



FLAGSTAFF METROPOLITAN  
PLANNING ORGANIZATION  
CITY OF FLAGSTAFF ♦ COCONINO COUNTY ♦ ARIZONA DOT  
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## DRAFT Minutes

### FMPO Technical Advisory Committee Meeting

1:00pm to 3:00pm  
August 28, 2019

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

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

#### **TECHNICAL ADVISORY COMMITTEE MEMBERS**

- Anne Dunno, Chair, NAIPTA Capital Program Manager
- Nate Reisner, Vice Chair, ADOT North Central District Development Engineer  
(for Audra Merrick, ADOT Flagstaff District Engineer)
- John Wennes, ADOT Transportation Planner
- Rick Barrett, City of Flagstaff Engineer
- Jay Christelman, Coconino County Development Services Director
- Dan Folke, City of Flagstaff Community Development Director
- Christopher Tressler, Coconino County Engineer (for Lucinda Andreani, Public Works Director)
- Jeff Bauman, City of Flagstaff Transportation Manager
- Andrew Iacona, Northern Arizona University Project Manager II

**FMPO STAFF**

- Jeff Meilbeck, Executive Director
- David Wessel, FMPO Manager
- Martin Ince, Multimodal Planner
- Angela Robbins, Administrative Specialist

Others in attendance:

Nick Hall, Coconino County Assistant County Engineer, left at 1:36pm

**I. PRELIMINARY GENERAL BUSINESS**

**A. CALL TO ORDER**

Chairperson Anne Dunno called the meeting to order at 1:02pm

**B. ROLL CALL**

See above, beginning on page 1

**C. PUBLIC COMMENT - None**

*(At this time, any member of the public may address the committee on any subject within their jurisdiction that is not scheduled before the committee on that day. Due to Open Meeting Laws, the committee cannot discuss or act on items presented during this portion of the agenda. To address the committee 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 (pg. 5-7)**

- Minutes of Regular Meeting: July 24, 2019  
MOTION: Board member Jeff Bauman moved to approve the Technical Advisory Committee minutes without edits. Board member John Wennes seconded. The motion passed unanimously.

**E. ANNOUNCEMENTS**

*(Reconsiderations, changes to the agenda and other preliminary announcements)*

**II. GENERAL BUSINESS**

**A. Technical Advisory Committee (TAC) Agenda Structure (pg. 8-9)**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Staff recommends the TAC agree to a structure for TAC meeting review and input on FMPO items.

MOTION: Chairperson Anne Dunno moved to recommend the Technical Advisory Committee Agenda Structure Alternative #4 as presented in the staff review presented by Jeff Meilbeck. Board member John Wennes seconded. The motion passed unanimously.

This is a work in progress and the FMPO Executive Director will be fine-tuning over the next few months.

**B. FMPO Board and Committee Packet Practice (pg. 10-13)**

FMPO Staff: Angela Robbins, Administrative Specialist

Recommendation: Staff recommends the TAC adopt a packet distribution practice, so communication needs are met and expectations are clear.

MOTION: None at this time. TAC Committee members gave feedback regarding #4 of the "Board and Committee Packet Practice" to remove the verbiage "upon request".

Large attachments (10+ pages) will be made available via email as a separate attachment without committee member's request.

**C. Fourth Street Widening (pg. 14-17)**

FMPO Staff: David Wessel, FMPO Manager

Recommendation: This item is for information only and no recommendation is being made at this time.

MOTION: None at this time.

**D. Strategic Advance (pg. 18-20)**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Staff recommends the TAC discuss and approve an approach and timing for an annual FMPO Strategic Advance.

MOTION: None at this time. TAC Committee members provided feedback and discussion regarding the development of a focused strategic workplan and strategic advance.

Half day recommended

Facilitator may not be necessary

Teasing questions for invitees before event: "What do agencies need from the FMPO?"

December 2019 is a good time

Open to public including key stakeholders

**E. Reimbursement to FMPO of \$114,000 of STBG funds (pg. 21-22)**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: This item is for information only and no recommendation is being made at this time.

MOTION: None at this time.

**F. Items from the Executive Director**

- a. Review of Draft Executive Board Agenda (attached)
- b. BNSF Discussion – Role of FMPO
- c. Lone Tree Corridor Update

**G. Future Agenda Items**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Discuss items for future FMPO agendas.

**III. CLOSING BUSINESS**

**A. ITEMS FROM THE TECHNICAL ADVISORY COMMITTEE MEMEBERS**

*(Committee members may make general announcements, raise items of concern or report on current topics of interest to the committee. Items are not on the agenda, so discussion is limited and action not allowed.)*

**B. ADJOURN 2:32PM**

*The Transportation Improvement Program (TIP) includes Northern Arizona Intergovernmental Public Transportation Authority 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.*