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Minutes
Executive Board Meeting
10:00 AM to Noon
February 5, 2020
City of Flagstaff Council Chambers

Regular meetings and work sessions are open to the public. Persons with a disability may request a reasonable accommodation by contacting the City of Flagstaff City Clerk's Office at 928-779-7607. The FMPO 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 by contacting the FMPO at 928-213-2651 as early as possible to allow time to arrange the accommodation. ***A quorum of the TAC may be present.***

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 FMPO Executive Board and to the general public that, at this regular meeting, the FMPO Executive Board may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the FMPO Executive Board's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A).

EXECUTIVE BOARD MEMBERS

- Coral Evans, Mayor, Flagstaff City Council, Chair ([left at 11:55am](#))
- Charlie Odegaard, Flagstaff City Council, Vice-Chair
- Jesse Thompson, Arizona State Transportation Board Member ([ABSENT](#))
- Matt Ryan, Coconino County Board of Supervisors
- Art Babbott, Coconino County Board of Supervisors ([ON THE PHONE](#))
- Jim McCarthy, Flagstaff City Council
- Regina Salas, Flagstaff City Council (alternate)
- Jim Parks, Coconino County Board of Supervisors (alternate)

METROPLAN STAFF

- Jeff Meilbeck, Executive Director
- David Wessel, Manager
- Martin Ince, Multi-Modal Planner
- Rosie Wear, Business Manager



Others in Attendance

Steve Peru (CCC/NAIPTA Board), Brandon Kavanaugh (FMPO Legal Counsel), Erika Mazza (Mountain Line), Ian Sloan and Frank Espinoza (NAU students), Dan Folke (City), Kevin Fincel (City), Kevin Adam (RTAC)

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

Chair Coral Evans called the meeting to order at 10:01 am.

B. ROLL CALL - See above.

C. PUBLIC COMMENT - None.

(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

- Minutes of Regular Meeting: January 8, 2020

MOTION: Board member Jim McCarthy moved to approve the November 6, 2019 Executive Board meeting minutes without edits. Board member Charlie Odegaard seconded the motion. The motion was passed unanimously.

II. CONSENT AGENDA

MOTION: Board member Jim McCarthy moved to approve the items on the Consent agenda except item B, which will be pulled for discussion. Board member Charlie Odegaard seconded the motion. The motion was passed unanimously.

(Items on the consent agenda are routine in nature and/or have already been budgeted or discussed by the Executive Board.)

A. Adoption of State Performance Targets

Staff: Dave Wessel

Recommendation: Staff recommends the Board adopt State Performance Targets as recommended by the Technical Advisory Committee.



B. Adopt TIP Approval Process

MetroPlan Staff: Dave Wessel

Recommendation: Staff recommends the MetroPlan TAC endorses the adoption schedule for the FY 2021-2025 Transportation Improvement Program

MOTION: Board member Jim McCarthy moved to approve item B on the Consent agenda. Board member Charlie Odegaard seconded the motion. The motion was passed unanimously.

C. Procurement Policy

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board take action to adopt a procurement policy.

D. Local Match and In-Kind Policy

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board take action to adopt a Local Match and In-Kind policy.

E. Travel Policy

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board take action to adopt a Travel policy.

F. Banking Resolution

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff is recommending the Board adopt a resolution authorizing staff to open a bank account and pursue a credit card account.

III. GENERAL BUSINESS

A. TIP Amendment



MetroPlan Staff: Dave Wessel

Recommendation: Staff recommends the Board amend the FY 2019-2023 Transportation Improvement Program for recent transit grant awards and to advance Fourth/Cedar roundabout design.

MOTION: Board member Matt Ryan moved to approve the TIP amendment. Board member Charlie Odegaard seconded the motion. The motion was passed unanimously.

B. Member Dues

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board consider and adopt an equitable dues structure for membership on the Executive Board.

MOTION: No motion necessary. Will be adopted with Bylaws in item C.

C. Bylaws

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board consider and adopt bylaws for MetroPlan.

MOTION: Board member Jim McCarthy moved to adopt the FMPO Bylaws and corresponding Conflict of Interest Policy. Board member Matt Ryan seconded the motion. The motion was passed unanimously.

D. Strategic Work Plan Review

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board review and adopt a Strategic WorkPlan for January 1, 2020 through June 30, 2021

MOTION: Board member Jim McCarthy moved to adopt the Strategic Work Plan Review. Board member Matt Ryan seconded the motion. The motion was passed unanimously.

E. Legislative Update and Resolution



MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board adopt a resolution in support of increased State transportation funding.

MOTION: Board member Charlie Odegaard moved to approve the Legislative Update and Resolution. Board member Matt Ryan seconded the motion. The motion was passed unanimously.

F. MetroPlan Project Criteria

MetroPlan Staff: Dave Wessel

Recommendation: No recommendation is being made.

MOTION: No motion taken. Board members were supportive of the project criteria.

G. FY20 Budget Update and Preliminary Review of FY21 Budget

MetroPlan Staff: Jeff Meilbeck

Recommendation: This item is for information purposes only. No recommendation is being made but the Board may adopt a preliminary budget.

This item was taken out of order before item D.

MOTION: None. This item was for discussion only.

H. Lone Tree Traffic Interchange (LTTI) Update

MetroPlan Staff: Jeff Meilbeck

Recommendation: This item is for information only, but the Board may provide direction to staff on how to proceed with LTTI funding.

DIRECTION: Member Odegaard requested we run LTTI through the project priority matrix. Chair Evans would like MetroPlan to review the economic impact to businesses of changes to Lone Tree before proceeding.

I. Arizona State Retirement System Enrollment Resolution

MetroPlan Staff: Jeff Meilbeck



Recommendation: This item is for discussion only, but the Board may adopt a resolution to proceed with ASRS membership.

This item was taken out of order before item D, after the Budget Update.

DIRECTION: The Board wants to protect MetroPlan employees future retirement by pursuing Social Security and ASRS. Staff was directed to work with the City and County to pursue host employer services while Social Security is pursued.

MOTION: No motion at this time.

IV. 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.)

B. ADJOURN

Vice-Chair Odegaard adjourned the meeting at 12:00.