



## MINUTES

### Executive Board Meeting

1:00 – 3:00 PM

May 1, 2025

#### Teams Virtual Meeting

*Join on your computer, mobile app or room device.*

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Meeting ID: 276 845 331 046

Passcode: 5K7Ue7Xt

#### In-Person Location

City Hall

City Council Chambers

211 W. Aspen

Flagstaff, AZ 86001

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 [planning@metroplanflg.org](mailto:planning@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 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 [planning@metroplanflg.org](mailto:planning@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)(3).*

#### EXECUTIVE BOARD MEMBERS

- ☒ Miranda Sweet, Vice Mayor of Flagstaff, Chair
- ☒ Judy Begay, Chair Coconino County Board of Supervisors, Vice-Chair
- ☒ Austin Aslan, Flagstaff City Council
- ☐ Tony Williams, Mountain Line Board of Directors - *Excused*
- ☒ Becky Daggett, Mayor of Flagstaff
- ☒ Jamescita Peshlakai, Arizona State Transportation Board Member
- ☐ Jeronimo Vasquez, Coconino County Board of Supervisors - *Excused*
- ☐ Patrice Horstman, Coconino County Board of Supervisors (*alternate for Coconino County*)
- ☐ Anthony Garcia, Flagstaff City Council (*alternate for City of Flagstaff*)

#### METROPLAN STAFF

- ☒ Kate Morley, Executive Director
- ☒ David Wessel, Planning Manager
- ☒ Mandia Gonzales, Transportation Planner
- ☒ Sandra Tavel, Transportation Planner
- ☒ Kim Austin, Transportation Demand Manager
- ☒ Corey Cooper, Safe Routes to School Coordinator
- ☐ Aubree Flores, TDM Fellow
- ☐ Montoya Fellow (Vacant)

## **A. PRELIMINARY GENERAL BUSINESS**

### **1. CALL TO ORDER**

Chair Sweet called the meeting to order at 1:03 pm

### **2. ROLL CALL**

See above

### **3. 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.*

None received.

### **4. APPROVAL OF MINUTES**

Executive Board regular Meeting Minutes of April 3, 2025

Motion: Member Daggett made a motion to approve the Executive Board Meeting Minutes from April 3, 2025. Member Peshlakai second the motion. The motion passed unanimously.

### **5. CONSENT AGENDA**

*Items on the consent agenda are routine in nature and/or have already been budgeted or discussed by the Executive Board.*

*None.*

## **B. GENERAL BUSINESS**

### **1. UPDATE ON MOUNTAIN LINE COMPENSATION STUDY**

MetroPlan Staff: Sam Short, Mountain Line Workforce Director

Recommendation: None. For information and discussion only.

Brendon Morgan and Ehren Bingman of TransPro (Consulting firm) presented findings specific to MetroPlan staff compensation. Two positions are recommended for salary adjustments.

## 2. EXECUTIVE DIRECTOR'S ANNUAL REVIEW

MetroPlan Staff: Kate Morley, Executive Director and Codi Weaver, Mountain Line Human Resources Manager

Recommendation: Staff recommend the Board conduct and approve the Executive Director's Review, Contract and Annual Goals as per the existing contract requirements.

**Motion:** Member Daggett made a motion to go into an (A)(1) executive session Member Begay second the motion. The motion passed unanimously.

The executive session resumed the regular meeting at 2:07 pm.

*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.*

The Executive Director's contract will be negotiated and presented at the June Executive Board meeting.

**Motion:** Member Begay made a motion to approve the Executive Director's Review and Annual Goals. Member Daggett second the motion. The motion passed unanimously.

## 3. CONSIDER TRAVEL POLICY UPDATE EFFECTIVE JULY 1, 2025

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board approve the travel policy update effective July 1, 2025.

Motion: Member Daggett made a motion to approve the Travel Policy Update effective July 1, 2025. Member Aslan second the motion. The motion passed unanimously.

## 4. DRAFT FY2026 AND FY2027 UNIFIED PLANNING WORK PROGRAM (UPWP)

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for discussion only.

Director Morley provided a presentation and summary of the FY26-27 draft Unified Planning Work Program. The Unified Planning Work Program (UPWP) is a two-year program that provides details for how MetroPlan will spend its funding and meet its responsibilities. The UPWP identifies Metroplan's major activities and closely ties to the budget. The federal and state governments require the UPWP document as a core product of Metropolitan Planning Organizations and is a condition to receive federal funding. The document covers the period from July 1, 2025, to June 30, 2027, which is two fiscal years.

Summary of changes related to staffing and projects. Made recommendations for administrative amendments that can be done without Executive Board approval.

## **5. DRAFT FY2026 BUDGET**

MetroPlan Staff: Kate Morley

Recommendation: None. For information and discussion only.

Director Morley provided a presentation and overview of the FY2026 draft budget for MetroPlan. Updates included revenues, expenses, and assumptions for the final development of the budget.

## **6. W. ROUTE 66 OPERATIONAL ASSESSMENT (OA) UPDATE**

MetroPlan Staff: Mandia Gonzales

Recommendation: None. For information and discussion only.

Transportation Planner Gonzales provided a presentation and update on the West Route 66 Operational Assessment. Updates included a review of potential projects as identified by the Project Advisory Group (PAG), schedule updates, and discussions with the Technical Advisory Committee regarding roundabouts, development, and next steps.

## **7. ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT) PLANNING TO PROGRAMMING (P2P) FY27-31 PRIORITY PROJECTS DISCUSSION**

MetroPlan Staff: Sandra Tavel

Recommendation: None. For information and discussion only.

Transportation Planner Tavel provided a presentation on the outcomes of the Planning to Programming (P2P) project nominations as discussed at the MetroPlan Annual Strategic Advance in February. Tavel provided an update in the direction provided by the Technical Advisory Group, The TAC supports the priority project #1 nomination: US180 Corridor Improvements to be nominated for the ADOT P2P project.

## **8. FY2025 LEGISLATIVE UPDATE**

MetroPlan Staff: Sandra Tavel

Recommendation: None. For information and discussion only.

Transportation Planner Tavel provided a state and federal legislative update. State legislative topics: recapitalize the SMART funds, RTAC bill, P2P process strategy, dark skies lighting, and LTAF funding reinstatement research.

Federal legislative topics: Discretionary grant awards, future grant narrative with a focus on economic development, and IJJA Reauthorization (continue funding levels).

#### **9. FY2025 QUARTER 3 FINANCIAL REPORT**

MetroPlan Staff: Kate Morley

Recommendation: None. For information and discussion only.

Director Morley provided a presentation on fiscal year quarter 3 financials for MetroPlan.

#### **10. UPDATE ON KEY PERFORMANCE INDICATORS (KPIs)**

MetroPlan Staff: Kate Morley

Recommendation: None. For information and discussion only.

#### **11. METROPLAN HAPPENINGS**

MetroPlan Staff: Kate Morley

Recommendation: None. For information and discussion only.

### **C. CLOSING BUSINESS**

#### **1. 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.*

#### **2. NEXT SCHEDULED EXECUTIVE BOARD MEETING**

**June 5, 2025**

#### **3. ADJOURN**

Member Sweet adjourned the meeting at 2:59 pm