

MEETING MINUTES

Executive Board Meeting

10:00 AM

February 2, 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:

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 jeff.meilbeck@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
- Jeronimo Vasquez, Coconino County Board of Supervisors, Vice-Chair – **arrived at 10:17 am**
- Patrice Horstman, Coconino County Board of Supervisors – **arrived at 10:13 am**
- Austin Aslan, Flagstaff City Council
- VACANT, Mountain Line Board of Directors
- Regina Salas, Flagstaff City Council



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- Jesse Thompson, Arizona State Transportation Board Member
- Judy Begay, Coconino County Board of Supervisors (alternate)
- Becky Daggett, Flagstaff City Council (alternate)

METROPLAN STAFF

- Jeff "Miles" Meilbeck, Executive Director
- David Wessel, Manager
- Rosie Wear, Business Manager
- Mandia Gonzales, Transportation Planner

OTHERS IN ATTENDANCE: Michele Ann James (Friends of Flagstaff's Future), Ed Stillings (Federal Highway Administration) Kevin Adam (Rural Transportation Advocacy Council) *arrived at 10:23 am.* Jason James (Arizona Department of Transportation) *arrived at 10:25 am.* Areina Contreras (Coconino County - Dist. 2) *arrived at 10:55 am.* Rhonda Cashman (Mountain Line) *arrived at 11:32 am.*

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

Chair Jim McCarthy called the meeting to order at 10:02 am

B. ROLL CALL – See Above

C. PUBLIC COMMENT – None received

(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: January 5, 2022

Motion: Chair Jim McCarthy made a motion to approve the January 5th, 2022, Regular Meeting Minutes, Board Member Jesse Thompson 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.)



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A. Transportation Improvement Program amendments

MetroPlan Staff: David Wessel

Motion: Board member Regina Salas made a motion to approve the TIP amendment, Chair Jim McCarthy seconded the motion. Voted 4-0 to approve.

III. GENERAL BUSINESS

A. Stride Forward Branding and Outreach update

MetroPlan Staff: David Wessel

Recommendation: No recommendation is being made.

Planning Manager, David Wessel, presented a PowerPoint presentation on Stride Forward (Regional Transportation Plan 2045). No action was taken.

B. Unified Planning Work Program Amendment

MetroPlan Staff: Dave Wessel

Recommendation: Staff recommends a Unified Planning Work Program Amendment be discussed and action is possibly taken to amend the UPWP.

Motion: Board member Regina Salas made a motion to approve the UPWP amendment, board member Patrice Horstmen seconded the motion. Voted 6*- 0 to approve.

**Board member Patrice Horstmen and vice-chair Jeronimo Vasquez arrived after the start of the meeting.*

C. Federal and State Funding Update

MetroPlan Staff: Jeff "Miles" Meilbeck

Recommendation: This item is for discussion only.

Executive Director, Jeff "Miles" Meilbeck presented a PowerPoint presentation on the Federal and State Funding update. No action was taken.

Board member Regina Salas provided an update from the last RTAC meeting. Additionally, Salas provided an update from Congressman O'Halleran regarding future funding.

D. Sustainable Transportation Toolbox Update

MetroPlan Staff: Jeff “Miles” Meilbeck and David Wessel

Recommendation: Staff recommends that the Executive Board adopt the Scope of Work for the Sustainable Transportation Toolbox.

Motion: Board member Patrice Horstman made a motion to approve the Sustainable Transportation Toolbox Scope of Work, board member Austin Aslan seconded the motion. Voted 6-0 to approve.

E. Lone Tree Overpass

MetroPlan Staff: Jeff “Miles” Meilbeck

Recommendation: No recommendation is being made.

Executive Director Jeff “Miles” Meilbeck presented on the Lone Tree Overpass update. No action was taken.

F. Transportation Survey 2022 Report

MetroPlan Staff: Jeff “Miles” Meilbeck

Recommendation: Staff recommends the Executive Board adopt the 2022 Transportation Survey final report.

Motion: Board member Regina Salas made a motion to adopt the 2022 Transportation Survey Report, board member Patrice Horstman seconded the motion. Voted 6-0 to approve.

G. Sunshine Transport Solutions Corporation (STSC) Update

MetroPlan Staff: Jeff “Miles” Meilbeck

Recommendation: No recommendation is being made, but the Executive Board may provide input on the process related to STSC.

Executive Director Jeff “Miles” Meilbeck presented an update on the Sun Transport Solutions Corporation. No action was taken.



H. Items from MetroPlan Staff

MetroPlan Staff: Jeff “Miles” Meilbeck

- Amtrak Update

Recommendation: This item is for discussion only.

[Executive Director Jeff “Miles” Meilbeck presented an update on the Amtrak. No action was taken.](#)

I. Executive Director Performance Review and Contract

Councilmember McCarthy

Recommendation: Provide performance review as required by the current contract.

The Board may vote to go into executive session pursuant to ARS §38-431.03(A)(1) for MetroPlan Executive Director performance review.

[Motion:](#) Board member Patrice Horstman made a motion to move into an executive session, board member Jesse Thompson seconded the motion. Voted 6-0 to approve. The executive session started at noon.

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.)

B. NEXT SCHEDULED EXECUTIVE BOARD MEETING

1. March 2, 2022

C. ADJOURN

[Chair McCarthy adjourned the meeting at 11:52 am.](#)



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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.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at www.metroplanflg.org on January 28th, 2022 at 3:00 pm.

Dated this 28th Day of January 2022.

Mandia Gonzales, Transportation Planner