

MINUTES

Executive Board Meeting

1:00 – 3:00 PM

December 7, 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

- X Jim McCarthy, Flagstaff City Council, Chair
- X Jeronimo Vasquez, Coconino County Board of Supervisors, Vice-Chair
- Patrice Horstman, Coconino County Board of Supervisors **Absent**
- X Austin Aslan, Vice Mayor of Flagstaff
- X Tony Williams, Mountain Line Board of Directors
- X Miranda Sweet, Flagstaff City Council
- X Jesse Thompson, Arizona State Transportation Board Member
- Judy Begay, Coconino County Board of Supervisors (*alternate*)
- Becky Daggett, Mayor of Flagstaff (*alternate*)

METROPLAN STAFF

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

[Guest Present: Legal Counsel Brandon Kavanagh](#)

A. PRELIMINARY GENERAL BUSINESS

1. CALL TO ORDER

[The meeting was called to order at 1:01 p.m. by Chair McCarthy](#)

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.

4. APPROVAL OF MINUTES

(Pages X-X)

Executive Board Regular Meeting Minutes of November 2, 2023

[The motion to approve the Executive Board Regular Meeting Minutes of November 2, 2023 was made by Member Thompson and seconded by Member 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.

C. GENERAL BUSINESS

1. CONSIDER CREATION OF A POLICY OF MEMBERSHIP REQUIREMENTS FOR THE BOARD OF METROPLAN (Pages X-X)

MetroPlan Staff: Kate Morley

Recommendation: None provided. This item is for information, discussion, and possible action.

At 1:06 p.m. Executive Director Morley turned comments to Legal Counsel Kavanagh. Legal Counsel recommended that the Executive Board move into Executive Session. The motion to move into Executive Session was made by Member Sweet and seconded by Member Aslan. The motion passed unanimously. At 1:21 p.m. the Executive Board returned to regular session from Executive Session.

A discussion was started to decide if a policy of membership was needed. Member Sweet stated if we did not need a policy of membership, we should not develop one. Member Williams agreed. Member Aslan agreed. Vice-Chair Vasquez said he was ok with leaving the policy as is for now and being aware that the policy may come into to play later. Member Thompson agreed with the consensus.

2. APPROVE INVITATION LETTER TO NORTHERN ARIZONA UNIVERSITY (NAU) (Pages X-X)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board approve the letter inviting Northern Arizona University (NAU) to participate in MetroPlan as a full member.

Executive Director Morley presented the contents of the invitation letter to Northern Arizona University.

A motion was made to approve invitation letter to Northern Arizona University as written by Member Sweet and seconded by Member Thompson. The motion passed unanimously.

3. CONSIDER ELECTION OF A CHAIR AND A VICE-CHAIR FOR METROPLAN EXECUTIVE BOARD (Pages X-X)

MetroPlan Staff: Karen Moeller

Recommendation: Staff recommends the Board elect a new Chair and Vice-Chair for the term January 1, 2024 to December 31, 2024.

Clerk of the Board Moeller presented the By-Law requirements for the annual Calendar Year election of a Chair and Vice-Chair for the Executive Board. Vice-Chair Vasquez stated that he was willing and able to take the Chair position. Chair McCarthy stated it is best to have the Chair and Vice-Chair come from different organizations. A motion was made to elect Member Jeronimo Vasquez as Chair for the CY 24 year by Member Thompson and seconded by Member Williams. Discussion turned to the Vice-Chair. Member Sweet volunteered to be the Vice-Chair. The motion was to elect Member Sweet to the Vice-Chair position by Member Thompson and seconded by Member Williams. Both motions passed unanimously.

4. CONSIDER MISSION, VISION, AND VALUES (Pages X-X)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board consider adopting new Mission, Vision, and Values statements.

Executive Director Morley presented the recommended new Mission, Vision, and Values statements. Executive Director Morley noted that Supervisor Horstman was not in attendance but had been at earlier meetings and had not expressed any specific changes. Members noted the new presentation format of the Values which is not in a prioritized lists.

The recommendation to consider adopting new Mission, Vision, and Values statements was made by Member Williams and seconded by Member Sweet. The motion passed unanimously.

5. CONSIDER AN AMENDMENTS TO THE FY2024 BUDGET (Pages X-X)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board approve the Amendments to the FY 2024 Budget.

Executive Director Morley presented and defined the recommended amendments to the FY 2024 Budget.

A motion was made to approve the Amendments to the FY 2024 Budget by Vice-Chair Vasquez and seconded by Member Sweet. The motion passed unanimously.

6. CONSIDER ADDENDUM 2 TO MASTER SUBRECIPIENT AGREEMENT WITH CITY OF FLAGSTAFF FOR NATIONAL ASSOCIATION OF TRANSPORTATION OFFICIALS (NACTO) MEMBERSHIP (Pages X-X)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board approve Addendum 2 to Master Subrecipient Agreement with City of Flagstaff.

Executive Director Morley presented Addendum 2 to the Master Subrecipient Agreement with the City of Flagstaff for National Association of Transportation Official (NACTO) membership.

The motion was made to approve Addendum 2 to Master Subrecipient Agreement with the City of Flagstaff by Member Williams and seconded by Member Sweet. The motion passed unanimously.

7. CONSIDER ADDENDUM 3 TO MASTER SUBRECIPIENT AGREEMENT WITH THE CITY OF FLAGSTAFF FOR THE DOWNTOWN MILE (Pages X-X)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board approve Addendum 3 to Master Subrecipient Agreement with City of Flagstaff for the Downtown Mile.

Executive Director Morley presented Addendum 3 to Master Subrecipient Agreement with the City of Flagstaff for the Downtown Mile.

The motion to approve Addendum 3 to Master Subrecipient Agreement with City of Flagstaff for the Downtown Mile was made by Member Sweet and seconded by Member Williams. The motion passed unanimously.

8. CONSIDER THE ADOT 2024 SAFETY TARGETS (Pages X-X)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board adopt the ADOT 2024 Safety Targets.

Executive Director Morley presented on behalf of Planning Manager Wessel on the ADOT 2024 Safety Targets.

The motion was made to adopt the ADOT 2024 Safety Targets by Member Sweet and seconded by Vice-Chair Vasquez. The motion passed unanimously.

9. CONSIDER THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT (Pages X-X)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board adopt the Transportation Improvement Program Amendment as presented.

Executive Director Morley presented the Transportation Improvement Program (TIP) amendment on behalf of Planning Manager Wessel.

The motion was made to adopt the Transportation Improvement Program (TIP) Amendment was made by Member Williams and seconded by Member Sweet. The motion passed unanimously.

10. CONSIDER CALENDAR YEAR 2024 (CY24) EXECUTIVE BOARD MEETING CALENDAR (Pages X-X)

MetroPlan Staff: Karen Moeller

Recommendation: Staff recommends the Board adopt the Calendar Year 2024 (CY24) Executive Board meeting calendar as presented.

Clerk of the Board Moeller presented the proposed CY24 Executive Board meeting calendar as presented.

Chair McCarthy asked if the Strategic Advance conflicted with the City Council Budget Retreat. It was confirmed by Executive Director Morley that it does not conflict.

A motion to adopt the Calendar Year 2024 (CY24) Executive Board meeting calendar as presented was made by Member Williams and seconded by Vice-Chair Vasquez. The motion passed unanimously.

11. CREATIVE LOCAL MATCH OPTION – DEVELOPER IMPACT FEE and Local (Pages X-X)

Transportation Assistance Fund 2 (LTAF2)

MetroPlan Staff: Sandra Tavel

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

Transportation Planner Tavel presented the Creative Local Match Options including the Developer Impact Fee and LTAF2 – Lottery Revenue.

Chair McCarthy stated that he talked to City Staff about Impact Fees and the City might not be in favor of these fund seeking ideas if they were used only for planning purposes. It was confirmed that the funds were not being sought for MetroPlan for planning but as a fund seeking method for many different projects.

12. METROPLAN HAPPENINGS (Pages X-X)

MetroPlan Staff: Kate Morley

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

Transportation Planner Tavel presented the current happenings around MetroPlan.

Chair McCarthy stated that the City of Flagstaff is very supportive of MetroPlan's fund seeking efforts.

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 talked about Vice-Chair Vasquez' efforts to seek a replacement for him on the State Board of Transportation. There have been some who have applied. He is hoping this occurs soon.

Vice-Chair Vasquez said the State Transportation has received a recommendation for the replacement for Member Thompson and it is now in the State of Arizona's hands.

The top candidate, Adam Hess, has been selected to replace outgoing Supervisor Matt Ryan on the Board of Supervisors. He will be appointed on January 9, 2024.

Vice-Chair Vasquez stated he has been working with the State of Arizona on various funding efforts for Coconino County.

Member Sweet wished everyone a Happy Holiday and was thankful to be elected Vice-Chair.

Member Aslan read the announcement regarding the bus route compliance requirement for Flagstaff Unified School District (FUSD) buses regarding only two students per seat. This led to FUSD discontinuing transportation for High School and many Middle School students. He stated this will be impactful on the Carbon Neutrality and other aspects of transportation in the Flagstaff area. He would like this announcement to be looked at with urgency and requests a presentation. Director Morley stated she will reach out to FUSD's Superintendent to present at the next meeting. Member Aslan said he believes the State of Arizona needs a response.

Member Williams congratulated Chair McCarthy on his tenure as Chair of MetroPlan's Executive Board. Further he congratulated Chair elect Vasquez and Vice-Chair elect Sweet on their new roles and looks forward to working with all in the coming year. He wished all a Happy Holiday.

2. NEXT SCHEDULED EXECUTIVE BOARD MEETING

The next schedule Executive Board meeting is January 4, 2024.

3. ADJOURN

The meeting was adjourned by Chair McCarthy at 2:37 p.m.

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 December 4, 2023 at 12:00 pm.

Karen Moeller, Clerk of the Board/Admin. Assistant

Dated this 4th day of December, 2023.