



211 West Aspen Avenue  
Flagstaff, AZ 86001  
928-213-2654  
metroplanflg.org

## AGENDA

### FMPO Executive Board Meeting

10:00 to 10:15 am

January 8, 2020

NACET Accelerator Room

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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. 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 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 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).*

#### **EXECUTIVE BOARD MEMBERS**

- Art Babbott, Coconino County Board of Supervisors, Chair
- Coral Evans, Mayor, Flagstaff City Council Vice-Chair
- Jesse Thompson, Arizona State Transportation Board Member
- Matt Ryan, Coconino County Board of Supervisors
- Jim McCarthy, Flagstaff City Council
- Charlie Odegaard, Flagstaff City Council
- Regina Salas, Flagstaff City Council (alternate)

#### **METROPLAN STAFF**

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



**I. PRELIMINARY GENERAL BUSINESS**

**A. CALL TO ORDER**

**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**

- Minutes of Regular Meeting: November 6, 2019 (Pages 4-7)

**II. CONSENT AGENDA**

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

**III. GENERAL BUSINESS**

**A. Amend Master IGA (Pages 8-12)**

MetroPlan Staff: Jeff Meilbeck, Executive Director

Recommendation: Staff recommends the Board request an amendment to the FMPO Master IGA between the City of Flagstaff and Coconino County to add NAIPTA to the FMPO Executive Board with the following language: "One (1) member appointed by the NAIPTA Board of Directors who is not a member of the Flagstaff City Council or County Board of Supervisors".

**B. FY 2020 Calendar (Pages 13-15)**

MetroPlan Staff: Rosie Wear, Specialist

Recommendation: Staff recommends the Board consider and adopt a meeting calendar for 2020.

**C. Election of Officers**

MetroPlan Staff: Jeff Meilbeck



Recommendation: Staff recommends that the MetroPlan Board elect a Chair and Vice Chair for Calendar Year 2020.

**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**

*CERTIFICATION OF POSTING OF NOTICE*

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on January 6, 2020 at 3:00 pm in accordance with the statement filed by the Recording Secretary with the City Clerk.

Dated this 6th Day of January 2020.

\_\_\_\_\_  
Rosie Wear, MetroPlan Specialist



# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION

CITY OF FLAGSTAFF ♦ COCONINO COUNTY ♦ ARIZONA DOT

211 West Aspen Avenue ♦ Flagstaff, Arizona 86001

Phone:(928) 213-2651

[www.flagstaffmpo.org](http://www.flagstaffmpo.org) ♦ [mpo@flagstaffaz.gov](mailto:mpo@flagstaffaz.gov)

## MINUTES

### FMPO Executive Board Meeting

10:00am to 12:00pm

November 6, 2019

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Flagstaff City Council Chambers  
211 W. Aspen Avenue, Flagstaff, AZ 86001

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#### 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

- Art Babbott, Coconino County Board of Supervisors, Chair
- Coral Evans, Mayor, Flagstaff City Council Vice-Chair
- Jesse Thompson, Arizona State Transportation Board Member
- Matt Ryan, Coconino County Board of Supervisors
- Jim McCarthy, Flagstaff City Council
- Charlie Odegaard, Flagstaff City Council
- Regina Salas, Flagstaff City Council (alternate)

#### FMPO STAFF

- Jeff Meilbeck, Executive Director
- David Wessel, FMPO Manager
- Martn Ince, Multi-Modal Planner
- Rosie Wear, FMPO Specialist

Others in attendance: Erika Mazza (NAIPTA), Miles Begay (Navajo County), Sarayah Levert, Rick Barrett (COF), Dan Folke (COF), Rick Tadder (COF), Kevin Adam (RTAC).

**I. PRELIMINARY GENERAL BUSINESS**

**A. CALL TO ORDER**

Chairperson Art Babbott called the meeting to order at 10:01 am.

**B. ROLL CALL**

See above, page 1.

**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: October 2, 2019 (Pages 4-7)

MOTION: Board member Charlie Odegaard moved to approve the October 2, 2019 Executive Board meeting minutes without edits. Board member Jessee Thompson seconded the motion. The motion was passed unanimously.

**II. CONSENT AGENDA**

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

**III. GENERAL BUSINESS**

**A. Office of Innovation – Possible Funding and Technical Assistance (Pages 8-9)**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: No recommendation is being made and staff will share information about possible funding opportunities.

MOTION: None at this time.

**B. Amend Operating Procedures (By Laws) and Master IGA (Pages 10-11)**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: No recommendation is being provided, but the Board may direct staff to process amendments to FMPO's Master IGA and Operating Procedures (By-Laws).

MOTION: None at this time. Direction was given to bring Bylaws and Master IGA draft to Executive Board to add NAIPTA designee to the Executive Board.

**C. McConnell Update** **(Pages 12-13)**

FMPO Staff: Jeff Meilbeck

Recommendation: No recommendation is being made, and staff from NAU and NAIPTA will share information about a collaborative project on McConnell Road.

ACTION: Presentation has been cancelled due to unforeseen circumstances and will be brought back to the December meeting.

**D. MetroPlan (FMPO) 2020 Meeting Calendar** **(Pages 14-16)**

FMPO Staff: Rosie Wear, Specialist

Recommendation: Staff recommends the Board consider and adopt a meeting calendar for 2020.

Motion: None at this time. Direction was given to have calendar dates reviewed by assistants and bring back in December for approval.

**E. Legislative Update** **(Pages 17-18)**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: No recommendation is being made but the Board may approve sending a letter to the Rural Transportation Advocacy Council (RTAC) regarding indexing the gas tax.

Direction: Send a letter to RTAC from Chairman Babbott.

**F. Items from the Executive Director**

- a. Transition to independence
- b. FMPO Office Space
- c. Invitation to NAU to present transportation projects
- d. E-vehicles session by Coconino County November 19th
- e. BUILD grant update
- f. MetroPlan Web Page

**G. Future Agenda Items**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Discuss items for future FMPO agendas.

None

**IV. RECESS INTO EXECUTIVE SESSION – ~~FMPO EXECUTIVE DIRECTOR CONTRACT~~**

*(Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand the discussion or consideration occur at a public*

*meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting, pursuant to A.R.S. Section 38-431.03(A)(1).)*

**BOARD did not**

**V. 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.)*

None.

**B. ADJOURN**

Chairman Babbott adjourned the meeting at 11:47 am.



**REPORT DATE:** December 30, 2019  
**MEETING DATE:** January 8, 2020  
**TO:** Honorable Chair and Members of the FMPO Board  
**FROM:** Jeff Meilbeck, FMPO Executive Director  
**SUBJECT:** Amend Master IGA to add NAIPTA to Executive Board

### 1. Recommendation:

**i** Staff recommends the Board request an amendment to the FMPO Master IGA between the City of Flagstaff and Coconino County to add NAIPTA to the FMPO Executive Board with the following language: “One (1) member appointed by the NAIPTA Board of Directors who is not a member of the Flagstaff City Council or County Board of Supervisors”.

### 2. Related Strategic Workplan Item

**i** FMPO Guiding Principle: FMPO is fair and equally representative

### 3. Background

**i** On September 18, 2018 an IGA was recorded between the City of Flagstaff and Coconino County establishing the FMPO as a separate legal entity and empowering an Executive Board as the policy making body. Section 3.2 of the IGA established the Executive Board with the following voting members:

- Three (3) members of the Flagstaff City Council
- Two (2) members of the Coconino County Board of Supervisors
- One (1) representative from the Arizona Department of Transportation

On October 2, 2019 the FMPO considered a request from the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) to join the FMPO Executive Board and gave preliminary direction to staff to use the following language: “One (1) member of the NAIPTA Board of Directors who is not a member of the Flagstaff City Council or County Board of Supervisors”



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*This language provides a seat for a member of NAIPTA's Board of Directors on the FMPO Executive Board and does not create a quorum of the City Council or County Board of Supervisors on the FMPO Executive Board.*

*On November 4, 2019 the FMPO Board discussed variations to language and the possibility of adding flexibility so that NAIPTA could appoint the NAIPTA CEO to the FMPO Executive Board.*

*On November 20, 2019 the NAIPTA Board of Directors passed a motion recommending the following language. "One (1) member appointed by the NAIPTA Board of Directors who is not a member of the Flagstaff City Council or County Board of Supervisors". This language allows NAIPTA to appoint a Board member or staff to the FMPO Executive Board and does not create a quorum of the City Council or County Board of Supervisors on the FMPO Executive Board.*

*In order to amend the Master IGA, staff suggest a letter be signed by the FMPO Board Chair and sent to the City and County requesting specific amended language. Specific language is provided in the alternatives section of this staff report.*

## 4. TAC and Management Committee Discussion

**i** *Due to schedule conflicts the November Management Committee meeting was cancelled, and this item was not discussed with the TAC. However, this report was shared with Management Committee members prior to the December 4<sup>th</sup> and January 8<sup>th</sup> meetings and feedback was invited.*

## 5. Fiscal Impact

**i** *If NAIPTA is added to the Executive Board NAIPTA would pay \$5,000 per year membership dues.*

## 6. Alternatives

**i** *The key question is whether to establish NAIPTA's appointment as a member of the NAIPTA Board of Directors, similar to the City and County arrangement, or to allow the appointment of NAIPTA staff, similar to the ADOT arrangement. Both alternatives are viable and the differences are nuanced.*



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- 1) *Use language parallel to that used for ADOT which allows the appointment of NAIPTA staff (recommended).*

*“One (1) member appointed by the NAIPTA Board of Directors who is not a member of the Flagstaff City Council or County Board of Supervisors”.*

*This language was requested by the NAIPTA Board on November 20, 2019 and does not create a quorum of the City or County on the FMPO Board.*

*This alternative provides more flexibility to NAIPTA because it allows the appointment of staff. This alternative provides a similar relationship to ADOT because it allows staff to serve on the FMPO policy board. A case could be made that a more open structure and maintaining structural equity with ADOT is appropriate.*

- 2) *Use language parallel to that used for the City and County which appoints a member of the policy board. Specifically, the City and County are required to appoint a member of City Council or the Board of Supervisors. Parallel language to the City and County would be as follows:*

*“One (1) member of the NAIPTA Board of Directors who is not a member of the Flagstaff City Council or County Board of Supervisors”.*

*This alternative provides less flexibility to NAIPTA because it requires a member of the NAIPTA policy board. This alternative provides a similar relationship to the City and County because members of the City and County policy body, rather than the City or County Manager, serve on the FMPO policy board. A case could be made that maintaining a policy body structure and structural equity with the City and County is appropriate.*

- 3) *Table discussion. Not recommended. Both organizations have considered this question extensively over the past 10 months and two viable options are available that allow us to move forward.*

## 7. Attachments



- 1) *Draft Letter to City of Flagstaff and Coconino County requesting an IGA amendment.*
- 2) *FMPO Governance Structure Chart*



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Greg Clifton  
Flagstaff City Manager  
211 West Aspen  
Flagstaff, AZ 86001

January 8, 2020

James Jayne  
Coconino County Manager  
219 E Cherry Avenue  
Flagstaff, AZ 86001

Mr. Clifton and Mr. Jayne:

The FMPO would like to add the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) to the FMPO Executive Board and is requesting an amendment to the IGA the City and County recorded on October 3<sup>rd</sup>, 2018.

The requested amendment is to section 3.2 which states: "The FMPO will be governed by an Executive Board that will consist of the following voting members:

- Three (3) members of the Flagstaff City Council
- Two (2) members of the Coconino County Board of Supervisors
- One (1) representative from the Arizona Department of Transportation"

We request a fourth bullet be added to section 3.2 that states:

- One (1) member appointed by the NAIPTA Board of Directors who is not a member of the Flagstaff City Council or County Board of Supervisors.

This language will prevent the creation of a quorum of the City Council or Board of Supervisors on the FMPO Board while providing for voting representation from the NAIPTA Board.

Thank you for your consideration.

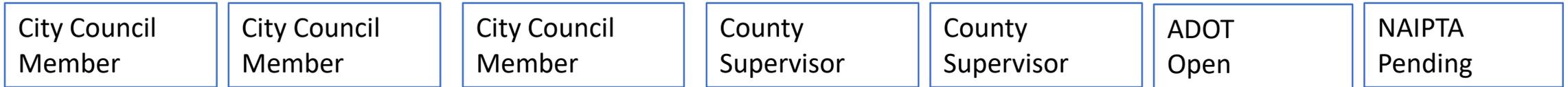
Respectfully,

Art Babbott  
Coconino County Supervisor  
FMPO Board Chair

Attached: FMPO IGA Recorded October 3, 2018

# FMPO Governance Structure

## Executive Board Structure



## Management Committee Structure



## Technical Advisory Committee Structure

“technical and/or managerial staff representatives from each of the participating agencies”



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**REPORT DATE:** November 20, 2019  
**MEETING DATE:** January 8, 2019  
**TO:** Honorable Chair and Members of the FMPO Executive Board  
**FROM:** Jeff Meilbeck, Executive Director  
**SUBJECT:** 2020 Meeting Calendar

## 1. Recommendation:

**i** Staff recommends the Board adopt the 2020 Meeting Calendar for the 2020 Executive Board and Technical Advisory Committee meetings.

## 2. Background

**i** On June 5<sup>th</sup>, 2019 the Executive Board accepted and approved the FMPO Operating Procedures. The Operating Procedures include meeting requirements as follows: the FMPO Executive Board shall meet at least four times per year at the direction of the Executive Board; the TAC shall meet at least four times per year, preferably monthly.

By publishing a calendar, the FMPO is able to provide complete meeting information to Board members and the public. In addition to including the meeting dates, times, and locations, publishing the calendar will preclude the need for cancellation notice. The calendar will also serve as a Statement of Public Posting location. Finally, Title VI and ADA compliance statements are included with contact information.

The 2020 Meeting Calendar may be distributed publicly as outreach to increase public participation.

Staff has confirmed availability with Executive Board assistants to confirm meeting dates, eliminating the March, July, August, and November meetings to accommodate Executive Board conflicts.

## 3. TAC and Management Committee Discussion

**i** This item was reviewed by the TAC at the November 13<sup>th</sup> meeting. The TAC recommends that their meetings continue to be held on the fourth Wednesday of the month from 1:30 to 3:30 pm.



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## 4. Fiscal Impact

**i** *There are no costs to the FMPO related to this action.*

## 5. Alternatives

**i** *The Board may choose to postpone adoption of the 2020 Meeting Calendar, may amend the Calendar, or may choose not to adopt the Calendar.*

## 6. Attachments

**i** *Draft 2020 Meeting Calendar*



# Flagstaff Metropolitan Planning Organization

## 2020 Public Meeting Calendar

All meeting date and times are subject to change with 24 hour notice.

### Executive Board

**Meetings are typically held the first  
Wednesday of the month from  
10:00am to 12:00 pm.**

**Meeting Location:**

Flagstaff City Hall  
Council Chambers  
211 W. Aspen Avenue  
Flagstaff, AZ 86001

January	8 <sup>th</sup>
<b>Strategic Advance – Joint meeting with TAC</b>	
February	5 <sup>th</sup>
March	No meeting
April	1 <sup>st</sup>
May	6 <sup>th</sup>
June	3 <sup>rd</sup>
July	No Meeting
August	No Meeting
September	4 <sup>th</sup>
October	7 <sup>th</sup>
November	No Meeting
December	2 <sup>nd</sup>

### Technical Advisory Committee (TAC)

**Meetings are typically held the fourth  
Wednesday of the month from  
1:30 pm to 3:30 pm**

**Meeting Location:**

Flagstaff City Hall  
Staff Conference Room  
211 W. Aspen Avenue  
Flagstaff, AZ 86001

January	8 <sup>th</sup>
<b>Strategic Advance – Joint meeting with TAC</b>	
January	22 <sup>nd</sup>
February	26 <sup>th</sup>
March	25 <sup>th</sup>
April	22 <sup>nd</sup>
May	27 <sup>th</sup>
June	No Meeting
July	No Meeting
August	26 <sup>th</sup>
September	23 <sup>rd</sup>
October	No Meeting
November	18 <sup>th</sup>
December	No Meeting

**Agendas are posted at the following locations:**

City of Flagstaff City Hall, 211 W. Aspen Ave., Flagstaff AZ 86001  
Coconino County Administration Building, 219 E. Cherry Ave., Flagstaff, AZ 86004  
Online at: [www.metroplanflg.org](http://www.metroplanflg.org)

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