

MINUTES

Executive Board Meeting

1:00 – 3:00 PM

October 5, 2023



METROPLAN
GREATER † FLAGSTAFF

Teams Virtual Meeting

Join on your computer, mobile app or room device.

[Click here to join the meeting](#)

Meeting ID: 263 499 516 188

Passcode: zcASgQ

In-Person Location

Mountain Line

VERA room

3773 N. Kaspar Dr

Flagstaff, AZ 86004

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. 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 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

- Jim McCarthy, Flagstaff City Council, Chair
- Jeronimo Vasquez, Coconino County Board of Supervisors, Vice-Chair
- Patrice Horstman, Coconino County Board of Supervisors
- Austin Aslan, Vice Mayor of Flagstaff
- Tony Williams, Mountain Line Board of Directors
- Miranda Sweet, Flagstaff City Council
- Jesse Thompson, Arizona State Transportation Board Member [left at 1:58 pm; returned at 2:28 pm](#)
- Judy Begay, Coconino County Board of Supervisors (*alternate*)
- Becky Daggett, Mayor of Flagstaff (*alternate*)

METROPLAN STAFF

- x Kate Morley, Executive Director
- x David Wessel, Planning Manager
- Mandia Gonzales, Transportation Planner
- x Sandra Tavel, Transportation Planner
- x Karen Moeller, Administrative Assistant & Clerk of the Board
- Ty Holliday, Montoya Fellow

Others in attendance: Greg Nelson, Government Affairs
Manager, Coconino County

A. PRELIMINARY GENERAL BUSINESS

A CALL TO ORDER

Meeting was called to order by Chair Jim McCarthy at 1:01 PM

B ROLL CALL

C 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.

D APPROVAL OF MINUTES

Executive Board Regular Meeting Minutes of Sept. 7, 2023

(Pages 5-12)

The motion to approve the Executive Board Regular Meeting Minutes of September 7, 2023 was made by Member Horstman and Seconded by Vice-Chair Vasquez. The motion carried 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.

C. GENERAL BUSINESS

A CONSIDER METROPLAN SUBRECIPIENT POLICY AND RISK TOOL

(Pages 13-22)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board adopt MetroPlan Subrecipient Policy and Risk Tool.

Chair McCarthy noted that an amended Subrecipient Policy was sent on Tuesday, 10/3/2023 to all Board Members. These were not substance corrections rather these correction for formatting. Executive Director Morley presented the Sub-recipient Policy and Risk Assessment Tool as well as the meaning of the ratings of the tool.

The motion was made to adopt MetroPlan Subrecipient Policy and Risk Tool as sent on 10/3/2023 by Member Williams and seconded by Member Horstman. The motion carried unanimously.

B CONSIDER NORTHERN ARIZONA UNIVERSITY SUBRECIPIENT AGREEMENT

(Pages 23-70)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board delegate authority to Executive Director to enter a Subrecipient Agreement with Northern Arizona University.

Planning Manager Wessel presented the aspects of the Subrecipient Agreement with Northern Arizona University (NAU). Executive Director Morley presented the results of NAU Subrecipient

Risk Tool. The results indicated that The State of Arizona is delinquent in their submission of their single audit report, thus resulting in NAU being deemed ineligible unless the Board chose to document a justification to change the determination. If this result of the audit report was removed NAU would be a low-risk candidate for a subrecipient agreement. Member Horstman stated that even though NAU did not meet the audit requirement of the risk assessment the information that State is audit is the holdup is would not be a reason not to proceed.

The motion was made to recommend the Board of Directors delegate authority to the Executive Director to enter a Subrecipient Agreement with Northern Arizona University by Member Horstman and seconded by Member Williams. The Board concurred with the justification to modify the eligibility of NAU based on the State audit. The motion carried unanimously.

C CONSIDER LEGISLATIVE AGENDA

(Pages 71-73)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board adopt the proposed legislative priorities.

Executive Director Morley presented the proposed legislative priorities and why this is positive for MetroPlan. Morely shared a comment from CEO/General Manager of Mountain Line Heather Dalmolin to include transit in the state funding and charging rates for transits related to the Mountain Line transitioning to an electric fleet. Chair McCarthy stated he and Member Sweet and Member Dagget had a meeting with Amtrak, and the senate is very supportive of increasing funding whereas the House wants to cut funding for Amtrak. Chair McCarthy wants to add a bullet for support funding for long-distance Amtrak routes.

The motion was made to adopt the proposed legislative priorities as presented with the three additions above by Chair McCarthy and seconded by Member Horstman.

Discussion-Member Thompson stated that we all realize we have very limited dollars in each of the five categories that have been identified as recipients. Member Thompson stated he appreciated the continuing effort to seek SMART funds. The success of this effort will really depend upon the communication to the legislature about how the SMART funds have been and will continue to be used.

The motion was carried unanimously.

Planning Manager Wessel stated there is an All-Aboard Conference in November and the Amtrak funding will likely be a part of this conference.

D CONSIDER MISSION, VISION, AND VALUES

(Pages 74-76)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board adopt a new Mission, Vision, and Values

Executive Director Morley stated a correction to the presented slide which should include the opportunity for the Board to adopt the new Mission, Vision, and Values. Kate Morley presented the reasoning behind the development and update of the Mission, Vision, and Values connecting the development of these items to the Strategic Advance brainstorming from this previous summer.

Chair McCarthy stated he had a meeting with Jeff Bauman and Michelle McNulty from the City of Flagstaff regarding the Mission, Vision, and Values, which resulted in some of the suggestions for updating and changes.

Member Horstman agreed suggested that #2 did not need "Our Vision" rather just state it at the top. She further stated all looked very good and would be appropriate to look over and discuss.

Chair McCarthy confirmed Member Horstman's suggestion and the changes will be made to state the Vision at the heading position and complete the sentence below.

Chair McCarthy stated the City of Flagstaff wanted to add "comprehensive" to the planning, which has a very specific meaning for the State of Arizona and would not be appropriate to include in the vision.

Chair McCarthy confirmed that the statement of #3 and #4 on the Mission does not include "The Mission of MetroPlan" in the statement, yet only have Mission above.

Member Williams stated he did not fully understand the need for "enthusiastic" pursuit, because all fund-seeking should be enthusiastic. He further stated the shorter a vision or mission statement, the more it sticks and would be good to eliminate some extra wording.

Chair McCarthy confirmed with the Board wanted to remove "enthusiastic." Vice-Chair Vasquez suggested the replacement of "strategic" pursuit of funding. Planning Manager Wessel further supported this substitution.

Executive Director Morley stated the values included Option 1, which was the initial version and the City of Flagstaff suggested the changes made in Option 2. Chair

McCarthy presented the changes and reasoning behind the changes made by the City of Flagstaff for Option 2. Vice-Chair Vasquez confirmed that he likes the changes made in Option 2 which more accurately reflect what our community wants to present.

The motion to adopt a new Mission, Vision, and Valued statement was tabled to until the November 2, 2023 meeting so the final draft could be written down and reviewed by the Board.

E FY23 YEAR END FINANCIAL REPORT

(Pages 77-80)

MetroPlan Staff: Kate Morley

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

Executive Director Morley presented the FY2023 amended budget to the actual year-end report. Kate Morley presented the reasons for budget savings in this report. The explanation included what will likely occur in FY2024 as MetroPlan has returned to full staffing this year.

F STRATEGIC GRANTS PROCESS

(Pages 81-83)

MetroPlan Staff: David Wessel and Sandra Tavel

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

Transportation Planner Tavel reported on the development of the process related to the discussion from the Strategic Advance this summer. Transportation Planner Tavel stated she has reached out to stakeholders to determine which fund and unfunded projects are on the table. Further what has been heard from the Federal Highway Administration about what they want to see in projects was explored.

Executive Director Morley stated she is very excited about this process and how we will get projects initiated and completed. She said this is at a very “easy” stage right now and we are setting the stage for future challenging conversations. Transportation Planner Tavel stated we are working to collaborate and establish merit to projects.

G UPDATE ON KEY PERFORMANCE INDICATORS (KPIs)

(Pages 84-88)

MetroPlan Staff: Kate Morley

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

Executive Director Morley shared the Key Performance Indicators (KPI) were adopted on June 1, 2023, this quarter is the first reporting of these KPIs. Kate shared the Goals and the work completed thus far. She shared that Management Committee suggested the Regional perspective for Goal #1 is shown so the full picture is available. Executive Director Morley stated likely more community demographics will be available after the Transportation Demand Management position is staff and the work on this Goal #2 will begin. There was no discussion from the Board.

H CREATIVE LOCAL MATCH OPTION-TRANSPORTATION REINVESTMENT ZONE (TRZ)

(Pages 89-92)

MetroPlan Staff: Sandra Tavel

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

Transportation Planner Tavel shared the option of a Transportation Reinvestment Zone as a fund seeking method.

Member Williams confirmed that this presentation was given to support using the TRZ again and stated the City is in favor of this method of seeking revenues.

Executive Director Morley gave a specific example of John Wesley Powell Blvd. (JWP) being a place a district could be drawn and take the revenue which could be developed by investing in JWP. The revenue could be drawn down and used from such investments. Transportation Planner Tavel stated this type of funding is a long-game and could be worked on now and in coming years.

Planning Manager Wessel stated there would be some dissemination around the state of all creative local match options.

Transportation Planner Tavel said Texas and Utah use this method and it took 5 years for Texas to roll out such a plan.

Member Williams asked if the that the TRZ does require the TIF? Transportation Planner Tavel confirmed this fact.

No further discussion by the Board.

I METROPLAN HAPPENINGS

(Pages 93-95)

MetroPlan Staff: Kate Morley

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

Executive Director Morley highlighted the National Week without Driving, Rural Transportation Summit, AMPO Conferences and the CRISI Grant the City of Flagstaff applied for, yet did not receive, for BNSF improvement.

D. CLOSING BUSINESS

A 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.

Chair McCarthy went to the Transportation meeting on 10/4/2023. At the meeting they discussed the possible roundabout at Butler and Fourth where there were divided opinions on the type of intersection which might be placed in this area.

Member Williams wanted to recognize that last Friday CCC had its Presidential Investiture and MetroPlan was represented at that event. MetroPlan was represented by Executive Director Morley and other members of the Board were present at the evening event.

Member Thompson stated that his term was reinstated by Chair McCarthy, and he was awaiting the replacement of his position. Chair McCarthy stated that Charlie Odegaard had applied for the position. Member Horstman stated she understands that Member Thompson would like to be replaced in the position, and the Board should take a more active role in finding a replacement. He appreciates being a part of the Board and will work as long as he is able with the Board.

Vice-Chair Vasquez stated that he was the point on the Transportation Board, and he stated we do need to be more proactive in seeing this through. They will be reaching out further soon.

B NEXT SCHEDULED EXECUTIVE BOARD MEETING

November 2, 2023

C ADJOURN

The meeting was adjourned by Chair McCarthy at 2:37 pm

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 on October 3, 2023 at 12:00 pm.

Karen Moeller, Clerk of the Board/Admin. Assistant

Dated this 3th day of October, 2023.