



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 17, 2023  
10:00 AM  
Flagstaff Aquaplex  
Community Room  
1702 N. Fourth Street  
Flagstaff, AZ 86004

Members of the Board of Directors and Transit Advisory Committee are requested to attend in person. Members of the public may attend and observe 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.**

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. FY2024 BUDGET PRESENTATION

-page 4





-Josh Stone, Management Services Director

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

**5. STRATEGIC WORKPLAN METRICS**

-pages 5-7

-Bizzy Collins, Strategic Performance Planner

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

**LUNCH**

**6. MOUNTAIN LINE MISSION, VISION, AND STRATEGIC PLAN UPDATE**

-Heather Dalmolin, CEO and General Manager

-pages 8-9

-TransPro Consultants

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

**PROGRESS REPORTS:**

**7. KASPAR MAINTENANCE FACILITY PROJECT UPDATE**

-pages 10-11

-Anne Dunno, Capital Project Manager

**8. EQUAL EMPLOYMENT OPPORTUNITY (EEO) WORKFORCE UTILIZATION ANALYSIS, FEDERAL FISCAL YEAR 2023**

-pages 12-16

-Josh Stone, Management Services Director

**9. DELEGATION OF AUTHORITY UPDATES**

-pages 17-18

-Heather Dalmolin, CEO and General Manager

**10. 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 19

The next TAC meeting will be on June 1, 2023 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, Key Performance Indicators (KPIs) Adoption, Disadvantaged Business Enterprise (DBE) Goal Setting, Cybersecurity Policies, Procurement Resolution, Grant Resolution/Transportation Improvement Program (TIP) Table, Line of Credit, Personnel Policy Manual Updates, Annual Cybersecurity Report, Bus Stop Rehabilitation Update, 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.





## Mountain Line

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The next Board meeting will be on June 21, 2023 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, Key Performance Indicators (KPIs) Adoption, Disadvantaged Business Enterprise (DBE) Goal Setting, Cybersecurity Policies, Procurement Resolution, Grant Resolution/Transportation Improvement Program (TIP) Table, Line of Credit, Personnel Policy Manual Updates, Annual Cybersecurity Report, Bus Stop Rehabilitation Update, 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 Board.

### 11. ADJOURNMENT

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**DATE PREPARED:** May 02, 2023

**DATE:** May 17, 2023

**TO:** Honorable Chair and Members of the Board

**FROM:** Josh Stone, Management Services Director

**SUBJECT:** FY2024 Budget Presentation

### **RECOMMENDATION:**

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

### **RELATED STRATEGIC PLAN OBJECTIVE:**

- ❖ FY2024 budget supports all aspects of the Strategic Plan Goals and Key Objectives

### **BACKGROUND:**

Staff will be presenting information on current revenues, revenue projections, the fund balance, and financial plan sustainability. As the workforce, operating, and capital budget details were presented in the February, March, and April meetings, staff will not focus on these lines in this presentation; however, questions can be addressed if any have arisen.

### **FISCAL IMPACT:**

There is no fiscal impact directly associated with this FY2024 Budget discussion. The items discussed will impact the final FY2024 budget proposed at the June 2023 meetings.

### **ALTERNATIVES:**

No action is recommended; however, the Board may provide direction on additional information needed or on budget items as presented.

### **TAC DISCUSSION:**

As May is a joint Board and TAC meeting, this item was not presented to the TAC in a separate session.

### **SUBMITTED BY:**

Josh Stone  
Management Services Director

### **APPROVED BY:**

Heather Dalmolin  
CEO and General Manager

**ATTACHMENTS:** None.





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**DATE PREPARED:** April 27, 2023

**MEETING DATE:** May 17, 2023

**TO** Honorable Chair and Members of the Board

**FROM:** Bizzy Collins, Strategic Performance Planner

**SUBJECT:** Strategic Workplan Metrics

### **RECOMMENDATION:**

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

### **RELATED STRATEGIC PLAN OBJECTIVE**

- ❖ Goal: Service Excellence
  - ❖ Objective: Deliver service enhancements that are in line with our Five-Year Transit Plan and make transit an attractive mode choice.
- ❖ Goal: Community Engagement
  - ❖ Objective: Increase the community's awareness of Mountain Line's value to the community.

### **BACKGROUND:**

Current performance measures were approved in 2015 by Mountain Line's Transit Advisory Committee and Board of Directors to be used for reporting system data in a uniform manner. Staff are working to broaden what we report bi-annually to the Board, and increase public reporting, in hopes of telling Mountain Line's story and defining success beyond just ridership.

At the May Advance, Directors and TAC members will provide guidance on what metrics are meaningful and should be included, as well as the format for delivery. Staff recognize that the current performance metrics are helpful and will confirm they should remain as is (attached for reference).

### **FISCAL IMPACT:**

There is no fiscal impact related to the performance. Changes in service as a result of concerns with performance could have financial consequences in future years.

### **TAC DISCUSSION:**

As May is a joint Board and TAC meeting, this item was not presented to the TAC in a separate session.

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### **SUBMITTED BY:**

Bizzy Collins  
Strategic Performance Planner

### **APPROVED BY:**

Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

1. Current Bi-Annual Performance Report

-page 7

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**Mountain Line Services - Strategic Measures**

**FY2023 Financial and Performance Goals**

*presented to the Board 2023-03-22*

	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Goals	2023 Q1-2 Actual	2024 Goals	FY2026 Goals	FY2030 Goals
<b><u>Fixed Route - Bus</u></b>								3 yrs	7 yrs
Annual Boardings	2,541,353	2,097,814	924,728	1,298,670	1,712,427	769,034	2,115,606	2,566,767	2,670,988
Cost per Passenger	\$ 2.91	\$ 3.64	\$ 8.63	\$ 7.03	\$ 5.89	\$ 6.22	\$ 5.04	\$ 4.32	\$ 4.48
Cost per Service Hour	\$ 98.14	\$ 109.52	\$ 109.66	\$ 124.10	\$ 140.06	\$ 146.18	\$ 148.16	\$ 154.02	\$ 166.45
Passengers per Hour	33.77	30.09	12.71	17.65	23.80	23.52	29.40	35.67	37.12
<b><u>Demand Response - Paratransit</u></b>									
Trips Per Hour	3.02	3.40	2.61	1.81	1.81	1.93	1.80	1.80	1.80
Cost per Trip	\$ 46.05	\$ 54.60	\$ 55.69	\$ 58.62	\$ 53.63	\$ 55.45	\$ 63.14	\$ 65.69	\$ 71.11
Cost per Hour	\$ 139.10	\$ 185.50	\$ 189.21	\$ 107.19	\$ 96.98	\$ 106.91	\$ 113.93	\$ 118.53	\$ 128.30
<b><u>Demand Response - Microtransit</u></b>									
Cost per Trip				\$ 114.30		\$ 31.66			
Trips				1,455		683			
<b><u>Taxi Program - City</u></b>									
Cost per Trip	\$ 14.50	\$ 16.42	\$ 21.99	\$ 18.91	\$ 18.30	\$ 18.66			
Total Trips/Vouchers	7,116	6,875	4,732	5,350	5,118	3,227			
<b><u>Taxi Program - County</u></b>									
Cost per Trip	\$ 26.94	\$ 26.47	\$ 31.80	\$ 27.65	\$ 22.34	\$ 26.27			
Total Trips/Vouchers	954	929	661	640	996	233			
<b><u>Vanpool Program - County</u></b>									
Cost per Trip	\$ 4.23	\$ 3.86	\$ 6.50	\$ 4.53	\$ 4.36	\$ 5.04			
Trips	9,442	8,922	8,646	9,976	12,800	5,666			





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**DATE PREPARED:** May 8, 2023

**DATE:** May 17, 2023

**TO:** Honorable Chair and Members of the Board

**FROM:** Heather Dalmolin, CEO and General Manager

**SUBJECT:** Mountain Line Mission, Vision, and Strategic Plan Update

### **RECOMMENDATION:**

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

### **RELATED STRATEGIC PLAN OBJECTIVE:**

- ❖ The agenda item supports the overall 2020-2025 Strategic Plan and the related Workplan.

### **BACKGROUND:**

Staff, alongside Mountain Line contractor TransPro, will be engaging with the Board and TAC in a review and potential update to the Mission and Vision as adopted in 2006. The mission and vision have been reviewed several times since Mountain Line first began operating as a transit authority (NAIPTA) but both remain as originally adopted. Staff will also review a plan for staff to update the Guiding Principles to ensure they remain reflective of the values and commitments of staff to support the Mission, Vision, and Strategic Plan. Staff have been working with TransPro on key performance indicators and an overall staff development plan to support the Strategic Plan and thought it was timely to review these items to ensure they are supportive of the Strategic Plan.

Additionally, staff will provide a workplan progress report. The Board will have an opportunity to provide additional direction on pending workplan items.

### **FISCAL IMPACT:**

There is no fiscal impact related to the report being provided; however, any direction given by the Board might have resulting cost or financial impact.

### **ALTERNATIVES:**

No action is recommended; however, the Board may provide direction on additional information or follow up action needed.

### **TAC DISCUSSION:**

As May is a joint Board and TAC meeting, this item was not presented to the TAC in a separate session.

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### **APPROVED BY:**

Heather Dalmolin  
CEO and General Manager

**ATTACHMENTS:** None.

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# MOUNTAIN LINE MEMORANDUM

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**DATE:** May 17, 2023

**TO:** Honorable Chair and Members of the Board

**FROM:** Anne Dunno, Capital Project Manager

**SUBJECT:** Kaspar Maintenance Facility Project Update

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### Background:

The Kaspar Headquarters Master Plan (KHMP) was adopted by the Mountain Line Board of Directors in November 2022 which identified a long-term plan to maximize use of the Kaspar facilities for bus storage and maintenance. The KHMP Plan developed a phasing plan with Phase 1 to construct the maintenance facility and Phase 2 to construct bus storage, operations offices, and staff parking. The KHMP also conducted a feasibility study for transit use of the adjacent vacant land which identified technical, relational, and budgetary challenges to develop the project for bus storage. Disposition of the property will provide revenue to Mountain Line for future grant(s).

The KHMP identified maintenance bays as the highest priority need for operations. The existing 2-bay maintenance facility is undersized for maintenance and repair activities for the current fleet; the fleet staff currently conduct maintenance of the 60' buses partially outside year-round. The existing maintenance facility also has limited capacity for equipment to support battery electric buses. The proposed maintenance facility will accommodate six repair bays with improved lighting and repair equipment to boost working conditions for fleet staff and will provide electric vehicle (EV) maintenance equipment to support transition to EV vehicles. The new facility will be constructed at the location adjacent to the administrative portion of the building.

### Project Description:

The Kaspar Maintenance Facility Project ("The Project") is for design services of the maintenance facility and will provide NEPA, final design of the maintenance facility, and schematic design of the bus storage facility (Phase 2). The project will require a conditional use permit with the City of Flagstaff. As part of the project, Mountain Line will proceed with a lot line modification for the adjacent Mountain Line vacant land and bring forward a recommendation to the Board for disposition of real estate in 2023.

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### Project Delivery:

Mountain Line awarded a task order-based contract under RFQ 2022-300 to HDR, Inc for architectural and engineering services for the Kaspar Maintenance facilities. HDR was issued Task Order #1 for the KHMP. Mountain Line is currently scoping a new task order with HDR to provide design services for the maintenance facility. It is anticipated the task order will be executed by June 30, 2023, with estimated completion of NEPA and final design by June 30, 2024.

### Funding:

The Kaspar Maintenance Facility Project (design phase) will be funded by an ADOT awarded FTA 5337/5307/5339 competitive grant for maintenance facility design in amount of \$2,000,000 (\$1,600,000 federal/\$400,000 local) awarded in February 2023.

Mountain Line applied for a FTA 5339 Bus & Bus Facilities construction grant for the maintenance facility in amount of \$17,197,500 (\$13,758,000 federal/\$3,439,500 local) and is pending notification after June 2023.

### Project Exhibit:



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# MOUNTAIN LINE MEMORANDUM

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**DATE:** May 1, 2023  
**TO:** Honorable Chairman and Members of the Board  
**FROM:** Josh Stone, Management Services Director  
**SUBJECT:** EEO Workforce Utilization Analysis, Federal Fiscal Year 2023

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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 small-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 males, females, and minorities in the 5 categories. When there is a change to the diverse 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 Workforce Analysis, FFY2023 - 03-31-2023 -pages 13-16

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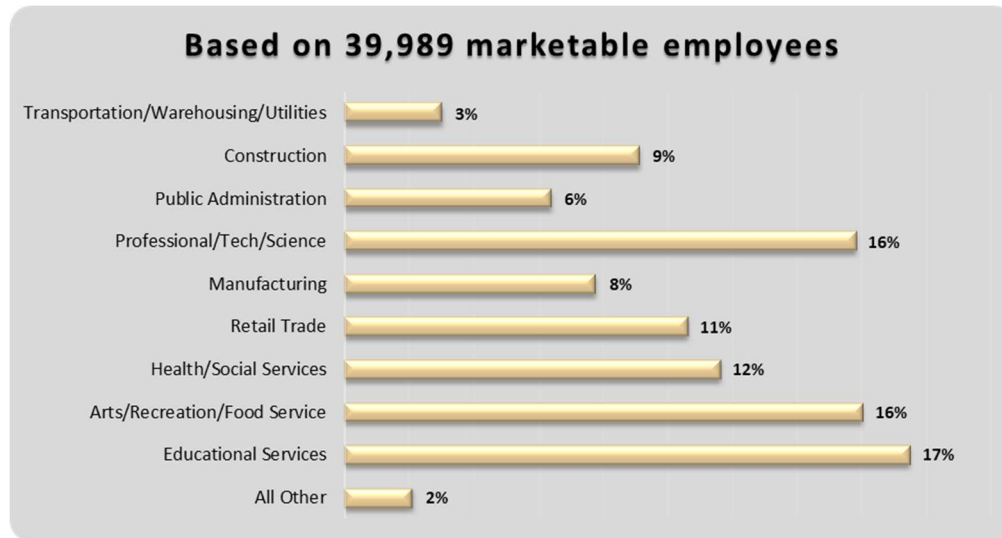
### Human Resources Equal Employment Opportunity (EEO) Workforce Utilization Based on Federal Fiscal Year 2023

For the Period September 30, 2022, through March 31, 2023

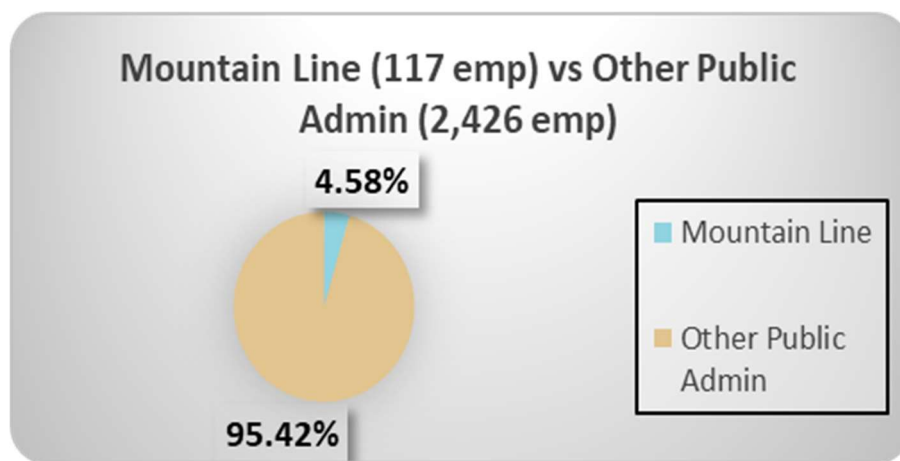
The Equal Employment Opportunity (EEO) program aids organizations in evaluating whether their recruiting, hiring and termination practices follow all the Diversity programs requirements.

#### **FLAGSTAFF BACKGROUND INFORMATION AND CONSIDERATIONS**

From 2019 to 2021, Flagstaff's employment grew at a rate of 6.64% from 37.5K employees to 40K employees. The most common employment sectors for those who live in Flagstaff, AZ are as follows:<sup>1</sup>



Mountain Line had 117 employees during the 1st half of Federal Fiscal Year 2023. This accounts for all employees that were hired and terminated during the designated period. Mountain Line is part of the Public Administration sector. The 117 employees during the reporting period equated to 0.29% of all employment sectors and 4.58% of all Public Administration sector employees. The pool of marketable employees is extremely competitive.



<sup>1</sup> American Community Survey has been used to review the most current statistics as of 2021 for the Flagstaff, Coconino County, AZ diversity employment population.

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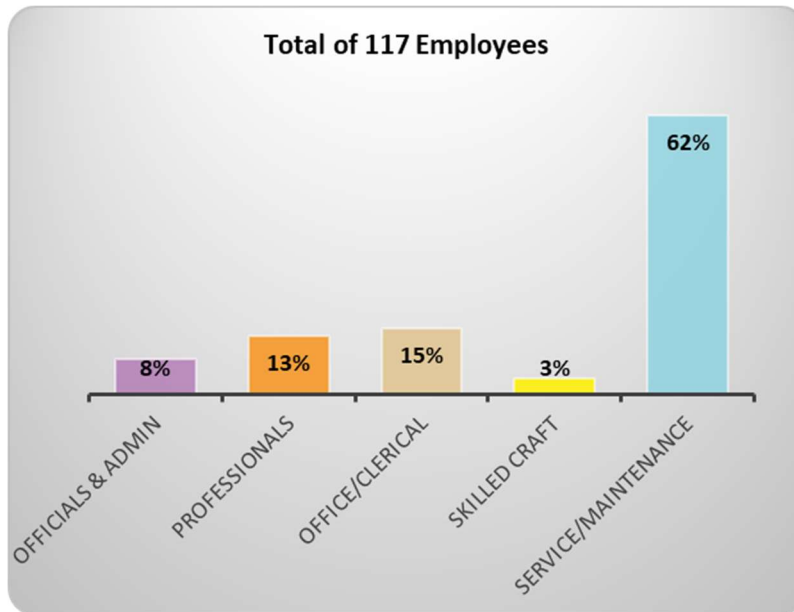


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### **MOUNTAIN LINE EMPLOYEE COMPARISONS BY GENDER**

Mountain Line's 117 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. Personnel employed in the Professionals category, there is a 20% 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	9	60.00%	6	40.00%
Office/Clerical	5	29.41%	12	70.59%
Skilled Craft	4	100.00%	0	0.00%
Service/Maintenance	59	81.94%	13	18.06%
	<b>81</b>	<b>69.23%</b>	<b>36</b>	<b>30.77%</b>

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Of Mountain Line's 81 male and 36 female employees, the minority population has 31 male and 15 female employees.

### Male Employees:

Non-minority males represent 62% of the male population while minority males represent 38%

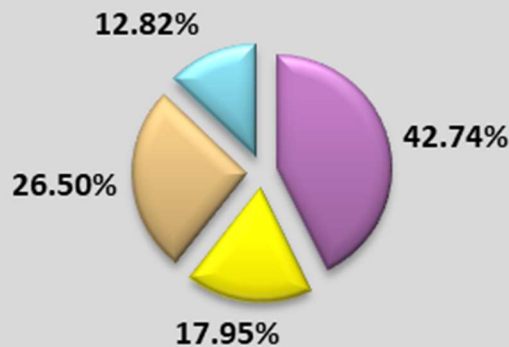
### Female Employees:

Non-minority females represent 58% of the female population while minority females represent 42%

### 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 117 Employees



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

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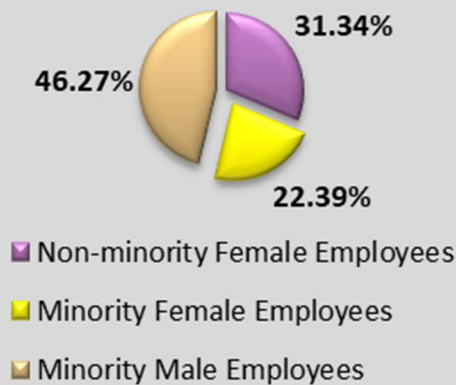


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Non-minority employees (male and female) represent 61% of Mountain Line's total workforce while minority employees (male and female) represent 39% of the workforce. The combined population of all females and minorities represents 57% of the overall workforce at Mountain Line, which is distributed relatively evenly between this population.

### A total of 67 of the 117 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 2021 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 2015-2020 and 2021 American Comm Surveys 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**

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**DATE:** May 17, 2023

**TO:** Honorable Chair and Members of the Board

**FROM:** Heather Dalmolin, CEO and General Manager

**SUBJECT:** Delegations of Authority

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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 2023-100**

#### **Procurement Authority – Resolution 2023-110**

##### Contract No. 2022-140, Construction Manager at Risk, Change Order #3

Change Order #3 was executed April 15, 2023 to add additional services to the pre-construction contract. The value of the Change Order is \$55,272.91; this brings the cumulative total of the contract to \$434,433.45.

##### Contract No. 2022-140, Construction Manager at Risk, Change Order #4

Change Order #4 was executed April 15, 2023, to add a restroom trailer for operators to use to the pre-construction services. The value of the Change Order is \$35,021.59; this brings the cumulative total of the contract to \$469,455.04.

#### RSOQ 2023-300, Pedestrian and Bicycle Infrastructure Upgrade Design – Task Order 1

Mountain Line has partnered with the City of Flagstaff to procure design professional services for pedestrian and bicycle infrastructure upgrades. RSOQ 2023-300, Pedestrian and Bicycle Infrastructure Upgrade Design was released September 16, 2022, and closed October 26, 2022. Notice of award was granted to Ardurra Group for design of pedestrian and bicycle infrastructure upgrades. Ardurra and City of Flagstaff and Mountain Line staff have finalized scope and fee for Task Order 1, totaling \$146,882.50. This Task Order will be for a preliminary check to the 5% level of all the pedestrian and bicycle improvements and locations to determine the eligibility and to set priority for items moving forward to

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future development, while keeping the program to within allocated budgets. This initial phase which will be performed by Ardurra and is important to scope the projects moving to Task Order 2 (15% level). Task Order 2 will then determine those projects to move to Task Order 3 (Final Design).

### **Agreements and Contracts Authority – Resolution 2020-100**

#### Mountain Line-NAU CDL Test Course Ground Lease

Mountain Line and NAU have executed an IGA for the NAU CDL Test Course which states that Mountain Line shall act as the Project Sponsor and construction Project Manager (“PM”), and NAU shall act as the Authority Having Jurisdiction (“AHJ”) and will remain the owner of the real property the Project will be constructed upon and will lease the property to Mountain Line under a separate agreement (“Landlord”). This Ground Lease was executed March 24, 2023, with a term of 50 years, to expire December 31, 2075. Mountain Line will pay as rent a one time lump sum payment to NAU, without demand, an aggregate amount of \$50 for the full term of the lease.

#### Mountain Line – City of Flagstaff Intergovernmental Agreement (IGA)

Mountain Line and the City of Flagstaff have executed an IGA for the Downtown Connection Center (DCC) which states that Mountain Line shall construct the new DCC building and amenities on the City owned property on Phoenix Avenue. The IGA was executed on May 1<sup>st</sup>, 2023, with a term of 50 years, which will auto-renew unless otherwise terminated by either party.

#### Mountain Line – City of Flagstaff Intergovernmental Agreement (IGA) for Beulah Bus Only Lanes and Resource Sharing Agreement

The City of Flagstaff Council approved Resolution No. 2023-17, approving the First Amendment to the transit service IGA to provide cost sharing benefits between the two entities. The First Amendment will establish the joint development and construction of bus only lanes in the new portion of Beulah Boulevard as part of the City’s Beulah/University Realignment Project. Mountain Line’s cost share is \$377,374. With the City Council resolution, both parties will proceed to execute the First Amendment to the IGA and the resource sharing agreement.

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**June: TAC Meeting is Thurs, 6/1                      Board Meeting is Wed, 6/21**

ITEMS:	WHO & WHAT:
Safety Minute	Sam
Milestone Anniversaries	Heather D
Budget Approval	Josh - D/A
Key Performance Indicators (KPIs) Adoption	Bizzy - D/A
DBE Goal Setting	Heather H - D/A
Cybersecurity Policies (BOD Only)	Jon - D/A
Procurement Resolution	Josh - C
Grant Resolution	Josh - C
Line of Credit	Josh - C
Personnel Policy Manual Updates	Josh/HR Mgr - C
Annual Cybersecurity Report	Jon - PR
Bus Stop Rehab	Jeremiah - PR
Meeting Calendar Review	Rhonda - PR
Delegation of Authority Update – Agreements, Grants, and Procurements: Nation’s Group Contract, Electric Bus Closeout	
August/September Agenda Calendar	

**July: RECESS**

**August:                      TAC Meeting is Thurs, 8/3                      Board Meeting is Wed, 8/16**

ITEMS:	WHO & WHAT:
Safety Minute	Sam
Milestone Anniversaries	Heather D
Bus Stop Partnerships	Estella - D
EV Bus Pilot/Charging	Jeremiah/Anne - D
Bus Stop Acquisition Policy	Anne - D/A
Annual Safety Report	Sam - PR
Annual Maintenance Report	Jeremiah - PR
Delegation of Authority Update – Agreements, Grants, and Procurements:	
September/October Agenda Calendar	