



# METROPLAN

GREATER † FLAGSTAFF

## MINUTES

### Executive Board Meeting

1:00 – 3:00 PM

March 7, 2024

#### Teams Virtual Meeting

Join on your computer, mobile app or room device.

[Click here to join the meeting](#)

Meeting ID: 278 344 575 57

Passcode: wRauVK

#### In-Person Location

City Hall

City Council Chambers

211 W. Aspen

Flagstaff, AZ 86001

Regular meetings and work sessions are open to the public. Persons with a disability may request a reasonable accommodation by contacting MetroPlan via email at [planning@metroplanflg.org](mailto:planning@metroplanflg.org). The MetroPlan complies with [Title VI of the Civil Rights Act](#) of 1964 to involve and assist underrepresented and underserved populations (age, gender, color, income status, race, national origin, and LEP – Limited English Proficiency.) Requests should be made as early as possible to allow time to arrange the accommodation.

PURSUANT TO A.R.S. §38-431.02, as amended, NOTICE IS HEREBY GIVEN to the general public that the following Notice of Possible Quorum is given because there may be a quorum of MetroPlan’s Technical Advisory Committee present; however, no formal discussion/action will be taken by members in their role as MetroPlan Technical Advisory Committee.

**Public Questions and Comments must be emailed to [planning@metroplanflg.org](mailto:planning@metroplanflg.org) prior to the meeting or presented during the public call for comment.**

#### NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the MetroPlan Executive Board and to the general public that, at this regular meeting, the MetroPlan Executive Board may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the MetroPlan Executive Board’s attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).

#### EXECUTIVE BOARD MEMBERS

- X Jeronimo Vasquez, Coconino County Board of Supervisors, Chair
- X Miranda Sweet, Flagstaff City Council, Vice-Chair
- X Judy Begay, Coconino County Board of Supervisors
- X Austin Aslan, Vice Mayor of Flagstaff *Arrived at 1:18 p.m.*
- X Tony Williams, Mountain Line Board of Directors *Arrived at 1:11 p.m.*
- X Jim McCarthy, Flagstaff City Council
- X Jesse Thompson, Arizona State Transportation Board Member *Arrived at 1:18 p.m.*
- Patrice Horstman, Coconino County Board of Supervisors (*alternate*)
- Becky Daggett, Mayor of Flagstaff (*alternate*) *No alternates present*

#### METROPLAN STAFF

- X Kate Morley, Executive Director
- X David Wessel, Planning Manager
- X Mandia Gonzales, Transportation Planner
- X Sandra Tavel, Transportation Planner
- X Kim Austin, Transportation Planner
- X Karen Moeller, Administrative Assistant & Clerk of the Board
- Ty Holliday, Montoya Fellow *Excused*
- X Aubree Flores, AmeriCorp

Visitors Present: Ruth Garcia, ADOT; Paul Mood; MetroPlan  
TAC-arrived at 1:06 p.m. left at 1:42 p.m.; Gregory Nelson; Met  
Arrived at 1:09 p.m.; Martin Ince-Arrived 1:17 p.m.; Gregory  
Nelson-arrived at 1:18 p.m.; Michelle McNulty-arrived at  
1:46 p.m. Left at 2:03 p.m.

**A. PRELIMINARY GENERAL BUSINESS**

**1. CALL TO ORDER**

Meeting was called to order at 1:00 p.m. by Chair Vasquez

**2. ROLL CALL**

**3. PUBLIC COMMENT**

*At this time, any member of the public may address the Board on any subject within their jurisdiction that is not scheduled before the Board on that day. Due to Open Meeting Laws, the Board cannot discuss or act on items presented during this portion of the agenda. To address the Board on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.*

No public comment

**4. APPROVAL OF MINUTES**

(Pages X-X)

Executive Board Regular Meeting Minutes of January 4, 2024

The motion was made by Member McCarthy to approve the minutes of January 4, 2024 by Member McCarthy. The motion was seconded by Vice-Chair Sweet. The motion passed unanimously.

**B. CONSENT AGENDA**

*Items on the consent agenda are routine in nature and/or have already been budgeted or discussed by the Executive Board.*

No item for Consent Agenda.

**C. GENERAL BUSINESS**

**1. FY2023 SINGLE AUDIT**

(Pages X-X)

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for information and discussion only.

Executive Director Morley presented the overview of the FY 2023 Single Audit. During the presentation the findings and corrective actions taken to meet the gaps in the findings. Additionally, opportunities for improvement were presented.

**2. CONSIDER APPLICATOIN FOR SAFE STREETS AND ROADS FOR ALL (SS4A) GRANT** (Pages X-X)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board 1) authorize MetroPlan to apply for a Safe Streets and Roads for All (SS4A) Grants and 2) authorize the Executive Director execute a grant agreement upon reward.

Executive Director Morley presented the Notice of Funding Opportunity (NOFO) for Safe Streets for All Program (SS4A). During the presentation the requirements of the NOFO were explained. Additionally, Executive Director Morley shared the SS4A grant that MetroPlan has already received for Vulnerable Road Users (VRU). Specific risks versus rewards were conveyed.

Member McCarthy stated it is great to do these studies, but how do we put teeth into the study?" "Is it in the Regional Plan, is it in Code?" Executive Director Morley shared there have been high level conversation with the City of Flagstaff and how to give it "teeth." Further, Executive Director Morley said this should be an amendment to the Regional Plan to adopt the Safe Streets for All Plan. Some mentioned it would be great to have "plug and play" engineering standards. Implementation is key.

Member Williams had a question about Annual Strategic Advance and how this SS4A grant will fit into what was discussed at the Annual Strategic Advance. Executive Director Morley stated this was one of the items at the table and it was well received. Additionally, this was the only planning project, and it does align well to the comments at the Advance.

Member Begay asked Executive Director Morley to elaborate on controversial topics. Executive Director Morley gave examples of roundabouts versus signals, biking lanes on the roadway versus separated 10' FUTS bike lanes. Executive Director Morley stated that there would need to be Community Involvement and many conversations would need community input.

The motion was made by Member McCarthy to authorize MetroPlan to apply for a Safe Streets and Roads for All (SS4A) Grants and authorize the Executive Director to execute a grants agreement upon reward. The motion was seconded by Member Begay. The motion passed unanimously.

### 3. CONSIDER ROUTE TRANSFER STUDY UPDATE

(Pages X-X)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board accept the *2024 Route Transfer Study Update*.

Transportation Manager Wessel shared the update to the Route Transfer Study for consideration. The presentation included background on the study as well as the input received for the study and advantages and disadvantages of the Route Transfer Study.

Member McCarthy stated the City of Flagstaff about 5 years back had some discussions on the Route Transfer Study and the conclusion was reached that there was no money for such a study at that time. He stated he accepted the study but does not believe the City of Flagstaff will move forward on this study soon.

Member McCarthy asked which part of East Route 66 was under City of Flagstaff. Transportation Manager stated it was the section behind the mall out to Walnut Canyon.

Member Begay asked the pros and cons of what a study would look like and what is the best way that the Board can consider the recommendation put forward to the Board.

Planning Manager Wessel stated this is a reference document. A reasonable process was followed and the references are reasonable information, accurate enough for consideration whether or not to make a transfer, hopefully that is enough information to accept the document. As far as using the document and what is the best path forward would be another conversation. It would be the Board's direction to direct MetroPlan in the future.

Member Sweet stated she likes this is just a study and it is good information to have on hand and presented. It could be used in the future by the City of Flagstaff to make decisions.

The motion was made by Member Begay to accept the 2024 Route Transfer Study Update as presented. The motion was seconded by Member McCarthy. The motion passed unanimously.

**4. FY2025-2029 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) (Pages X-X)**

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board release of the FY2025-2029 Transportation Improvement Program for a Public Comment Period.

Planning Manager Wessel shared the FY2025-2029 Transportation Improvement Program. He stated this is typically a document which is updated on a 4-year basis; however, MetroPlan has chosen to update the TIP on a two-year cycle and put the TIP out for public comment at that time.

Chair Vasquez asked for the approximate cost of a bus shelter. Executive Director Morley stated the cost was \$35,000 for the shelter structure plus any necessary site work.

The motion was made by Member McCarthy to release the FY 2025-2029 Transportation Improvement Program for a Public Comment Period. The motion was seconded by Vice-Chair Sweet. The motion passed unanimously.

**5. CONSIDER REGIONAL TRANSPORTATION SAFETY PLAN (Pages X-X)**

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board adopt the Regional Transportation Safety Plan.

Transportation Manager Wessel shared the Regional Transportation Safety Plan which covers the MetroPlan planning area and is required for Highway Safety Improvement Program. The members of the Project Review Team were conveyed.

Member Thompson stated wondered if the location of the Dairy Queen on Malapais Rd. is a disadvantaged area and wondered if it is included. Planning Manager Wessel stated this is a disadvantaged area.

Vice-Chair Sweet asked how a disadvantaged area is classified. Planning Manager Wessel stated that Title VI-non-discrimination classes including poverty, low income and disabilities and other evaluation criteria such as transportation community designations are used to designate transportation disadvantaged areas.

Member Williams stated a lot has gone into this plan and thanked everyone for their efforts to compile this plan.

The motion was made by Member McCarthy to adopt the Regional Transportation Safety Plan. The motion was seconded by Member Begay. The motion passed unanimously.

**6. CONSIDER REGIONAL TRANSPORTATION PLAN AMENDMENT (Pages X-X)**

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board amend *Stride Forward* to include by reference cost constrained and build out project recommendations from *Blueprint 2040*.

Planning Manager Wessel presented the amendment to *Stride Forward* to include *Blueprint 2040*. This included the technical amendment properly reflecting when the Plan was adopted.

The motion was made by Member Thompson to amend *Stride Forward* to include by reference cost constrained and build out project recommendations from *Blueprint 2040*. The motion was seconded by Member Williams. The motion passed unanimously.

**7. CONSIDER APPLICATION FOR AARP (AMERICAN ASSOCIATION OF RETIRED PERSONS) COMMUNITY CHALLENGE GRANT (Pages X-X)**

MetroPlan Staff: Sandra Tavel

Recommendation: Staff recommends the Board 1) authorize MetroPlan to apply for an AARP (American Association of Retired Persons) Community Challenge Grant and 2) authorize MetroPlan to execute a grant agreement upon award.

Transportation Planner Tavel presented the opportunity to consider an application for the AARP Community Challenge Grant which closed yesterday and how MetroPlan addressed this application.

The motion was made by Member Thompson to authorize MetroPlan to apply for an AARP Community Challenge Grant and to authorize MetroPlan to execute a grant agreement upon reward. The motion was seconded by Member Begay. The motion passed unanimously.

**8. METROPLAN HAPPENINGS (Pages X-X)**

MetroPlan Staff: Kate Morley/Mandia Gonzales

Recommendation: None. This item is for information and discussion only.

Executive Director Morley introduced Kim Austin, TDM Planner and Aubree Flores, AmeriCorps fellow.

Transportation Planner Gonzales presented the West Route 66 Operational Assessment Update.

Member McCarthy stated it is wonderful to have plans, but how do you make it happen? A lot of these plans must be implemented by the City of Flagstaff or Coconino County and how it is paid. Also, he is concerned if someone builds a project, and it is close to road boundaries, more space needed for a lane or bike lane, how will this be funded. He does not believe MetroPlan can solve all these issues and MetroPlan must keep that in the back of their mind as they move forward. Further he stated that a plan is nothing unless it can be implemented.

Transportation Planner Gonzales considers this the first step in the planning process, and it will then be handed to the City of Flagstaff and MetroPlan will be present to support as needed.

## **D. CLOSING BUSINESS**

### **1. ITEMS FROM THE BOARD**

*Board members may make general announcements, raise items of concern, or report on current topics of interest to the Board. Items are not on the agenda, so discussion is limited, and action not allowed.*

Member Thompson stated it was mentioned earlier about what Planning Manager Wessel presented that ADOT released a five-year plan and the comment period on this end on May 24, 2024. All the projects are listed under the Region 5 listing including Apache, Navajo, and Coconino County. Most of the projects identified in the 5-year plan will be preservation projects and a few modernization projects. He further stated that the award for this area will be around \$6,000,000. The monies are separated based upon need. He further asked whether some of these projects might be shared at the next Executive Board meeting.

Member McCarthy stated he was encouraged by the quality and ability of the staff members now present on MetroPlan.

Chair Vasquez asked if there are any legislative updates in Transportation?

Executive Director Morley stated at the federal level there is much discussion which will occur over the next 18 months surrounding the renewal of the IJJA. MetroPlan is looking to support the IJ by doing whatever needs to be done.

Further she stated that the Regional Transportation Advocacy Council (RTAC) which has our three priority regional projects, is essentially dead due to the state of funding at the State of Arizona Level.

Smart Fund which is changes to the matching funds from the State for competitive Federal applications. The law made it sound like only cities and counties could apply for funds, yet there are funds available to many. The language law has been broadened to include anyone who is eligible for the Federal grant can seek Smart Funds and this would benefit MetroPlan, Mountain Line and the tribes. There appears to be nothing in the way of having this law updated.

Another catching everyone's attention is that ADOT needs to be renewed by the State of Arizona. This was not originally perceived to be controversial, yet some controversies including things that would prevent ADOT from studying multi-modal benefits are arising. This is counter to what the Federal Government accomplishes. MetroPlan is advocating for a clean renewal bill at the State level.

Member McCarthy stated that a certain state legislature does not even want discussions about a passenger train from Tucson to Phoenix, which would reduce traffic on I-10.

Executive Director Morley stated if anyone has the opportunity to educate others on how multi-modal forms of transportation impact our highways and keeps them free and clear of congestion, those are great things to message to members of the legislature. Member McCarthy gave examples of the need for Multi-modal transportation.

Member Begay said we are all in this together and any advocacy assistance would be greatly appreciated.

## **2. NEXT SCHEDULED EXECUTIVE BOARD MEETING**

April 4, 2024

## **3. ADJOURN**

The meeting was adjourned at 2:28 p.m. by Chair Vasquez.

*The Transportation Improvement Program (TIP) includes the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) final program of projects for Sections 5307 and 5339 funding under the Federal Transit Administration unless amended. Public notice for the TIP also satisfies FTA public notice requirements for the final program of projects. The MetroPlan Public Participation Plan (PPP) provides public participation notices and processes for NAIPTA as required to meet federal and state requirements for public participation and open meetings.*



**CERTIFICATION OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at [www.metroplanflg.org](http://www.metroplanflg.org) on March 4, 2024 at 12:00 pm.

---

Karen Moeller, Clerk of the Board/Admin. Assistant

Dated this 4<sup>th</sup> day of March, 2024.