

# MINUTES

## Executive Board Meeting

1:00 – 3:00 PM

November 2, 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](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 Jim McCarthy, Flagstaff City Council, Chair
- X Jeronimo Vasquez, Coconino County Board of Supervisors, Vice-Chair
- Patrice Horstman, Coconino County Board of Supervisors [Excused](#)
- Austin Aslan, Vice Mayor of Flagstaff [Excused – Discover Flagstaff, California](#)
- 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
- X David Wessel, Planning Manager
- X Mandia Gonzales, Transportation Planner
- X Sandra Tavel, Transportation Planner
- X Karen Moeller, Administrative Assistant & Clerk of the Board
- Ty Holliday, Montoya Fellow [Excused](#)

Guests Present: [Gregory Nelson \(online\)](#), [Keith Brekhaus, Coconino County](#), joined the meeting online at 1:07 p.m.  
[Kevin Adam](#) joined in person at 1:31 p.m.

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## A. PRELIMINARY GENERAL BUSINESS

### A CALL TO ORDER

[Chair McCarthy](#) called meeting to order 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

(Pages 5-12)

[Executive Board Regular Meeting Minutes of October 5, 2023](#)

[Chair McCarthy](#) made a motion to approve the minutes of October 5, 2023 with the following changes. Item D-Mission, Vision, and Values, should say [Chair McCarthy](#) stated the City of Flagstaff wanted to delete the word "Comprehensive," Item H-TRZ, paragraph 6 delete "the that, And to spell out TIP to Transportation Improvement Plan.

[Member Williams](#) seconded the motion.

No other changes were noted.

The motion was passed unanimously.

At 1:07pm, the meeting Chair was turned over to Vice-Chair [Vasquez](#)

## 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 MISSION, VISION, AND VALUES

(Pages 13-18)

MetroPlan Staff: [Kate Morley](#)

Recommendation: Consider adopting a new Mission, Vision, and Values

Executive Director Morley presented the edited versions, which were brainstormed at the previous Executive Board meeting. Executive Director Morley stated this item is not a rush if the Board wishes to read and consider. At this time Executive Director Morley called for comments. Vice-Chair Vasquez suggested the missing concept is “connection.” Member Williams stated at the beginning of the Vision the wording “joined together” brings everyone together, would that be the same? Executive Director stated we could say “The region is “connected” together. Member Sweet stated we are missing two key members-Horstman and Aslan and she is sure they would like to have input. Chair McCarthy stated we could use “the region is connected by a transportation system” which he stated “would shorter and shorter is better.” Further Chair McCarthy said we should table this action until the next meeting. Executive Director stated we have the values which have not changed, and if there are comments as to how these must be changed let MetroPlan know. Executive Director Morley stated the proposed values are not in any order, however, at the last meeting, Chair McCarthy did ask to move public support up because he felt public support should be higher on the list than second to last.

**B APPROVE INVITATION LETTER TO NORTHERN ARIZONA UNIVERSITY (NAU)**

**(Pages 19-23)**

**MetroPlan Staff: Kate Morley**

**Recommendation: Approve the letter inviting Northern Arizona University (NAU) to participate in MetroPlan as a full member**

Executive Director Morley began by stating that NAU is recognized as a partner, however, does not have a seat on the Board. The Executive Director stated that staff sees the benefit of having NAU be a full member of the Board and had a conversation with NAU’s Management Committee member Josh Maher. The benefits of full participation were outlined in the presentation. The first question presented by Executive Director Morley was “do we want NAU to participate? and secondly, “who would this Board accept for a member, a vice-president, the president?”

Vice-Chair Vasquez asked about the financial obligation of members and Executive Director Morley stated each member, except the ADOT member, is \$5,000 per year.

Member Sweet stated she is for NAU being a member. Member Williams asked about the difference between having NAU as a member of the Board versus having a member of, for example, the hospital be a member? How would we distinguish such members?

Tony Williams further stated he would like to know what precedent this would set for other organizations in the community. Would they believe their voice needed to be heard on this Board? We are all here to question where the line is drawn for members of the Board?

Vice Chair Vasquez further asked what is the value to NAU and what is the value to us to have their representative in the work committee? What are the other groups on that committee? How does this set a precedent?

Executive Director Morley stated that all members of the Board own roadways or operate public transportation systems. This would be a distinction between the hospital and NAU being a member. A policy could be set up around who we consider for member of the Board as well. We could draft a policy about member considerations before we move forward.

Vice Chair Vasquez asked the value of having NAU as a member. Executive Director Morley stated that as the owner and operator of transportation systems she would anticipate they would buy into the policies that we create, coordinate with us better on some of the adjacent roadway impacts and transit systems working together.

Staff Member Wessel stated that originally NAU was a member of the Board, yet they did not participate. Because of their lack of appearance at the meeting, quorum challenges were experienced and by their lack of participation they were removed from the Board with NAU's assent. There are times when NAU might say they would close a road and having NAU with a seat at the table would be important for coordination and collaboration in person.

Member Thompson stated that he did not know if NAU ever wrote a letter stating they did not want to be a part of the Board. Maybe things have changed and we should go ahead and send a letter to NAU.

Chair McCarthy stated NAU being the only other organization that controls streets answers questions about NAU's membership. He is suggestion in the letter that where it says that NAU become a full member of MetroPlan that it is stated who is chosen or whomever that person would designate the possibility of NAU not showing up at a board meeting would be lessened.

Executive Director Morley said she is hearing Chair McCarthy asking if everyone is ready to move forward and if so, he would have a couple of edits. The alternative would be the Board would direct staff to go back and write a policy about who is an acceptable member of the Board and put some guardrails up and come back to a future meeting with a letter.

Vice Chair Vasquez asked about the timeline for both above. If this letter is ready and when are we looking for NAU to join? Secondly, if the policy is to be written, when would that be ready and when would the Board be looking for NAU to join? Executive Director Morley said we could bring a policy to establish who is an acceptable member at the December meeting. She stated it could be short and simple around operating and owning roadways. That would be the direction she would go unless the Board has further direction. At that point staff could put these items on the agenda in order by adopting the policy and then approving the letter. There is no rush or urgency. Vice Chair Vasquez stated he understands there are no deadlines, however, there would be benefits to getting NAU onboard sooner rather than later.

Member Sweet asked if we could do a policy and letter at the December meeting. Executive Director Morley stated we could table this action until the December meeting. Chair McCarthy said he is OK with tabling and will send the minor edits to staff. Member Thompson confirmed the meaning of tabling the action being that we will not vote now and we will vote in December.

The Board decided to table the item and asked staff to bring a policy to consider.

**C CONSIDER ADOPTION OF THE 2023 PUBLIC PARTICIPATION PLAN (PPP)**

**(Pages 24-26)**

**MetroPlan Staff: Mandia Gonzales**

**Recommendation: Adopt MetroPlan's 2023 Public Participation Plan as presented.**

Staff Member Gonzales shared the PowerPoint presentation and provided background into the Public Participation Policy (PPP) including the changes which have occurred since the original 2015 PPP. Further, she reminded the Board this is a Federally required document which needs to be available on our website. In addition, a public comment period was conducted, and Staff Member Gonzales

presented on the outreach. A formatting error and two misspellings will be fixed in the PPP rather than the original sent with the Executive Board Meeting Packet.

A motion was made to adopt MetroPlan's 2023 PPP by Member Thompson. A second was made by Member Williams. The motion passed unanimously.

**D METROPLAN'S REGIONAL TRANSPORTATION MODEL OVERVIEW (Pages 27-37)**

MetroPlan Staff: Kate Morley

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

Executive Director Morley presented the Transportation Model as an educational item which explained the benefits of doing regional transportation and modeling as well as the limitations of such modeling. In addition, the public comments received in the past couple of models bring a need to educate the Board on what is true, what our role is, and where there are some misconceptions over what MetroPlan's role in the design and development of transportation improvements is.

Vice-Chair Vasquez asked if the information presented was shared with the public and how? Executive Director Morley stated it was not specifically shared though doing items like this in a public meeting helps disseminate information.

Staff Member Wessel clarified the reason we look 20 years out despite loss of accuracy. He stated that is typically how long a roadway will last and this dictates the need for advanced planning.

Member Sweet thanked MetroPlan for the presentation being helpful to understanding. Vice Chair Vasquez stated this is helpful, as well. Staff Member Wessel added there are many uses for the model, and we are glad to accommodate.

**E ROUTE TRANSFER STUDY UPDATE (Pages 38-41)**

MetroPlan Staff: David Wessel

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

Staff Member Wessel explained and described the basis of the route transfers and why MetroPlan is now updating the study. This study originally came about in the 1980's when the City of Flagstaff took control of the area in front of the mall. He further presented the state highways within the City limits and what might need to occur if transfer was to occur in this area.

Vice-Chair Vasquez asked for confirmation regarding other transfers which might be occurring outside the City of Flagstaff. Staff Member Wessel stated there are not many opportunities for transfers, however, we will add them to the report. Mr. Wessel stated the City of Flagstaff is responsible for maintaining sidewalks on the state highways. He further stated that if bike lanes are desired as well as markings and signage, the jurisdiction will maintain those lanes, markings, and signage. Vice-Chair Vasquez said he would like to see a Metro Flagstaff map to further understand the changes which might occur there.

**F CREATIVE LOCAL MATCH OPTION – CANNABIS TAX (Pages 42-44)**

MetroPlan Staff: Sandra Tavel

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

Staff Member Tavel reminded her hiring parameters as a 5305e grant writer to grow local match. Next, she presented a new recreational cannabis tax passed into law in 2020. She shared the elements of this law and the revenues which have been collected and this revenue disbursement thus far.

Vice-Chair Vasquez asked about a federal match and if there are costs which are not covered, for example the railings on channels and culverts, can this money pay for those items since the cannabis tax revenue funds HURF highway user revenue fund.

Member Thompson said a couple of years back the HURF exchange was going to go away, but it would be beneficial to investigate.

Executive Director Morley stated this is not something MetroPlan is suggesting we should use or advocate for because we do not have something we could leverage for use, but it might be something optional for others to consider.

G FY2023 FINANCIAL REPORT – 1<sup>ST</sup> QUARTER

(Pages 45-46)

MetroPlan Staff: Kate Morley

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

Executive Director Morley shared the Quarter 1, 2024 Financial Report .

Member Williams asked which quarter we would anticipate having expenditure in the projects area.

Vice-Chair Vasquez asked that a percentage used column be added to the chart for further Understanding of the reports.

I METROPLAN HAPPENINGS

(Pages 47-48)

MetroPlan Staff: Kate Morley

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

Executive Director Morley presented the highlights of the past month for MetroPlan.

Staff Member Tavel highlighted that MetroPlan's Safe Routes to School in a multi-district grant.

Guest Kevin Adam gave a preview of the next legislative session. He stated there is disappointing news about the budget that Arizona is about \$400,000,000 in the red. Revenues are historically significantly affected and COVID-19 has a great effect on

the amount of revenue available, however, has been exhausted. The budget is being drafted looking at future reviews because of the shortfall. See notes for examples.

#### 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.*

Vice Chair Vasquez said they will be looking at a candidate as a member of the Board for MetroPlan at the November 7 County Board meeting.

Member Thompson said for 7 years he has been a member of various organizations and he said everything is being done for cities and he wonders when something will be done for the remote areas.

Guest Kevin Adam added a thank you to Jesse Thompson.

Chair McCarthy stated that he understands there is a block of House of Representative republicans which are proposing significant cuts to Amtrak, which could affect long distance travel and asked staff to investigate options for advocacy.

##### B NEXT SCHEDULED EXECUTIVE BOARD MEETING

*December 7, 2023*

##### C ADJOURN

Vice Chair Vasquez adjourned the meeting at 2:44 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](http://www.metroplanflg.org) on October 30, 2023 at 12:00 pm.

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Karen Moeller, Clerk of the Board/Admin. Assistant

Dated this 30<sup>th</sup> day of October, 2023.