



METROPLAN

GREATER † FLAGSTAFF

MINUTES

Executive Board Meeting

1:00 – 3:00 PM

January 4, 2024

Teams Virtual Meeting

Join on your computer, mobile app or room device.

[Click here to join the meeting](#)

Meeting ID: 278 344 575 57

Passcode: wRauVK

In-Person Location

City Hall

City Council Chambers

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).

EXECUTIVE BOARD MEMBERS

- X Jeronimo Vasquez, Coconino County Board of Supervisors, Chair
- X Miranda Sweet, Flagstaff City Council, Vice-Chair [Left at 1:57 p.m.](#)
- X Judy Begay, Coconino County Board of Supervisors
- X Austin Aslan, Vice Mayor of Flagstaff
- Tony Williams, Mountain Line Board of Directors [Excused ill](#)
- X Jim McCarthy, Flagstaff City Council
- X Jesse Thompson, Arizona State Transportation Board Member
- Patrice Horstman, Coconino County Board of Supervisors (*alternate*)
- Becky Daggett, Mayor of Flagstaff (*alternate*) [No Alternates present at meeting](#)

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: Joanna Lucero, ADOT left at 1:28 p.m., Keith Brekhus, MetroPlan TAC Member; Karen Kruse, Contract Lobbyist; Michael Penca, FUSD Superintendent, Sandra Ayme Huaman Rivera-ADOT-left at 1:28 p.m.; Wendy Milazzo-ADOT 1:28 p.m.; Andrew Iocona – Northern Arizona University; Stephanie Bauer – Northern Arizona University

A. PRELIMINARY GENERAL BUSINESS

1. CALL TO ORDER

Chair Vasquez called the meeting to order at 1:03 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.

There was no public comment.

4. APPROVAL OF MINUTES

(Pages X-X)

Executive Board Regular Meeting Minutes of December 7, were presented with the following changes:

Section B-state there was no consent agenda.

Section C, Item 3-Both motions passed unanimously.

The motion was made by Member McCarthy to accept the minutes as corrected. The motion was 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.

There was no consent agenda.

C. GENERAL BUSINESS

1. TITLE VI TRAINING AND PRESENTATION

(Pages X-X)

MetroPlan Staff: Karen Moeller

Guest Presenter: Joanna Lucero, ADOT

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

The Annual Title VI Training was presented by Joanna Lucero, ADOT Civil Rights Office

Member Thompson asked how MetroPlan figures out who is low-income. Executive Director stated that we look at Census Data to be sure the demographics match of those serviced.

2. FLAGSTAFF UNIFIED SCHOOL DISTRICT (FUSD) BUS SERVICE REDUCTION (Pages X-X) UPDATE

MetroPlan Staff: Kate Morley

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

Flagstaff Unified School District Superintendent Michael Penca presented the update of the factors that are affecting the recent reduction and changes implemented to FUSD transportation services provided to students in the school district.

Chair Vasquez asked how the Safe Routes to School grant that has been received by MetroPlan could possibly benefit transportation in the FUSD area. Executive Director Morley shared the elements and requirements of the Safe Routes to School grant in response to Chair Vasquez' question.

3. LEGISLATIVE AGENDA UPDATE (Pages X-X)

MetroPlan Staff: Kate Morley

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

Executive

Contract Lobbyist Karen Kruse presented state priorities including the Arizona SMART Fund. She stated there are efforts to clarify, clean up, and strengthen the Arizona SMART Fund. In addition, Lobbyist Kruse presented the RTAC Bill budget and need for protection of current funds. She stated the budget is having challenges with a deficit now.

Member Thompson wanted to make the presenter aware that in the rural and Native American communities the focus is on getting more monies for the rural transportation system. He asked who is currently providing monies and asked if the monetary provision was currently being looked at for the rural communities.

Lobbyist Kruse said that in the Arizona SMART Fund there is a provision that the rural communities and tribal partners can apply for these SMART funds as needed. Also, as Coconino County is meeting with their partners, there has been advocacy for funding for rural transportation.

Executive Director Morley presented how long-term funding will be addressed as well as how State Highway Projects within the MetroPlan area will be addressed. She also

presented how the reauthorization of federal funding bill and code/standards priorities will be addressed on the Federal level.

Member Aslan presented facts and prioritizations for Dark Sky lighting for the MetroPlan region.

Chair Vasquez stated the County has adjusted the Dark Sky ordinance for unincorporated areas of Coconino County.

Related to truck stops, Executive Director Morley shared the contracts which are out to get the work done to reopen the Parks and Christensen rest stops.

4. METROPLAN CASH FLOW DISCUSSION (Pages X-X)

MetroPlan Staff: Kate Morley

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

Executive Director Morley shared information on how MetroPlan can access the reimbursement based funds which are allocated to MetroPlan. She stated conversations have been initiated with the MetroPlan Management Committee about how to increase the cash on hand.

Member McCarthy stated that MetroPlan is on top of the short-term solution but asked how the long-term solution would be addressed. Executive Director Morley shared possible short- and long-term solutions. Further she stated that the Management of the City of Flagstaff is on board with some of the options to move forward.

5. TRANSPORTATION IMPROVEMENT PROGRAM CALL FOR PROJECTS (Pages X-X)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board Issue the Call for Projects for the FY 2025-2028 Transportation Improvement Program.

Transportation Manager Wessel stated we are updating the 2025-2028 Transportation Improvement Program and ask for a motion to approve the call for projects.

The motion to open the call for projects was made by Member McCarthy. This motion was seconded by Member Begay. This motion passed unanimously.

6. NORTHERN ARIZONA UNIVERSITY MASTER PLAN (Pages X-X)

MetroPlan Staff: David Wessel

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

Transportation Manager Wessel brought the opportunities for future collaboration with Northern Arizona University Campus Master Plan.

Northern Arizona University representative Stephanie Bauer stated NAU is excited to continue to partner and collaborate in the future.

7. CREATIVE LOCAL MATCH OPTION-SHORT-TERM RENTAL FEE TAX (Pages X-X)

MetroPlan Staff: Sandra Tavel

Recommendation: Non. This item is for information and discussion only.

Transportation Planner Tavel presented information and implementation about Short-Term Rental Fee Taxes which are collected in the MetroPlan region.

Member McCarthy stated that the City of Flagstaff Council talked short-term rental fees in regards to the Bed, Board and Beverage (BBB) at a recent retreat and there is support for keeping the BBB tax as is. Mr. McCarthy believes this will be put before the voters before 2028. He also stated there might be some pushback if they tried changing the tax.

Sandra Tavel will provide more information about the details of how the taxes are used for tourism, economic development, arts and sciences, administration, beautification, and parks and recreation.

8. METROPLAN HAPPENINGS (Pages X-X)

MetroPlan Staff: Kate Morley

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

Executive Director Morley shared the current happenings for MetroPlan including the hiring of a Transportation Demand Manager (TDM) planner.

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 McCarthy shared that Member Sweet, Member Aslan, and Member McCarthy were at a meeting where Member Sweet asked which a more efficient way is to handle making decisions for planning projects for MetroPlan. How is it decided who does what for the City of Flagstaff and MetroPlan? Member Sweet thought a discussion would be appropriate for further understanding for all Board members and staff.

Executive Director Morley stated this workplan is typically developed through the Strategic Advance and this could be a good topic for the Advance.

Chair Vasquez shared he was assigned to NACO (National Association of Counties) and he will be going to a conference in February before the Strategic Advance and will be happy to take items to the meeting in Washington DC.

2. NEXT SCHEDULED EXECUTIVE BOARD MEETING

February 15, 2024 – Annual Strategic Advance at the ADOT offices.

3. ADJOURN

Chair Vasquez adjourned the meeting at 2:58 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 2, 2024 at 12:00 pm.

Karen Moeller, Clerk of the Board/Admin. Assistant

Dated this 2nd day of January, 2024.