

MINUTES

Executive Board Meeting

1:00 – 3:00 PM

SEPTEMBER 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 [joined at 1:04 pm left at 2:28 pm](#)
- X Patrice Horstman, Coconino County Board of Supervisors
- 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 [Left at 1:09 pm, joined at 1:18 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
- X Mandia Gonzales, Transportation Planner
- X Sandra Tavel, Transportation Planner
- X Karen Moeller, Administrative Assistant & Clerk of the Board
- X Ty Holliday, Montoya Fellow

Others in attendance:

Guest presenter: Sara Dechter arrived at 1:09 pm, left at 1:35 p.m.

Chair McCarthy stated the agenda says the ASTB member is vacant; actually Mr. Jesse Thompson has continued to serve until a new action is taken.

A. PRELIMINARY GENERAL BUSINESS

A CALL TO ORDER

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

B ROLL CALL – See above

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.

No public comment currently

D APPROVAL OF MINUTES

Executive Board Regular Meeting Minutes of June 1, 2023

(Pages 6-12)

Motion to approve by Member Patrice Hortsman, seconded by Member Tony Williams. 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 CITY/COUNTY REGIONAL PLAN UPDATE

(Pages 13-14)

Executive Board Guest Presenter: Sara Dechter

Recommendation: None. This item is for information only.

Sara Dechter gave a Flagstaff Regional Plan 2045 Update, sharing specifically how MetroPlan and the City of Flagstaff are overlapping in this process.

Staff member David Wessel added clarity about the use of Onward and Upward relating to reasonable increases in Onward and using Upward as the scale up in investments. Funds would be shifted based upon different uses in different areas.

Member Austin Aslan wondered if as part of the process they are considering the comments, especially by ACONA, about housing.

Sara Dechter said she had a conversation with Gayle Jackson and has not seen the final report. She stated they looked at the assumptions behind the 10-year growth plan and increased the projected growth by 20%. Further she stated they may choose a particular scenario and “stress test” they model. There is some freedom to test the models.

Member Patrice Horstman will suggest there is a joint City/County meeting on this topic and Chair McCarthy stated this has already been suggested by the City Manager.

B **CONSIDER APPROVAL OF THE WEST ROUTE 66 OPERATIONAL ASSESSMENT SCOPE OF WORK** (Pages 15-28)

MetroPlan Staff: Mandia Gonzales

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

Staff member Mandia Gonzales shared the process and refining of the process and definition of purpose and need for each agency involved in this project. Two planning options were presented to the TAC-Corridor Master Plan or Operational Assessment.

In previous discussions with the City regarding the use of the Corridor Master Plan there were concerns about the adoption of the master plan and its relation to the Regional Plan as this would impact the City’s development standards, policies, and practices. Additionally, constraints were identified with the adoption of the Master Plan by the roadway owner, ADOT. Therefore, the Operational Assessment was the preferred planning option. Roadway ownership was presented as well as other options necessary to proceed with the process.

The motion was made by Chair Jim McCarthy and seconded by Member Patrice Horstman. The motion passed unanimously.

C **CONSIDER ADOPTION OF THE FISCAL YEAR 2024 TITLE VI PLAN** (Pages 29-82)

MetroPlan Staff: Mandia Gonzales

Recommendation: Adopt the FY 24 Title VI Plan

Staff member Mandia Gonzales shared the annual update of the Title VI plan including the new items added to the plan. There were several substantive changes, including the additional of new protected classes for sex/gender, gender identity or expression, and sexual orientation. The most impactful change is the update of the review and adoption guideline to align with ADOT’s timeline.

The motion was made by Member Patrice Horstman and seconded by Member Tony Williams. The motion passed unanimously.

D **CONSIDER PUBLIC PARTICIPATION PLAN (PPP) 2023 PUBLIC COMMENT PERIOD** (Pages 83-108)

MetroPlan Staff: Mandia Gonzales

Recommendation: Open a 45-day public comment period

Staff member Mandia Gonzales presented the updates to the Public Participation Plan reflecting changes which have occurred since the previous adoption in 2015. This document is not presented to ADOT, rather a public comment period is requested.

The motion was made by Member Tony Williams and seconded by Member Patrice Horstman. The motion passed unanimously.

E **CONSIDER TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT** (Pages 109-117)

MetroPlan Staff: David Wessel

Recommendation: Adopt the Transportation Improvement Plan (TIP) as presented

Staff member David Wessel shared there are several projects involved in this amendment- 5310/5311 TIP Projects, TAP and RURAL TIP Projects.

Chair Jim McCarthy asked, "what does ADOT really want in the TIP, solid or wish list?" Maybe in the future have two lists-solid and wish list. Do you have any comments?

ADOT is taking the lists into consideration, and we are working with them. They are concerned that multi-year projects build up and how can they move them along in the future. Next month Dave Wessel and Sandra Tavel will be addressing how MetroPlan will be modifying their TIP process.

Executive Director Kate Morley said that we need these items in the TIP as the TIP numbers are asked for by ADOT.

Member Austin Aslan asked for clarification on which Raise Grant did not go through. It is called the Southwest Infrastructure Raise Grant which failed.

The motion was made by Vice-Chair Jeronimo Vasquez and seconded by Member Miranda Sweet. The motion passed unanimously.

F **CONSIDER GREATER ARIZONA FUNDING INITIATIVE PROJECTS** (Pages 118-123)

MetroPlan Staff: Kate Morley

Recommendation: Approve Greater Arizona Funding Initiative Projects

Executive Director Kate Morley presented this initiative is also known as the RTAC bill. This council is outside of the Metro Phoenix and Tucson areas. MetroPlan received \$22,000,000 and the Bill will be taken apart in the line items will be placed in the budget for the final budgeting process. Kate shared what is being focused upon for successful projects.

Member Patrice Horstman confirmed the correction in Kate Morley's presentation from 180 to 89.

The motion was made by Member Patrice Horstman and seconded by Member Miranda Sweet. The motion passed unanimously.

G CONSIDER SUPPLEMENTATION IGA/ADDENDUM TO MASTER SUB-RECIPIENT AGREEMENT (Pages 124-130)

MetroPlan Staff: Kate Morley

Recommendation: Delegate authority to the Executive Director to execute the Supplemental IGA/Addendum to Master Subrecipient Agreement

Executive Director Kate Morley presented the process to create a partnership with Mountain Line/City of Flagstaff/MetroPlan for the study. This is an addendum to the IGA for the original Downtown Mile Agreement. This addendum outlines the responsibilities of 3 parties as well as allows for transfer of funds.

The motion was made by Member Tony Williams and seconded by Chair Jim McCarthy. The motion passed unanimously.

H CONSIDER THE THIRD AMENDMENT TO THE MOUNTAIN LINE INTERGOVERNMENTAL AGREEMENT (IGA) AND ADOPT IT POLICY (Pages 131-199)

MetroPlan Staff: Kate Morley

Recommendation: 1. Delegate authority to the Executive Director to execute the Third Amendment to Mountain Line IGA, and
2. Adopt Mountain Line IT policy and subsequent amendments

Executive Director Kate Morley shared that we first entered into an IGA with Mountain Line in 2020. In early 2023 we clarified the agreement and established the facilities agreement. Since moving in it became clear an agreement for IT was needed.

The motion was made by Member Tony Williams and seconded by Member Patrice Horstman. The motion passed unanimously.

I CONSIDER TRANSPORTATION ALTERNATIVES (TA) PROGRAM GRANT APPLICATION (Pages 200-202)

MetroPlan Staff: Kate Morley

Recommendation: Approve MetroPlan application to ADOT's Transportation Alternatives (TA) Competitive Grant Program

Executive Director Kate Morley presented the new TA program. ADOT put out their first TA application explaining the 5.7% match. Each of MetroPlan's partners except ADOT presented projects they wished to pursue and the partners and MetroPlan will be applying as one group. Safe Routes to Schools was the application designation decided upon.

The motion was made by Member Patrice Horstman and seconded by Member Tony Williams. The motion passed unanimously.

J CONSIDER EXECUTIVE DIRECTOR'S ANNUAL GOALS (Pages 203-205)

MetroPlan Staff: Kate Morley

Recommendation: Approve Executive Director's annual goals

Executive Director Kate Morley presented the Annual Goals for the Executive Director and the goals relationship to the Strategic Plan.

The motion was made by Member Patrice Horstman and seconded by Member Miranda Sweet. Chair Jim McCarthy commented we are glad to have Kate Morley on board. The motion passed unanimously.

K UPDATE: CREATIVE LOCAL MATCH – 501C(3) (Pages 206-208)

MetroPlan Staff: Sandra Tavel

Recommendation: None. This item is for information only.

Staff member Sandra Tavel presented the Creative Local Match update. The philanthropy aspect of a 501c(3) designation as well as what it would do for a Metropolitan Planning Organization.

Member Patrice Horstman commented that she likes the idea of being a 501c(3) which would allow us more access to grants. She stated the dissolution of MetroPlan is a major consideration. Could we keep MetroPlan as we are and consider an offshoot which would be a 501c(3). Sandra Tavel explained that "Friends of MetroPlan" would be that offshoot.

Member Austin Aslan commented it is interesting and he is the Chair of the Coconino County Water Advisory and its partner committee. There is a necessity for two meetings or including the 501c(3) in the regular meeting. He prefers, as does Member Horstman, that MetroPlan remain as it and have an offshoot.

Chair Jim McCarthy stated his concern is that we would not be allowed to lobby for money if we remained as one organization. He, too, stated that "Friends of MetroPlan" sounds like a good alternative.

Executive Director Kate Morley stated we asked our lobbyist and Karen Kruse stated there are some restrictions on lobbying and hoops which might need to be jumped through, which would make lobbying more restrictive. Over the next couple of years MetroPlan will be exploring the monies which can be brought in, and this will be discussed in a year or so.

L TECHNICAL ADVISORY COMMITTEE (TAC) STRUCTURE (Pages 209-211)

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for information only.

Executive Director Kate Morley shared the information she has gathered regarding the TAC Structure and personnel make-up of the TAC committee. These members want to be involved in projects using their expertise. After the By-Laws were visited, Kate presented some of the best use of time for the TAC members and changes this might involve regarding meeting times and structure.

Chair Jim McCarthy confirmed this change in structure will be completed informally, letting the TAC best determine what works best on the current projects.

M NATIONAL WEEK WITHOUT DRIVING CAMPAIGN (Pages 212-220)

MetroPlan Staff: Mandia Gonzales

Recommendation: None. This item is for information only.

Staff Member Mandia Gonzales shared the Week Without Driving campaign stating this is the first year that the Week Without Driving has gone national from its origination in Washington State 2 years ago.

N METROPLAN HAPPENINGS (Pages 221-223)

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for information only.

Executive Director Kate Morley presented what is happening at MetroPlan.

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.

Member Jesse Thompson stated he is happy MetroPlan, the City and County have come together for the SMART program. He may wish to share at the next meeting how much money is left for the cities and counties.

B NEXT SCHEDULED EXECUTIVE BOARD MEETING

October 5, 2023

C ADJOURN

Chair McCarthy adjourned the meeting at 2:46 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 September 5, at 12:00 pm.

Karen Moeller, Clerk of the Board/Admin. Assistant

Dated this 5th day of September, 2023.