



MINUTES
Technical Advisory
Committee
1:30 – 3:30 PM
January 24, 2024

Teams Virtual Meeting

Join on your computer, mobile app
or room device.

[Click here to join the meeting](#)

Meeting ID: 220 020 776 081

Passcode: vdUXeG

In-Person Location

City Hall
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. 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

- X Michelle McNulty, City of Flagstaff Planning Director, Chair [Left at 2:04 p.m. for another meeting](#)
- X Nate Reisner, Coconino County Assistant Engineer, Vice-Chair
- X Estella Hollander, Mountain Line Planning Manager
- X Brenden Foley, ADOT North Central District Administrator [Arrived at 1:44 p.m.](#)
- X Jess McNeely, Coconino County Community Development Assistant Director
- X Jason James, ADOT Regional Planning Manager
- X Paul Mood, City of Flagstaff Engineer
- X Jeff Bauman, City of Flagstaff Transportation Manager
- Stephanie Santana, City of Flagstaff Senior Transportation Engineer (Alternate)
- Anne Dunno, Mountain Line, Capital Projects Manager (Alternate)
- X Romare Truly, Federal Highways Administration (FHWA)
- VACANT, Northern Arizona University

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

Guests Present: Chad Auker, Coconino County; Armando Palacios, ADOT

A. PRELIMINARY GENERAL BUSINESS

1. CALL TO ORDER

Meeting was called to order by Chair McNulty at 1:32 p.m.

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 6-12)

Technical Advisory Committee Regular Meeting Minutes of September 24, 2023

The motion was made to approve the minutes of the September 24, 2023 by Vice-Chair Reisner and seconded by Member James. 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 ELECTION OF A CHAIR AND VICE-CHAIR FOR METROPLAN TECHNICAL ADVISORY COMMITTEE (TAC) (Pages 13-14)

MetroPlan Staff: Karen Moeller

Recommendation: Staff recommends the Technical Advisory Committee elect a new Chair and Vice-Chair for the term January 24, 2024 to January 22, 2025.

Staff Member Moeller presented the requirements and length of terms for the TAC and turned the discussion and election over to the TAC.

The motion was made for Michelle McNulty to be elected Chair for the term presented by Vice-Chair Reisner and seconded by Member Hollander. The motion passed unanimously.

The motion was made for Nate Reisner to be elected Vice-Chair of the TAC for the term by Chair McNulty and seconded by Member McNeely. The motion passed unanimously.

2. CONSIDER ROUTE TRANSFER STUDY UPDATE (Pages 15-18)

MetroPlan Staff: David Wessel

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

Staff Member Wessel presented the update for the Route Transfer Study including the advantages, disadvantages, process, and segments.

David Wessel presented the primary edits provided to him for the Route Transfer Study. He noted that the Hwy. 180 drainage issue has been completed and that will be removed.

Member Hollander asked what the next steps are for the City and ADOT? The general agreement, financial issues notwithstanding, is that an urban area the City is best to manage. Staff member Wessel stated that MetroPlan's role going forward is that MetroPlan has a good handle on the process and could assist the City including discussion of funding needs and opportunities.

Executive Director Morley reiterated that we are not making any recommendations about transfers, however, if partners want to consider MetroPlan would be happy to assist and facilitate further study.

It was noted the Executive Board will be seeing this update at their next meeting.

Member Foley added that in the past there had been incentives in the past and these incentives may not be applicable in the future due to budget constraints.

Staff Member Wessel confirmed that he is hearing that transfers are only if there are policy issues of such importance that it is worthwhile to make the transfers.

The motion was made that the TAC recommend the Board accept the 2024 Route Transfer Study Update by Chair McNulty and seconded by Member Hollander. The motion passed unanimously.

3. CONSIDER FY2025-2029 TRANSPORTATION IMPROVEMENT PROGRAM (Pages 19-21)

MetroPlan Staff: David Wessel

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

Staff Member Wessel presented the mandated, public-facing Transportation Improvement Program document.

MetroPlan received one project, so far, from Rose Houck, for a bus shelter across from the Joe Montoya Senior Center.

Vice-Chair Reisner asked if once the TIP is passed, can it be amended. Staff Member Wessel confirmed that once it is passed, it will go to the TAC and then to the Executive Board.

The motion was made that the TAC recommend the Board release of the FY2025-2029 TIP for Public Comment Period by Member Hollander and seconded by Member Foley. The motion passed unanimously.

4. CONSIDER REGIONAL TRANSPORTATION SAFETY PLAN (Pages 22-26)

MetroPlan Staff: David Wessel

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

Staff Member Wessel presented the background, scope, members of the Project Review Team, Project Flow, and a sampling of the data of the Regional Transportation Safety Plan.

Vice-Chair Reisner asked why we chose to compare our data based upon crashes/100,000 people rather than 100,000,000 vehicle miles traveled. Staff Member Wessel shared these choices.

Member Hollander commented that this information is important based upon the requests that Mountain Line receives on a regular basis regarding Hwy. 89, especially at Trails End and Highway 89 at the Sacred Peaks Medical Center.

The motion was made that the TAC recommend the Board adopt the Regional Transportation Safety Plan by Member Hollander and seconded by Member McNeely. This motion passed unanimously.

5. CONSIDER REGIONAL TRANSPORTATION PLAN AMENDMENT (Pages 27-28)

MetroPlan Staff: David Wessel

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

Staff Member Wessel shared the reasoning behind the Regional Transportation Plan Amendment.

The motion was made that the TAC recommend the Board amend *Stride Forward* to include by reference cost constrained and build out project recommendations from *Blueprint 2040* by Member McNeely and seconded by Member Foley. The motion passed unanimously.

6. REVIEW OF RECENT BOARD ACTION (Pages 29-30)

MetroPlan Staff: Kate Morley

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

Executive Director Morley reviewed the Recent Board Actions via the attached Staff Report.

7. STRATEGIC GRANTS PROCESS-SCORING CRITERIA AND PROJECT SELECTION

(Pages 31-40)

MetroPlan Staff: Sandra Tavel

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

Staff Member Tavel presented the Strategic Grants Process-Scoring Criteria and Project Selection process. She emphasized that MetroPlan wants to employ a shift from Reactive to Proactive fund seeking.

Vice-Chair Reisner stated coming up with the criteria is important, however, if an agency would not receive a go ahead for a grant, the agency may still be advised to apply for the grant by their own agencies.

Member Hollander said having the criteria is important and whatever makes the most sense based upon the NOFO would be the direction to proceed. She also stated all DOT FHWA grants focus on equity and the DOT FHWA have special tools they want used.

Member McNeely stated he was happy to see the alignment in support of disadvantaged communities.

Executive Director Morley stated that we do not want to have competition because the grant applications would be in competition, and no one would benefit. It is important, as stated by Member Hollander, to go for the best fit. Executive Director Morley asked the key question of what is the best application of the criteria?

Vice-Chair Reisner stated that if you apply and receive AZ SMART funds you have a time limit on application. Executive Director Morley said award of such funds could be a ranking criterion.

Executive Director Morley asked if everyone agreed, as Member Hollander stated, that it is best to go with the best fit from the NOFO perspective. Vice-Chair Reisner said, yes, this would be the best criteria. Further he stated other criteria should be the ability to deliver the project.

8. CREATIVE LOCAL MATCH OPTION-CANNABIS TAX, 501(C)3, DEVELOPER IMPACT FEE, LTAF2, SHORT-TERM RENTAL FEE

(Pages 41-48)

MetroPlan Staff: Sandra Tavel

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

Staff Member Tavel presented an update on the recent research completed regarding avenues for Creative Local Match options.

Staff Member Austin asked if MetroPlan needed an LLC to be a 501(c)(3). Executive Director Morley said we would have to form a "Friends of MetroPlan" arm to be a 501(c)(3).

Member Hollander confirmed that ADOT gets HURF Revenues and then distributes based upon an established flow. To change such distribution, the reallocation must go to a Statewide vote.

Member James wanted to confirm that all HURF monies that go directly to ADOT is a very small percentage after ADOT distributes all award monies.

9. WEST ROUTE 66 OPERATIONAL ASSESSMENT UPDATE

(Pages 49-51)

MetroPlan Staff: Mandia Gonzales

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

Staff Member Gonzales presented the West Route 66 Operational Assessment Update.

10. METROPLAN HAPPENINGS

(Pages 52-53)

MetroPlan Staff: Kate Morley

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

Executive Director Morley presented the recent happenings involving MetroPlan. She also shared that the Annual Strategic Advance is at ADOT on February 15, 2024, from 1-4 p.m.

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 Technical Advisory Committee. Items are not on the agenda, so discussion is limited, and action not allowed.

2. NEXT SCHEDULED TECHNICAL ADVISORY COMMITTEE

April 24, 2024

3. ADJOURN

Vice-Chair Reisner adjourned the meeting at 3:20 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 January 22, 2024 at 12:00 pm.

Karen Moeller, Clerk of the Board/Admin. Assistant

Dated this 22th day of January, 2024.