



MINUTES

Technical Advisory Committee

1:30 – 3:30 PM
AUGUST 23, 2023

Teams Virtual Meeting

Join on your computer, mobile app or room device.

[Click here to join the meeting](#)

Meeting ID: 289 780 741 569

Passcode: arQnGU

In-Person Location

Flagstaff City Hall

CR-Staff Room

211 W Aspen Ave

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. 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).

TECHNICAL ADVISORY COMMITTEE MEMBERS

- Michelle McNulty, City of Flagstaff Planning Director, Chair
- Nate Reisner, Coconino County Assistant Engineer, Vice-chair [Joined at 1:42 pm](#)
- Anne Dunno, Mountain Line Capital Development Manager
- Brenden Foley, ADOT North Central District Administrator
- Jess McNeely, Coconino County Community Development Assistant Director
- Myrna Bondoc, ADOT Regional Planner
- Paul Mood, City of Flagstaff Engineer
- Jeff Bauman, City of Flagstaff, Transportation Manager
- Stephanie Santana, City of Flagstaff, Senior Transportation Engineer (*Alternate*)
- Romare Truely, Federal Highways Administration (FHWA)
- VACANT, Northern Arizona University

METROPLAN STAFF

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

Guest Martin Ince arrived at 1:51 pm

A. PRELIMINARY GENERAL BUSINESS

A CALL TO ORDER

MEETING CALLED TO ORDER BY CHAIR MCNULTY AT 1:31 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

TAC Meeting Minutes of July 26, 2023

(Pages 6-9)

Member Anne Dunno made the motion and Member Jeff Bauman seconded the motion to approve minutes from the meeting.

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.

C. GENERAL BUSINESS

A REGIONAL PLAN UPDATE

(Pages 10-11)

TAC Guest Presenter: Sara Dechter

Recommendation: None. This item is for information only.

Sara presented the Regional Plan update including the top Growth Principles which were to be addressed in the Regional Plan. Sara presented four scenarios-Business as Usual (if the past has been successful and we continue to do what we have been doing, would the future be successful?). This scenario was compared to three other scenarios-Completed Communities, Urban Center and Corridors, Neighborhood infill.

Staff member David Wessel confirmed some of the previous funding available. He asked questions and made statements about the following: how will be used this funding based upon each scenario. Would there be more funded sought? Would these funds then be distributed accordingly?

David Wessel asked how the employment growth and mixed use areas would be addressed. Sara stated they would be evaluating areas for employment growth and where the distribution of such growth would occur. Further, David Wessel asked what the difference will be relative to large employers and the scenarios. Sara stated that Scenario B will test how the large employers options might be addressed based upon need for manufacturing facilities and area needed for business. Economic development plans will be addressed.

Finally, David Wessel asked which of the scenarios will include hospital relocation and which will not. Sara stated she could not address that at this point in time.

Member Anne Dunno stated that Mountaline Line has completed the 5 year plan Flagstaff in Motion which is basically centered upon Scenario 1. She wondered what is the recommendation for how Mountain Line works with Sara's team to coordinate transportation components? Sara stated they will be looking at and testing the Upward RTP scenario. Basically the plan will be putting in what Mountain Line has already contributed and the scenarios and plans are going to relate to Mountain Line's next five year plan.

Staff member David Wessel state MetroPlan will have a conversation with Mountain Line regarding what will be reasonable to ask in a 5 year plan to assist in appropriately arranging Transit plans for the individual scenarios.

Public outreach will be October 30 to November 17 and MetroPlan/Mountain Line will be contacted regarding these sessions.

B WEST ROUTE (WR) 66 OPERATIONAL ASSESSMENT SCOPE OF WORK (Pages 12-25)

MetroPlan Staff: Mandia Gonzles

Recommendation: The TAC approve the W. Route 66 Operational Assessment Scope Statement and Work Plan as presented.

Staff member Mandia Gonzales presented Scope Statement and Work Plan. No questions or edits were submitted. Member Dunno requested a summary of key next steps and time

lines and requested when the formation of the project Advisory Group (PAG) would be formed. Mandia Gonzales presented the next steps and stated if approved today, the Scope and Work Plan would be forwarded to TAC members for approval.

A motion for approval of the Scope Statement and work plan was made by Member Bauman and seconded by Member Dunno.

The motion passed unanimously.

C TITLE VI PLAN ADOPTION (Pages 26-79)

MetroPlan Staff: Mandia Gonzales

Recommendation: The TAC recommend the adoption of the FY24 Title VI Plan to the Board of Directors

Staff Member Mandia Gonzales presented the updated Title VI plan to the TAC. She shared the updates and stated the Plan update would be moved to May, 2024 to meet the ADOT approval timeline of June, 2024 for the FY 25 plan.

A motion to recommend the FY 24 Title VI plan to the Board of Directors for adoption was made by Member Dunno and Member Bondoc seconded. The motion passed unanimously.

D PUBLIC PARTICIPATION PLAN (PPP) OPEN PUBLIC COMMENT (Pages 80-105)

MetroPlan Staff: Mandia Gonzales

Recommendation: The TAC recommend the Board open a 45-day public comment period.

Staff Member Mandia Gonzales presented the PPP. Member Reisner recommended the TAC recommend to the Board to open a 45-day public comment period, Member Dunno seconded this motion. The motion passed unanimously.

E TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT/BEULAH BLVD. (Page 106-114)

MetroPlan Staff: Dave Wessel

Recommendation: The TAC recommend the Board adopt the TIP Amendment as presented

Staff member David Wessel stated there are a number of projects in the TIP amendment. This includes the 5310 amendments which focus on paratransit and other human service forms of transportation. The 5311 funds rural transportation including Mountain Line. The City had a new grants for the widening of Beulah Blvd. In addition the Safe Routes to School for Knoles School and a left turn lane for Transit only from McMillian Mesa to Forest Avenue. Another project involves Skeet and Neptune Drives in Doney Park. The Raise Grant

for Beulah was not awarded and Staff Member Wessel said we could leave it in the program and if the rural grant is not awarded, this grant could be revisited. However, even with the opportunity, David Wessel recommended we remove the Raise Grant.

Member Reisner asked why the TCR was not in the report. It was stated by David Wessel that this had already been addressed.

Executive Director Morley stated staff are working on overhauls to the overall TIP process to more effectively apply.

Member Bondoc stated there is an effort by ADOT to reorganize the process and include a “waiting room” for requests.

Member Bauman wondered if we should change the name of the Beulah Blvd. widening project. David Wessel stated he would again recommend the removal of the project.

The motion was made that the TAC recommend to the Board of Directors to accept the report as presented by Member Bondoc. The second to this motion was made by Member Reisner. The motion passed unanimously.

F RURAL TRANSPORTATION ADVOCACY COUNCIL (RTAC) PROJECTS (Pages 115-120)

MetroPlan Staff: Kate Morley

Recommendation: The TAC recommend the Board approve of Greater Arizona Funding Initiative Projects.

Executive Director Kate Morley presented information regarding how the funding of RTAC appropriations is determined. Projects that will be successful should consider local match percentage and partnership funding, how ready these projects are to begin and the importance and impact to rural and tribal intenties as well as post-fire flooding. The three projects that were presented include Maintenance Facility Improvement, US89 Flood Mitigation, and Lone Tree Improvements.

Member Bondoc asked if there was a plan to apply for grants for the federal portion of the Mountain Line project or were these earmarked. Kate Morley stated these were already awarded monies.

The motion was made the TAC recommend the Board approve the Greater Arizona Funding Initiative Projects as presented. Motion was made by Member Dunno and seconded by Member Mood. The vote passed unanimously.

G TRANSIT INTO CODE STUDY (TCS) INTERGOVERNMENTAL AGREEMENT (IGA) (Pages 121-131)

MetroPlan Staff: Kate Morley

Recommendation: The TAC recommend the Board approve the First Amendment to Master Subrecipient Agreement

A 5305e grant through ADOT that MetroPlan was awarded. The purpose of this study was to integrate Transit into Code. At the same time, the City of Flagstaff was hiring a consultant to do Development Code Analysis. The federal funds would be used to fund this consultant. The Master Subrecipient IGA with City of Flagstaff would be amended to outline the responsibilities of the three parties involved and how funds would be transferred. The goal is to have this report to the Board at the September 7th meeting, however, there may be some delays.

The motion was made the TAC recommend the Board approve the First Amendment to the Master Subrecipient Agreement. Motion was made by Member Dunno and seconded by Member Mood. The vote passed unanimously.

H MOUNTAIN LINE INTERGOVERNMENTAL AGREEMENT (IGA) (Pages 132-192)
AMENDMENT 3

MetroPlan Staff: Kate Morley

Recommendation: The TAC recommend the Board approve the Third Amendment to Mountain Line Intergovernmental Agreement and adopt Mountain Line IT policy.

Executive Director Kate Morley stated this is an amendment to a previously developed IGA. This agreement update is being put in place to integrate MetroPlan into the Mountain Line building. The Mountain Line IT policy would need to be the IT policy for MetroPlan in this new agreement. Mountain Line would be contracted for IT services based upon a budgeted, planned formula.

The TAC will recommend the Board approve the Third Amendment of the Mountain Line Intergovernmental Agreement and adopt Mountain Line IT Policy. Member Reisner made the recommendation and Member Mood seconded. The vote was passed unanimously.

I TRANSPORTATION ALTERNATIVES (TA) PROGRAM APPLICATION (Pages 193-195)

MetroPlan Staff: Kate Morley

Recommendation: The TAC recommend the Board approve MetroPlan application to ADOT's Transportation Alternatives (TA) Competitive Grant Program.

Executive Director Kate Morley presented the information regarding the (TA) program including the 5.7% match requirement and the requests for projects for all entities. These are all projects which MetroPlan could do and use Subrecipient IGA's if awarded. Kate Morley stated that she and Member Martin Ince had a discussion with ADOT and ADOT confirmed that they would administer any projects that would be awarded rather than having the applicant administer the projects. This fact could create some challenges. ADOT is going to go back and confirming this position of ADOT administering projects. In the meantime, the application will be completed for the screening and this will permit time to

be had to allow conversations with ADOT to determine possibilities for administration on the part of MetroPlan.

Member Martin Ince stated he believes this will be a good application realizing that adjustments may need to be made regarding ADOT's administration requirements.

Member Anne Dunno stated the complexity of an ADOT administration would be very complex. She requested information regarding how the City of Flagstaff frame the application when looking at ADOT administration costs versus what would be paid by the applicant.

Member Martin Ince stated ADOT administered the 4th Street FUTS project and that ADOT had a consultant going through their procurements to engage a contractor. All monies are given to ADOT and the capital match is the only thing the applicant would need to budget. Anne said she sees the benefits of submitting the application and understanding it is a planning deliverable. Member Michelle McNulty asked who gets the final say into what occurs in the project. David Wessel brought to Nate Reisner's attention that we look at the cost estimate to include ADOT's fees. Today's recommendation could stand yet the fees could be estimated going forward. Nate Reisner stated it is a 30% fee for ADOT to administer. Member Myrna Bondoc stated that ADOT wants to administer these plans because they are adjacent to an ADOT facility. Further she stated they are federal funds and that is where ADOT steps in to assure funds are appropriately managed. She will check to be sure this administration by ADOT is limited to capital projects or encompasses all projects.

Member Nate Reisner said the only thing needed for future federal grants is to follow the PEL process.

Member Jeff Bauman stated the 4th Street/Lockett and Turquoise/Switzer Canyon were run through this process.

The TAC will recommend to the Board that MetroPlan make an application to TA Project on behalf of the partners. Member Anne Dunno made the recommendation. Discussion-Jeff Bauman asked why we are submitting one TA Project application for three projects. Kate Morley stated it was based on working together so all might get awarded rather than three separate application where only one might be awarded. Member Myrna Bondoc asked what would happen if only two of the projects were approved by ADOT. Executive Director Kate Morley stated the application could not be seen until the pre-application was submitted. Second was made by Member Jeff Bauman seconded. The vote for approval was unanimous.

J 501C3 STATUS

(Pages 196-198)

MetroPlan Staff: Sandra Tavel

Recommendation: None. This item is for information only.

Staff member Sandra Tavel presented there are more federal monies available and great match was needed. One way to get more funding match would be for MetroPlan to become a 501c(3). A form 990 would need to be filed and there would need to be more dedicated

staff time to complete such forms. The disadvantage would be that if MetroPlan were to dissolve, the funds would need to be distributed to another 501c(3) entity.

Member Dunno stated she thought it is a great way to have funds and create relationships with other entities. She gave many ideas for ways that funds could be integrated into transit services.

Staff member David Wessel asked if we are aware of any foundations which are good opportunities to apply, other philanthropic foundations. Sandra Tavel stated the philanthropic culture lends to competition for philanthropic dollars throughout Flagstaff, yet it is still a worthy item to explore.

Member Jeff Bauman asked if this is a model that other MPOs are using. Kate Morley stated that the 501c3 status is a way to access grants which are otherwise unavailable. She said the biggest risk was the dissolution of MetroPlan, which is a very small risk. Anne Dunno asked if we have legal advice regarding the above. Chair Michelle McNulty asked that since MetroPlan is a non-profit, why have we not applied? Executive Director Kate Morley said no one has talked about or pursued in the past. Member Myrna Bondoc confirmed that MetroPlan would only be seeking monetary donations not in-kind match and raised the issue of ensuring there would not be the opportunity for entities to direct planning work. Kate stated it would be important to have a conflict of interest policy.

K TAC STRUCTURE

(Pages 119-201)

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for information only.

Executive Director Kate Morley presented that we had three options discussed in June regarding TAC Structure. The option recommended was four times annually for meetings to review the TIP, UPWP, Title VI Plan, Legislative and Grant Priorities and participate in the annual Advance. Email would be used to convey information and TAC time would be maximized to all time for projects.

Kate stated that she would like to get nods from the Board about the TAC not reviewing each Board agenda. Michelle McNulty stated she wanted to assure TAC had the ability to be involved in the TIP and recommendations to the Board. Kate stated that public participation would still be part of the process and we would need to plan to convey information in a timely and appropriate manner.

Member Anne Dunno requested that we have lists of projects for the PAG and information regarding the resources involved. Chair Michelle McNulty said this was OK as long as the provisions were put in place.

L NO DRIVE WEEK IN OCTOBER

(Pages 202-210)

MetroPlan Staff: Mandia Gonzales

Recommendation: None. This item is for information only.

No presentation was made due to lateness of the meeting. Staff member Mandia Gonzales made the request that Members of the TAC view the No Drive Week in October information and send any feedback to Mandia.

M HAPPENINGS AT METROPLAN

(Pages 221-213)

MetroPlan Staff: Mandia Gonzales/Sandra Tavel

Recommendation: None. This item is for information only.

No presentation made due to lateness of the meeting.

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.

B NEXT SCHEDULED TAC MEETING

September 27, 2023

C ADJOURN-MEETING ADJOURNED AT 3:32 PM BY CHAIR MCNULTY

The Transportation Improvement Program (TIP) includes Northern Arizona Intergovernmental Public Transportation Authority 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.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at www.metroplanflg.org on August 21, 2023 at 12:00 noon.

Dated this 21st day of August 2023.

Karen Moeller
Administrative Assistant & Clerk of the Board