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MINUTES

Executive Board Meeting

Begins at 10:00 AM

May 5, 2021

Join Zoom Meeting: <https://us02web.zoom.us/j/79199115652>
Meeting ID: 791 9911 5652
Dial-in: +1 408 638 0968US

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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 the Flagstaff City Council and/or the Coconino County Board of Supervisors present; however, no formal discussion/action will be taken by members in their role as the Flagstaff City Council and/or Coconino County Board of Supervisors.

Public Questions and Comments must be emailed to rosie.wear@metroplanflg.org prior to the meeting.

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

- Jim McCarthy, Flagstaff City Council, Chair
- Patrice Horstman, Coconino County Board of Supervisors, Vice-Chair (*ABSENT*)
- Jeronimo Vasquez, Coconino County Board of Supervisors (*ABSENT*)
- Austin Aslan, Flagstaff City Council
- VACANT*, Mountain Line Board of Directors
- Regina Salas, Flagstaff City Council
- Jesse Thompson, Arizona State Transportation Board Member
- Judy Begay, Coconino County Board of Supervisors (alternate) (*ABSENT*)
- Becky Daggett, Flagstaff City Council (alternate) (*ABSENT*)

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- Jeff Meilbeck, Executive Director
- David Wessel, Manager



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☒ Rosie Wear, Business Manager

OTHERS IN ATTENDANCE: Jason James (ADOT), Ed Stilling (FHWA), Dan Okoli (NAU/Mountain Line Board of Directors), Brandon Kavanaugh (MWSW)

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

Chair Jim McCarthy called the meeting to order at 10:00.

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.)

There was no public comment.

D. APPROVAL OF MINUTES

Minutes of Regular Meeting: March 3, 2021

Minutes of Special Meeting: March 29, 2021

Minutes of Special Meeting: April 13, 2021

Motion: Board member Jesse Thompson made a motion to approve the March 3, 2021 Regular Meeting Minutes with a correction noting Patrice Horstman's absence, March 29, 2021 Special Meeting Minutes, and April 13, 2021 Special Meeting Minutes. Board member Austin Aslan seconded the motion. Voted 4-0 to approve.

II. CONSENT AGENDA

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

A. FY2020 and FY2021 Unified Planning Work Program (UPWP)

MetroPlan Staff: Rosie Wear



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Recommendation: Staff recommends the Board amend the FY2020 and FY2021 Unified Planning Work Program (UPWP).

Motion: Board member Regina Salas made a motion to amend the FY2020 and FY2021 Unified Planning Work Program (UPWP). Board member Jim McCarthy seconded the motion. Voted 4-0 to approve.

III. GENERAL BUSINESS

A. Financial Report through March 31, 2021

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

This item was taken out of order after Item D.

Staff provided a Financial Report through March 31, 2021 and no action was taken.

B. FY2022 Budget Discussion

MetroPlan Staff: Jeff Meilbeck

Recommendation: This item is for discussion only, but the Board may provide direction to staff on an FY 2022 budget increment.

This item was taken out of order after Item C.

Direction: The Executive Board is supportive of adding a Transportation Planner to the FY22 budget.

C. FY2022 and FY2023 Unified Planning Work Program (UPWP)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board adopt the FY2022 and FY2023 Unified Planning Work Program (UPWP).

This item was taken out of order after Item G.



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Motion: Board member Jesse Thompson made a motion to adopt the FY2022 and FY2023 Unified Planning Work Program (UPWP). Board member Regina Salas seconded the motion. Voted 4-0 to approve.

D. 2021-2022 Strategic Work Plan Review

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board review and adopt a Strategic Workplan for July 1, 2021 through December 31, 2022.

This item was taken out of order after Item B.

Motion: Board member Jesse Thompson made a motion to adopt a Strategic Workplan for July 1, 2021 through December 31, 2022. Board member Regina Salas seconded the motion. Voted 4-0 to approve.

E. Regional Transportation Plan (RTP) Update

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

Staff provided an update on the Regional Transportation Plan and no action was taken.

F. Transportation Improvement Plan (TIP) Update

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board postpone adoption of a new TIP until 23-27.

Motion: Board member Jim McCarthy made a motion to postpone adoption of a new TIP until FY23-27. Board member Jesse Thompson seconded the motion. Voted 4-0 to approve.

G. Executive Director Contract

Presenter: Jim McCarthy

Recommendation: Discussion and possible action to approve new contract for Executive Director.



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The Board may vote to go into executive session pursuant to ARS §38-431.03(A)(3) for legal advice or (A)(4) for contract negotiations.

This item was taken out of order before item A.

Motion: Board member Jesse Thompson made a motion to adjourn to (A)(4) Executive Session. Board member Regina Salas seconded the motion. The motion passed unanimously.

The Executive Board resumed regular session at 10:59 am.

Other discussion: Salary discussion may be discussed further at the June Board meeting to give Board of Supervisor's representatives the opportunity to participate in the discussion.

Motion: Board member Jim McCarthy made a motion to approve the 4-30-21 draft of the Executive Director contract with changes as follows: 1) Annual Review will be done by June 7th of each year; 2) Delete requirement that Executive Director be in Flagstaff five days a month but keep language requiring appearances in Flagstaff for Executive Board meetings and when the Board Chair requests it; and 3) Add an item to goals & objectives asking Executive Director to provide a monthly report of days spent in Flagstaff and in MetroPlan-related travel. Board member Austin Aslan seconded the motion. Voted 4-0 to approve.

H. Items from the Executive Director

1. Federal funding update
2. State funding update

Staff provided an update on state funding and no action was taken.

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.)

There were no additional items from the Board.

Chair McCarthy requested that we nominate an alternate to the RTAC Council at the next Board meeting.



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B. NEXT MEETING

1. Next Executive Board meeting – June 2nd, 2021

C. ADJOURN

Chair McCarthy adjourned the meeting at 12:01 pm.