



MEETING MINUTES

Executive Board Meeting

1:00 – 3:00 PM

June 5, 2025

Teams Virtual Meeting

Join on your computer, mobile app or room device.

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Meeting ID: 246 261 627 739

Passcode: qn7uh2iZ

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. 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 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
- ☒ Becky Daggett, Mayor of Flagstaff
- ☒ Jamescita Peshlakai, Arizona State Transportation Board Member
- ☒ Jeronimo Vasquez, Coconino County Board of Supervisors
- ☐ 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
- ☒ Tami Suchowiejko, Business Manager
- ☒ Mandia Gonzales, Transportation Planner
- ☒ Sandra Tavel, Transportation Planner
- ☒ Kim Austin, Transportation Demand Manager
- ☐ Corey Cooper, Safe Routes to School Coordinator
- ☒ Melanie Nagel, Montoya Fellow

A. PRELIMINARY GENERAL BUSINESS

1. CALL TO ORDER

Chair Sweet called the meeting to order at 1:00 p.m.

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.

No public comments received.

4. APPROVAL OF MINUTES

Executive Board regular Meeting Minutes of May 1, 2025

Motion: Member Vasquez made a motion to approve the Executive Board Meeting Minutes from May 1, 2025. Member Peshlakai seconded 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. These items are enacted by a single motion. If discussion is desired on a particular item, that item will be removed from the consent agenda and will be considered separately.

1. *Adoption of the Unified Planning Work Program (UPWP)*
2. *Adoption of the 2025 Title VI Plan*

Motion: Member Vasquez made a motion to approve the consent agenda. Chair Sweet seconded the motion. The motion passed unanimously.

B. GENERAL BUSINESS

1. LAND AVAILABILITY & SUITABILITY STUDY (LASS CAP) PRESENTATION

Guests: Elizabeth (Bizzy) Collins and Michelle McNulty

Recommendation: None. This item is for information and discussion only.

Tiffany Antol, Zoning Code Manager, City of Flagstaff, provided a presentation on the Land Availability and Site Suitability Study (LASS) and Code Analysis Project. The LASS is complete, and more information is available on the City of Flagstaff website. The project website can be found at <https://www.flagstaff.az.gov/4888/Land-Availability-Suitability-Study>. They are in the second phase of the Code Analysis Project, which is

the Code Concepts Report, highlighting high level ideas for future code. The Code Analysis Project focuses on climate and housing goals. The next public outreach community session is scheduled for Friday, June 13 at Lowell Observatory.

Bizzy Collins, Strategic Performance Planner, Mountain Line, presented information about the transit concept. Mountain Line is partnering with the City on this project to look at transit barriers. Improving transit access in Flagstaff is central to achieving housing and carbon neutrality goals. The focus of the transit-related codes assessment is on infill development and compact land use patterns, sustainable transportation networks and neighborhoods, and electric mobility, including on-route bus charging locations.

2. POSSIBLE ACTION REGARDING EXECUTIVE DIRECTOR'S CONTRACT

MetroPlan Staff: Kate Morley

Recommendation: Chair Sweet recommends the Board approve the 2ND Amendment to the Executive Director's Contract.

Motion: Member Vasquez made a motion to approve the 2nd Amendment to the Executive Director's Contract. Member Peshlakai seconded the motion. The motion passed unanimously.

Director Morley gave a brief update about the second amendment to the Executive Director's Contract, which included the addition of 40 hours of vacation time in lieu of salary adjustment recommended in recent compensation study and a 3% longevity raise that is in line with the longevity raise being offered to all Mountain Line Staff.

Chair Sweet offered praise and appreciation for Director Morley's work as Executive Director.

3. CONSIDER ADOPTION OF THE FISCAL YEAR 2026 METROPLAN BUDGET

MetroPlan Staff: Kate Morley

Recommendation: Staff recommend the Board adopt the FY2026 Budget as drafted.

Motion: Member Vasquez made a motion to adopt the Fiscal Year 2026 MetroPlan Budget. Member Peshlakai seconded the motion. The motion passed unanimously.

Director Morley provided a presentation and overview of the FY2026 budget for MetroPlan, reviewing the changes made to the draft budget presented to the Board at the May meeting.

Member Vasquez asked how much of the grant funding is federal and how many have the possibility of not coming in or at risk of claw back. Ms. Morley explained that MetroPlan's budget is largely federal and that funding is still flowing. There is one program, the Carbon Reduction Program, where future funding is most highly targeted for non-continuation. Because of the uncertainty, we have removed this funding loaned to for future years. Instead, we have obligated all the funds in FY26. The 5-year budget shows a \$50,000 overage. We have options to resolve this in the next few years and there are many questions about the projection due to the reauthorization of surface transportation funding in September 2026.

4. CONSIDER NORTHERN ARIZONA UNIVERSITY SUBRECIPIENT AGREEMENT

MetroPlan Staff: Dave Wessel

Motion: Member Peshlakai made a motion to not approve the NAU Subrecipient Agreement. Member Vasquez seconded the motion. The motion passed unanimously.

Planning Manager Wessel explained that staff have revised the recommendation to not approve the agreement as the funding for this agreement is no longer available.

5. FY2026 GREATER ARIZONA FUNDING INITIATIVES - RURAL TRANSPORTATION ADVOCACY COUNCIL (RTAC) BILL REGIONAL PROJECTS DISCUSSION

MetroPlan Staff: Sandra Tavel

Recommendation: None. For information and discussion only.

Planning Manager Tavel provided background information about the RTAC bill and funding initiatives for FY26. The call for projects will take place in October 2025 at the AZ Transportation Policy Summit. The TAC will hold a special meeting in July to discuss project nominations anticipating presentation to the Executive Board in September 2025.

Member Vasquez commented that the two projects mentioned are crucial, as well as the PROTECT grant, which may not come through. We need to think about other funding sources for drainage improvement on Highway 89.

Member Peshlakai thanked the County and Member Vasquez for the tour of the Highway 89 PROTECT Grant area and expressed the importance of keeping people safe from flooding. She also shared that the State Transportation Board will be meeting in Flagstaff in July. She expressed her appreciation for the work being done by MetroPlan.

6. 2024 FLAGSTAFF TRIP DIARY SURVEY FINAL REPORT

MetroPlan Staff: Dave Wessel

Recommendation: None. For information and discussion only.

Transportation Manager Wessel provided a report on results of the 2024 Trip Diary survey.

7. TRANSPORTATION DEMAND MANAGEMENT (TDM) UPDATE

MetroPlan Staff: Kim Austin

Recommendation: None. For information and discussion only.

Transportation Demand Manager Austin provided an update on the recent and upcoming activities.

8. METROPLAN HAPPENINGS

MetroPlan Staff: Kate Morley

Recommendation: None. For information and discussion only.

Executive Director Morley provided an update on staff transitions, current activities and achievements.

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.

None.

2. NEXT SCHEDULED EXECUTIVE BOARD MEETING

September 4, 2025

3. ADJOURN

Chair Sweet adjourned the meeting at 2:18 p.m.