update, Commercial Driver's License (CDL) Course Construction, Annual Cybersecurity Report/Information Technology (IT) Update, Procurement Resolution, Grant

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BOD and TAC Joint Meeting
5/18/2022 - Page 3 of 11

Resolution/Transportation Improvement Program (TIP) Table, Line of Credit, Policy Updates, Initiate CEO and General Manager Evaluation Process, Meeting Calendar Review, and Delegation of Authority Updates. The June agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the TAC.

The next Board meeting will be on June 15, 2022 and will be a Hybrid In-Person and Zoom meeting based in Flagstaff in the VERA Conference Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. June agenda items will include but not be limited to the Budget Adoption, Amend Rules of Procedure Related to TAC Officer Elections, Affirm Chair and Elect a Vice Chair, Mountain Line GO! Update, Downtown Connection Center (DCC) Update, Commercial Driver's License (CDL) Course Construction, Annual Cybersecurity Report/Information Technology (IT) Update, Procurement Resolution, Grant Resolution/Transportation Improvement Program (TIP) Table, Line of Credit, Policy Updates, Initiate CEO and General Manager Evaluation Process, Meeting Calendar Review, Delegation of Authority Updates, and possibly an Executive Session. The June agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the Board.

14. ADJOURNMENT

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MOUNTAIN LINE MEMORANDUM

DATE: May 18, 2022
TO: Honorable Chair and Members of the Board
FROM: Josh Stone, Management Services Director
SUBJECT: EEO Workforce Utilization Analysis, Federal Fiscal Year 2022

Mountain Line has the following update regarding the Workforce Utilization Analysis:

Mountain Line has been evaluating the overall diversity of the workforce by completing the Workforce Utilization report two times per year in accordance with the United States Equal Employment Opportunity Commission (EEOC). Mountain Line updates the Workforce Utilization Goals every three years to represent the actual workforce in the Flagstaff, AZ area using data available from Data USA (<https://datausa.io/profile/geo/flagstaff-az/>). Mountain Line's current workforce encompasses Coconino County and utilizes the American Community Survey for Coconino County, AZ to obtain additional demographics.

Mountain Line is a smaller-sized employer within Flagstaff; thus, our workforce is also a small portion in comparison to the community workforce. Mountain Line employees are divided into 5 categories: Officials and Administrators, Professionals, Office/Clerical, Skilled Crafts, and Service/Maintenance. The EEO reporting further evaluates Mountain Line's workforce based on male, female, and minorities in the 5 categories. When there is a change to the diversity of the workforce, Mountain Line will see a significant change in the 5 categories that are evaluated.

It should be noted that due to Mountain Line's employment group size as compared to the various other employment opportunities in Flagstaff, AZ, our current staff levels represent a diverse group of employees comparable to applicant availability. Mountain Line continues to use in-house tracking of those applicants who elected to answer our areas of demographics at the time of their hire.

Attachment(s):

1. EEO FedFY2022 Workforce Analysis - 03.31.2022

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Human Resources Equal Employment Opportunity (EEO) Workforce Utilization Based on Federal Fiscal Year 2022

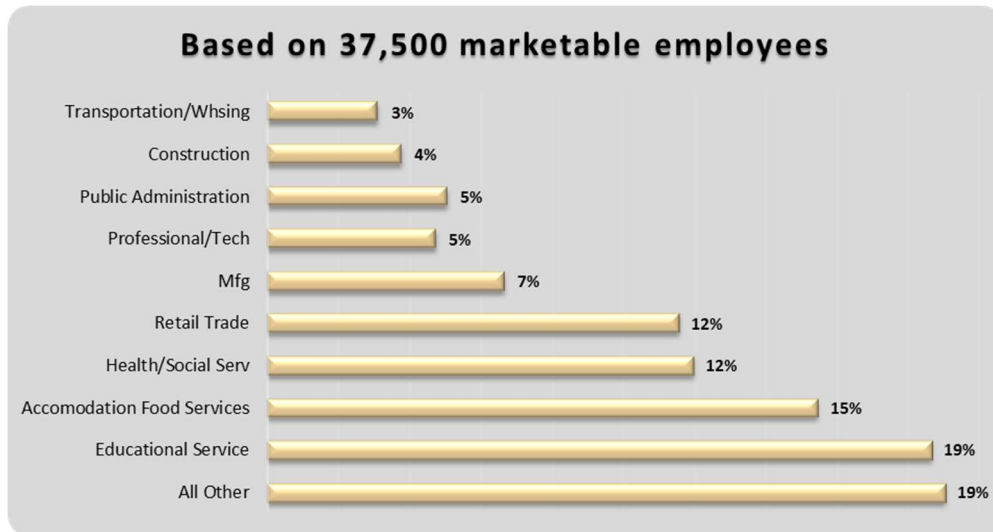
For the Period October 1, 2021 through March 31, 2022

The Equal Employment Opportunity (EEO) program aids organizations in evaluating whether their recruiting, hiring and termination practices follow all the Diversity programs requirements.

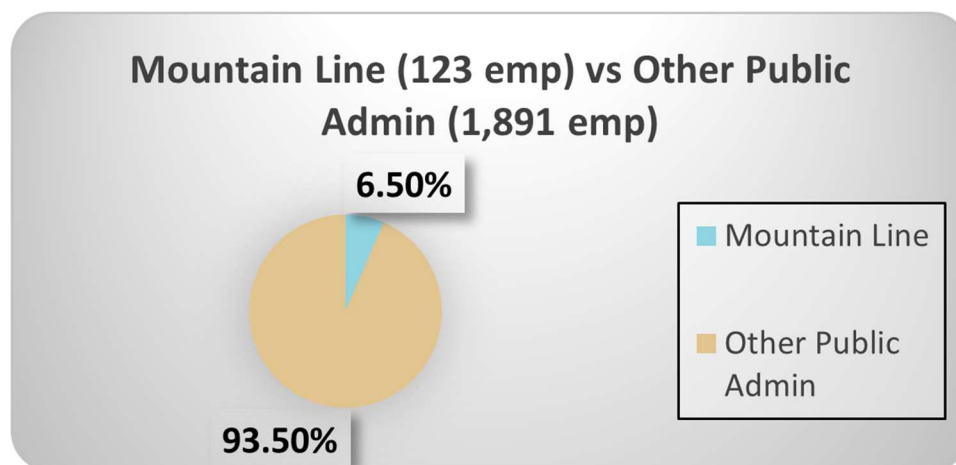
FLAGSTAFF BACKGROUND INFORMATION AND CONSIDERATIONS

From 2018 to 2019, Flagstaff's employment grew at a rate of 1.25% from 37.1K employees to 37.5K employees.

The most common employment sectors for those who live in Flagstaff, AZ are as follows:¹



Mountain Line had 123 employees during the 1st half of Federal Fiscal Year 2022. This accounts for all employees that were hired and terminated during the designated period. Mountain Line is part of the Public Administration sector. The 123 employees during the reporting period equated to 0.33% of all employment sectors and 6.50% of all Public Administration sector employees. Thus, the pool of marketable employees is extremely competitive.



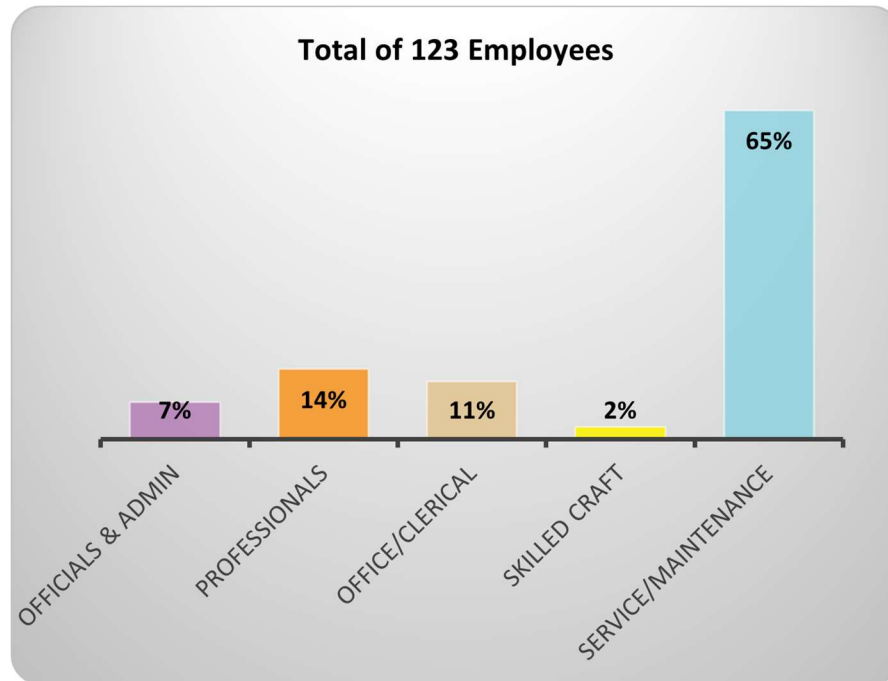
¹ "DATA USA for Flagstaff AZ" webpage has been used to review the most current statistics as of 2019 for the Flagstaff, Coconino County, AZ diversity employment population. <https://datausa.io/profile/geo/flagstaff-az/>





MOUNTAIN LINE EMPLOYEE COMPARISONS BY GENDER

Mountain Line's 123 employees are categorized into 5 EEO areas: Officials and Administrators, Professionals, Office/Clerical, Skilled Crafts, and Service/Maintenance.



Males represent 69% of Mountain Line's employee workforce and females represent 31%. There is a significant difference between males and females in the job categories of Office/Clerical, Skilled Craft, and Service/Maintenance. Males predominantly are seen in Skilled Craft and Service/Maintenance, while females tend to occupy Office/Clerical. For personnel employed in the Professionals category, there is a 17% difference with men occupying more roles than women, while in Officials and Administrators there is an 11% difference between women occupying more roles than men.

	Male	Male	Female	Female
Officials & Admin	4	44.44%	5	55.56%
Professionals	10	58.82%	7	41.18%
Office/Clerical	5	35.71%	9	64.29%
Skilled Craft	3	100.00%	0	0.00%
Service/Maintenance	63	78.75%	17	21.25%
	85	69.11%	38	30.89%





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Of Mountain Line's 85 male and 38 female employees, the minority population has 25 male and 13 female employees.

Male Employees:

Non-minority males represent 71% of the male population while minority males represent 29%

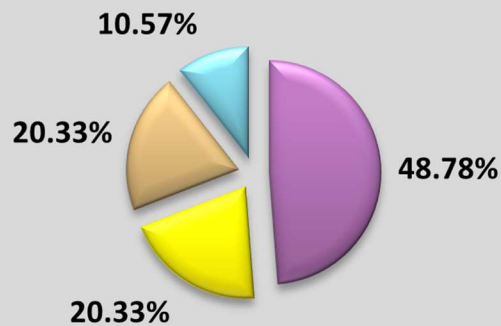
Female Employees:

Non-minority females represent 66% of the female population while minority females represent 34%

MOUNTAIN LINE DIVERSITY UTILIZATION AND GOALS

As part of Mountain Line's efforts to comply with the Equal Employment Opportunity (EEO) program and demonstrate commitment, a diverse workforce is employed, and staff have completed the year workforce analysis. The analysis identifies the areas in which Mountain Line doesn't have the same demographics represented in their workforce as are available in the local area.

Diversity Overview of 123 Employees



- Non-minority Male Employees
- Non-minority Female Employees
- Minority Male Employees
- Minority Female Employees

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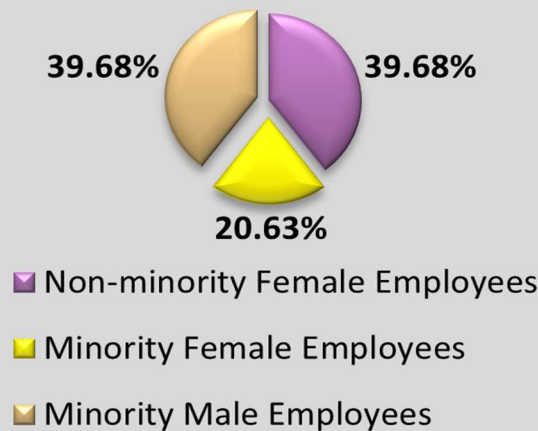


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Non-minority employees (male and female) represent 69% of Mountain Line's total workforce while minority employees (male and female) represent 31% of the workforce. The combined population of all females and minorities represents 51% of the overall workforce at Mountain Line, which is distributed relatively evenly between this population.

A total of 63 of the 123 employees represent female and minority employees



This report is based on the following data, assumptions, and methodology:

- "DATA USA for Flagstaff AZ" webpage has been used to review the most current statistics as of 2019 for the Flagstaff, Coconino County, AZ diversity employment population. <https://datausa.io/profile/geo/flagstaff-az/>
- It should be noted that due to Mountain Line's employment group size as compared to the various other employment opportunities in Flagstaff, AZ, our current staff levels represent a diverse group of employees comparable to applicant availability.
- As per the new federal EEO reporting form, the compilation of diversity data will be broken into Female and Minorities. Non-Minority males will be excluded from diversity data.
- Mountain Line information has been used in comparison to data supplied by the 2013-2018 American Comm Survey for Coconino County, AZ.
- In-house applicant tracking of those applicants who elected to answer our areas of demographics at the time of their hire.

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MOUNTAIN LINE MEMORANDUM

DATE: May 18, 2022

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Delegations of Authority

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.

Procurement Authority – Resolution 2022-110

RFP 2022-170 Campus Bus Storage Phase 1: CDL Course & Access Road for CMAR Services to Kinney Construction Services, Inc.

Mountain Line issued notice to proceed at risk to Kinney Construction Services, Inc. for pre-construction services not to exceed \$31,000 on April 22. Contract execution is pending.

Staff conducted an open and competitive procurement, issuing RFP 2022-170, Campus Bus Storage Phase 1 CDL Course and Access Road for CMAR Services on January 28 and closing on March 4. The required services include providing pre-construction design-assistance, construction management services and is limited by the general conditions of the master contract for self-performance of construction. Two firms submitted proposals in response to the RFP: Kinney Construction Services Inc. and Stormwater Plans, LLC dba SWP Contracting & Paving (SWP). A selection committee consisting of two Mountain Line staff members, two Northern Arizona University (NAU) staff, one licensed professional engineer and one licensed contractor reviewed and scored both proposals. Interviews were conducted with both firms in accordance with the RFP.

Overall, while both firms showed capability to complete the project satisfactorily, the selection committee determined that KCS was determined to be highest qualified and offers best value to Mountain Line in terms of past experience on projects and their overall understanding and approach to the project.

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The pricing for construction phase services is not an evaluation criterion under Arizona law and award of construction services must be based solely on qualifications; however, FTA regulations call for price to be considered as a factor in determining best value. Both firms provided pricing for pre-construction services, general conditions, and profit but this was not evaluated by the committee. However, the provided pricing supports a determination that KCS also provides the best value.

Vendor pricing received per Attachment 16 of the RFP is below:

KCS:

- Preconstruction Not to Exceed: \$31,000
- Construction Phase General Conditions: \$37,260 per month
- Construction Phase Profit and Overhead Fee: 5%

SWP:

- Preconstruction Not to Exceed: \$59,428
- Construction Phase General Conditions: \$47,729 per month
- Construction Phase Profit and Overhead Fee: 10%

KCS submitted lower proposal pricing for each proposal pricing component which adds value to the project and further strengthens the staff recommendation for award to KCS.

During pre-construction phase, Mountain Line will coordinate with KCS and HDR, Inc. (Design Professional) to develop the Guaranteed Maximum Price (GMP) proposal that fits within Mountain Line's budget. Mountain Line staff will request CEO and General Manager approval for the GMP through a contract amendment in order to proceed with construction. Construction is anticipated for June-December 2022.



June: TAC Meeting is Thurs, 6/2 Board Meeting is Wed, 6/15

ITEMS:	WHO & WHAT:
Safety Minute	
Budget Adoption	Josh S - D/A
DCC IGA with City of Flagstaff	Kate - D/A
Amend Rules of Procedure Related to TAC Officer Elections	Rhonda - D/A
Affirm Chair/Elect Vice Chair (BOD Only) – effective July 1 st	Rhonda - D/A
Mountain Line GO! Update	Estella - D/A
DCC Update	Kate - D/A
CDL Course Construction	Anne - D/A
Annual Cybersecurity Report/IT Update	Jon - D/A
Procurement Resolution	Josh S - C
Grant Resolution/TIP Table	Josh S - C
Line of Credit	Josh S - C
Policy Updates	Josh S - C
Initiate CEO and General Manager Evaluation Process	Heather D - PR
Meeting Calendar Review	Rhonda - PR
Delegation of Authority Update – Agreements, Grants, and Procurements: NAU Campus CDL Course IGA and Lease Agreement	Heather D - PR
August/September Agenda Calendar	

July: Board and TAC Recess

August: TAC Meeting is Thurs, 8/4 Board Meeting is Wed, 8/17

ITEMS:	WHO & WHAT:
Safety Minute	
Kaspar Headquarters Master Plan Adoption/Vacant Land Use - Lot Line Modification	Anne - D/A
Reallocation of Grant Funds from Kaspar/Route 66 Intersection	Kate - PR
EV Implementation	Anne - PR
Annual Safety Report	Sam - PR
Annual Maintenance Report	Jeremiah - PR
CEO/GM Evaluation Results Presentation – Executive Session	
CEO/GM Contract Item if any changes needed	Josh/Board Chair
September/October Agenda Calendar	