



6 E Aspen Avenue, Suite 200
Flagstaff, AZ 86001
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MINUTES

Executive Board Meeting

1:00 PM

September 1, 2022

Join Zoom Meeting:

<https://us02web.zoom.us/j/79199115652>

Meeting ID: 791 9911 5652

Dial-in: +1 408 638 0968US

In-Person Option available:

Mountain Line

3773 N. Kaspar Dr

VERA room

Flagstaff, AZ 86004

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 rosie.wear@metroplanflg.org or by phone at 928-266-1293. 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 rosie.wear@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).

EXECUTIVE BOARD MEMBERS

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



METROPLAN

GREATER † FLAGSTAFF

METROPLAN STAFF

- ☒ Jeff “Miles” Meilbeck, Executive Director (*In-person*)
- ☒ David Wessel, Planning Manager (*In-person*)
- ☒ Rosie Wear, Business Manager (*In-person*)
- ☒ Mandia Gonzales, Transportation Planner (*In-person*)

OTHERS IN ATTENDANCE:

Dana Biscan (Burgess & Niple), Jenny Neimann (City of Flagstaff), Jason James (ADOT), Kevin Adam (RTAC)

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

Chair McCarthy called the meeting to order at 1:02pm.

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 during the meeting or sent before the meeting.

D. APPROVAL OF MINUTES

Minutes of Regular Meeting: June 2, 2022

(Pages 5-9)

Motion: Chair Jim McCarthy made a motion to adopt the June 2, 2022 meeting minutes with no changes. Board member Patrice Horstman seconded the motion. Voted 5-0 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. FY23 Title VI Plan

(Pages 10-18)



MetroPlan Staff: Rosie Wear

Recommendation: Staff recommends the TAC approve FY23 Title VI Plan for submittal to ADOT.

Motion: Chair McCarthy requested a change to the City Engineer demographics. Board member Horstman made a motion to adopt FY23 Title VI Plan with the demographic changes noted. Board member Regina Salas seconded the motion. Voted 7-0 to approve.

III. GENERAL BUSINESS

A. FY22 Year End Financial Report

(Pages 19-23)

MetroPlan Staff: Jeff "Miles" Meilbeck

Recommendation: This item is for information only.

Jeff "Miles" Meilbeck presented the FY22 Year End Financial Report. There was no action taken on this item.

B. Federal and State Funding Update

(Pages 24-26)

MetroPlan Staff: Jeff "Miles" Meilbeck

Recommendation: This item is for information only.

Jeff "Miles" Meilbeck presented a federal and state funding update. There was no action taken on this item.

C. Grant Funded Planner Positions

(Pages 27-42)

MetroPlan Staff: Jeff "Miles" Meilbeck

Recommendation: Staff recommends the Board approve hiring two entry level planner positions at an annual cost of approximately \$180,000 including benefits contingent on adopting an amended 2023 Budget.

Discussion: In response to a question about grant funding and what would happen if the funding were not to continue, Meilbeck noted that if the funding would be lost, the position would not continue. In response to a question about the location of the position, i.e. would it be local or remote, Meilbeck commented



that the Creative Local Match position could be out of the area – lots of research on grant opportunities. The Travel Demand Management position would be best suited as a local position, although it would not have to be 100% in Flagstaff. Board member Aslan and Chair McCarthy prefer local candidates – creating jobs in Flagstaff and better to build relationships.

Motion: Chair McCarthy made a motion to approve hiring two entry level planner positions at an annual cost of approximately \$180,000. Board member Tony Williams seconded the motion. Voted 7-0 to approve.

D. FY23 Budget Amendment

(Pages 44-49)

MetroPlan Staff: Jeff “Miles” Meilbeck

Recommendation: Staff recommends the Board approve amendments to the FY23 budget.

Motion: Chair McCarthy made a motion to approve amendments to the FY23 budget. Vice-Chair Vasquez seconded the motion. Voted 7-0 to approve.

E. Stride Forward Updates

(Pages 50-56)

MetroPlan Staff: David Wessel

Recommendation: This item is for information purposes only. No staff recommendation is being made.

David Wessel and Dana Biscan (Burgess & Niple) shared an update on Stride Forward. There was no action taken on this item.

F. Safe Streets and Roads for All (SS4A) Grant Program

(Pages 57-60)

MetroPlan Staff: Mandia Gonzales

Recommendation: Staff recommends the Board adopt the Resolution authorizing MetroPlan to apply for a Safe Streets and Roads for All (SS4A) Grant and for the Executive Director to submit the application.

Motion: Chair McCarthy made a motion to adopt Resolution 2023-01 authorizing MetroPlan to apply for a Safe Streets and Roads for All (SS4A) Grant and for the



Executive Director to submit the application. Board member Horstman seconded the motion. Voted 7-0 to approve.

G. Items from MetroPlan Staff

(Pages 61-63)

MetroPlan Staff: Dave Wessel

- Audit
- ADOT Planning to Programming (P2P)
- ADOT Electric Vehicles Plan
- ADOT Corridor Profiles
- Coordinated plan
- South Lone Tree Planning Environmental Linkages

Recommendation: This item is for information only.

David Wessel added another update: ADOT is near to finishing their Freight Plan and they may have funding in our area. There was no action taken on this item.

H. Future Agenda Items

MetroPlan Staff: Dave Wessel

Recommendation: Discuss items for future MetroPlan agendas.

- December 2022 – Consideration and possible adoption of Stride Forward Regional Transportation Plan
- January 2023 –Executive Board & TAC Annual Orientation and Title VI training

There was no action taken on this item.

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.)

Board member Horstman shared that the Coconino County Fair is going on this coming weekend. Board member Salas wanted to comment on Miles' leadership in the Arizona COG/MPO Director's group to increase funding for many agencies. Salas



noted that she and Vice-Chair Vasquez will be representing MetroPlan at the Arizona Rural Summit. Board member Thompson shared that the next Arizona State Transportation Board meeting will be September 16 in conjunction with the Rural Summit.

B. NEXT SCHEDULED EXECUTIVE BOARD MEETING

1. October 6, 2022 at 1:00 PM

c. ADJOURN

Chair McCarthy adjourned the meeting at 2:23 pm.

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.