

MINUTES

Executive Board Meeting 10:00 AM to Noon June 2, 2021

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Meeting ID: 791 9911 5652
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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 MetroPlan via email at rosie.wear@metroplanflg.org. 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 by contacting the MetroPlan at 928-266-1293 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 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
- Jeronimo Vasquez, Coconino County Board of Supervisors
- Austin Aslan, Flagstaff City Council
- Dan Okoli, Mountain Line Board of Directors
- Regina Salas, Flagstaff City Council
- Jesse Thompson, Arizona State Transportation Board Member ([Joined the meeting at 11:27am](#))
- Judy Begay, Coconino County Board of Supervisors (alternate)
- Becky Daggett, Flagstaff City Council (alternate)

METROPLAN STAFF

- Jeff Meilbeck, Executive Director



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- ☒ David Wessel, Manager
- ☒ Rosie Wear, Business Manager

OTHERS IN ATTENDANCE: Ed Stillings (FHWA), Cheryl Barlow (Supervisor Begay), Tom Smith (Peak Engineering), Jason James (ADOT), Brandon Kavanagh (MWSW – MetroPlan Legal Counsel), Shane Dille (City of Flagstaff), Greg Clifton (City of Flagstaff), Kevin Adam (RTAC)

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

Chair McCarthy called the meeting to order at 10:02 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: May 5, 2021

(Pages 6-11)

Motion: Board member Patrice Horstman made a motion to approve the May 5, 2021 Regular Meeting Minutes. Board member Regina Salas seconded the motion. Voted 6-0 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. Executive Director Contract Revisions

(Pages 12-24)

Presenter: Jim McCarthy

Recommendation: Discussion and possible action to approve updated contract revised to clarify terms and meet Mountain Line policies.



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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.

Motion: Board member Patrice Horstman made a motion to approve the updated Executive Director contract. Chair Jim McCarthy seconded the motion. Voted 6-0 to approve.

III. GENERAL BUSINESS

A. **FY2022 Budget** (Pages 25-33)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board adopt a Fiscal Year 2022 Budget for MetroPlan of \$1,861,893.52.

Motion: Board member Regina Salas made a motion to adopt the Fiscal Year 2022 Budget for MetroPlan. Board member Dan Okoli seconded the motion. Voted 6-0 to approve.

B. **Regional Transportation Advocacy Council (RTAC) Alternate** (Pages 34-35)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board appoint an alternate representative to the RTAC.

This item was discussed and tabled until later in the meeting. A Motion on this item was made following Item C.

Motion: Board member Patrice Horstman made a motion to appoint Jeronimo Vasquez as the alternate to the RTAC. Board member Regina Salas seconded the motion. Voted 7-0 to approve.

C. **Title VI Plan and Accomplishments Report** (Pages 36-44)

MetroPlan Staff: Rosie Wear

Recommendation: Staff recommends the Board adopt the FY22 Title VI Plan.

Motion: Board member Patrice Horstman made a motion to adopt the FY22 Title VI Plan. Board member Dan Okoli seconded the motion. Voted 7-0 to approve.

D. Transportation Improvement Program (TIP) Amendment (Pages 45-46)

MetroPlan Staff: Dave Wessel

Recommendation: Staff recommends the Board support a TIP amendment for anticipated grant projects placing the “Downtown Mile” RAISE grant, Lone Tree Authorization Request, Technology Deployment grant and Mountain Line support vehicles in the illustrative year.

Motion: Board member Patrice Horstman made a motion to support a TIP amendment for anticipated grant projects placing the “Downtown Mile” RAISE grant, Lone Tree Authorization Request, Technology Deployment grant and Mountain Line support vehicles in the illustrative year. Chair Jim McCarthy seconded the motion. Voted 7-0 to approve.

E. Project Priorities Matrix Update (Pages 47-54)

MetroPlan Staff: Dave Wessel

Recommendation: Staff recommends the Board review and reaffirm the Project Prioritization Matrix for MetroPlan.

Motion: Board member Patrice Horstman made a motion reaffirm the Project Prioritization Matrix. Chair Jim McCarthy seconded the motion. Voted 7-0 to approve.

F. Regional Transportation Plan – Contract Approval (Pages 55-122)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board take two actions: 1) approve a final draft contract with Burgess and Niple for \$362,793 as the recommended selection under the RFP process and 2) authorize the Executive Director to sign the contract pending completion of contract negotiations with potential revisions of non-substantive terms as approved by MetroPlan legal counsel.

Motion: Board member Dan Okoli made a motion approve the final draft contract with Burgess & Niples and authorize the Executive Director to sign the contract. Board member Jeronimo Vasquez seconded the motion. Voted 7-0 to approve.

G. Intelligent Transportation System (ITS) Strategy & Technology Grant (Pages 123-126)



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MetroPlan Staff: Dave Wessel

Recommendation: Staff recommends the Board support pursuing a federal technology deployment grant for Advanced Traffic Management Systems based on the ITS Strategy interim findings.

Motion: Chair McCarthy made a motion for MetroPlan to pursue a federal technology deployment grant for Advanced Traffic Management Systems based on the ITS Strategy interim findings. Board member Jeronimo Vasquez seconded the motion. Voted 7-0 to approve.

H. **Historic Funding Levels and Anticipated Funding Levels** (Pages 127-129)

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

Staff presented information on historic funding levels. No action was taken.

I. **Items from the Executive Director**

MetroPlan Staff: Jeff Meilbeck

1. State Funding Initiative
2. Work Program Agreement (Pages 130-183)
3. RAISE grant
4. Summer Schedule

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.)

Discussion: Board member Jeronimo Vasquez mentioned District 2 interest in bike lanes on Hwy 89 out to Doney Park/Fernwood.

B. **NEXT SCHEDULED EXECUTIVE BOARD MEETING**

1. September 1st, 2021 at 10:00 am - Zoom

C. **ADJOURN**



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Chair McCarthy adjourned the meeting at 11:59am.

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.