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[www.metroplanflg.org](http://www.metroplanflg.org)

## MEETING MINUTES

### Executive Board Meeting – *Virtual Only*

10:00 AM

February 13, 2023

**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

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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 [mandia.gonzales@metroplanflg.org](mailto:mandia.gonzales@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 [mandia.gonzales@metroplanflg.org](mailto:mandia.gonzales@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
- Jeronimo Vasquez, Coconino County Board of Supervisors, Vice-Chair – *arrived at 10:35*
- Patrice Horstman, Coconino County Board of Supervisors
- Austin Aslan, Vice Mayor of Flagstaff
- Tony Williams, Mountain Line Board of Directors - *Excused*
- Miranda Sweet, Flagstaff City Council
- Vacant*, Arizona State Transportation Board Member
- Judy Begay, Coconino County Board of Supervisors (*alternate*)
- Becky Daggett, Mayor of Flagstaff (*alternate*)



## **METROPLAN STAFF**

- Jeff “Miles” Meilbeck, Executive Director
- David Wessel, Planning Manager
- Mandia Gonzales, Transportation Planner
- Sandra Tavel, Transportation Planner

OTHERS IN ATTENDANCE: Josh Stone (Mountain Line Human Resources), Brandon Kavanagh (Mangum, Wall, Stoops & Warden, P.L.L.C.)

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## **I. PRELIMINARY GENERAL BUSINESS**

### **A. CALL TO ORDER**

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

### **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.*

### **D. APPROVAL OF MINUTES**

Minutes of Regular Meeting: January 5, 2023

Motion: Board Member Horstman made a motion to adopt the January 5, 2023, meeting minutes. Board Member Sweet 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.*

There were no items on consent.



### III. GENERAL BUSINESS

#### A. Executive Director Recruitment

MetroPlan Staff: Jeff “Miles” Meilbeck

Recommendation: Staff recommends the Board take two (2) actions: 1) invite a short list of candidates to send letters of interest to the Board Chair and Executive Director; and 2) task the Board Chair and Executive Director with reviewing and scheduling full board interviews with qualified applicants.

Discussion: Executive Board supports providing two job postings, one for interim (*available until Friday, Feb. 17<sup>th</sup>*) and one for a permanent position (*30 days or until filled*). The Executive Board wants to proceed with an open and transparent recruitment. The current recruitment is done through Mountain Line’s HR website, Indeed, and the AZ Daily Sun. Further recruitment and advertising will be done through specific agencies and organizations that are specific to this industry.

The Board discussed that national recruitment may not be necessary for this job given that this is a geographically specific job opportunity and would be best for someone with regional knowledge. A local candidate would be preferred if they are fully qualified. The Executive Board can and will conduct a national search if there are no locally qualified candidates.

### 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 is not allowed.*

#### B. NEXT SCHEDULED EXECUTIVE BOARD MEETING

1. Late February Special Session TBD – February 20<sup>th</sup>, 2023, at 2:30 via Zoom
2. March 2, 2023, at 1:00 PM

#### C. ADJOURN

Chair McCarthy adjourned the meeting at 10:49 am



*The Transportation Improvement Program (TIP) includes the 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](http://www.metroplanflg.org) on February 9, 2023 at 4:00 pm.

Dated this 9<sup>th</sup> Day of February 2023.

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Mandia Gonzales, Transportation Planner