

MINUTES

Executive Board Meeting

10:00 AM to Noon
November 3, 2021

Join Zoom Meeting:

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

Meeting ID: 791 9911 5652

Dial-in: +1 408 638 0968US

In Person Option available:

6 E Aspen Ave, Suite 200

Hopi Building – 2nd Floor

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. 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 or presented in person at the start of 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 (*Excused*)
- Austin Aslan, Flagstaff City Council
- Dan Okoli, Mountain Line Board of Directors
- Regina Salas, Flagstaff City Council
- Jesse Thompson, Arizona State Transportation Board Member



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- Judy Begay, Coconino County Board of Supervisors (alternate)
- Becky Daggett, Flagstaff City Council (alternate)

METROPLAN STAFF

- Jeff Meilbeck, Executive Director
- David Wessel, Manager
- Rosie Wear, Business Manager
- Brandon Kavanagh, Legal Council at Mangum, Wall, Stoops & Warden

OTHERS IN ATTENDANCE:

John Mardirosian & Anthony Buffa with Sunshine Transport Solutions Corporation (STSC), Jason James (ADOT), Ed Stillings (FHWA),

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

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

A. ROLL CALL – See above.

B. 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.

C. APPROVAL OF MINUTES

Minutes of Regular Meeting: October 6, 2021

(Pages 5-9)

Motion: Board member Patrice Horstman made a motion to approve the October 6, 2021 Regular Meeting Minutes revised on November 2, 2021. Board member Austin Aslan 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. Adoption of ADOT Safety Targets

(Pages 32)

MetroPlan Staff: Jeff “Miles” Meilbeck

Recommendation: Staff recommends the MetroPlan Executive Board adopt the ADOT safety targets.

[Motion: Vice-Chair Patrice Horstman made a motion to adopt the ADOT safety targets. Board member Regina Salas seconded the motion. Voted 6-0 to approve.](#)

III. GENERAL BUSINESS

A. Regional Transportation Plan (RTP) Update

(Pages 32)

MetroPlan Staff: Jeff “Miles” Meilbeck

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

[Executive Director Jeff Meilbeck presented an update on the Regional Transportation Plan. No action was taken.](#)

B. Regional Transportation Plan (RTP) Public Information Program (PIP) (Pages 32)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board support the Public Information Plan (PIP) for the Regional Transportation Plan (RTP).

[Discussion: Vice-Chair Horstman requested a presentation for the Coconino County Board of Supervisors on the status of the Regional Transportation Plan. Board member Salas requested a presentation to the City Council. The Executive Board supported the plan as presented.](#)

C. Sunshine Transport Corporation Solutions (STSC) Steering Committee

(Pages 50-52)

MetroPlan Staff: Jeff “Miles” Meilbeck

Recommendation: Staff recommends the Board support the Executive Director’s role on a pending STSC steering committee as seems appropriate to the Executive Director.

Discussion: Board members expressed unanimous support for participation in a steering committee. No formal vote was taken.

D. Milton Discussion/Update (Pages 28-29)

MetroPlan Staff: Jeff “Miles” Meilbeck

Recommendation: This item is for discussion only and no recommendation is being made.

Executive Director Meilbeck and ADOT’s Jason James presented an update on Milton. No action was taken.

E. 2022 Calendar Consideration (Pages 28-29)

MetroPlan Staff: Rosie Wear

Recommendation: Staff recommends the Board review and adopt the 2022 Meeting Calendar for the 2022 Executive Board meetings.

This item was taken out of order after Item F.

Discussion: The Board supported maintaining the meeting date and time. The Board requested to continue the conversation of hybrid meetings at the next board meeting.

F. 2022 Strategic Advance Planning (Pages 50-52)

MetroPlan Staff: Jeff “Miles” Meilbeck

Recommendation: Staff recommends the Board discuss and approve an approach for an annual MetroPlan Strategic Advance.

This item was taken out of order before Item E.

Discussion: The Board supported both inside and outside facilitation of the advance, with direction for it to be facilitated by Executive Director Meilbeck.

G. Executive Director Evaluation (Pages 50-52)

MetroPlan Staff: Jeff “Miles” Meilbeck



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Recommendation: Staff recommends the Board approve an evaluation process for the Executive Director that is lead by the Board Chair or a sub-committee of the Board.

The Board may vote to go into executive session pursuant to ARS §38-431.03(A)(3) for legal advice or (A)(1) for employment matters.

Direction: Executive Board unanimously agreed to support a 360-degree third party review with Lancaster Consulting with full board involvement.

H. Items from the Executive Director

MetroPlan Staff: Jeff “Miles” Meilbeck

1. Transportation Planner
2. December 2021 Agenda:
 - a) 2022 Election of Officers
 - b) Federal and State Funding Update
 - c) Mini-Grant
3. Recognition: Association of Metropolitan Planning Organizations (AMPO)

Mr. Meilbeck stated that a new transportation planner will be starting work for MetroPlan in the near future. Mr. Meilbeck noted that the Association of Metropolitan Planning Organizations (AMPO) recently recognized Metro Plan with a national Honorable Mention Award for its organizational accomplishments and transition to independence.

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: Dan Okoli is transitioning out of his role at NAU and will no longer be serving on the MetroPlan Executive Board. Regina Salas reminded everyone of the City Housing Policy Initiative and Strategy Prioritization Survey. Patrice Horstman recommended Jeronimo Vasquez for the role of chair and noted she was not up to the role of Chair with her other commitments.

B. NEXT SCHEDULED EXECUTIVE BOARD MEETING



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1. December 1, 2021

C. ADJOURN

Chair McCarthy adjourned the meeting at 11:54am.