



Meeting Minutes Executive Board Meeting

1:00 – 3:00 PM
January 9, 2025

Teams Virtual Meeting

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Meeting ID: 262 389 214 086

Passcode: acrPar

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, Coconino County Board of Supervisors, Vice-Chair
- ☒ Austin Aslan, Flagstaff City Council - *arrived at 1:02*
- ☒ Tony Williams, Mountain Line Board of Directors
- ☐ Becky Daggett, Mayor of Flagstaff - *Excused*
- ☒ Jamescita Peshlakai, Arizona State Transportation Board Member
- ☒ Jeronimo Vasquez, Coconino County Board of Supervisors – *arrived at 1:04*
- ☐ Patrice Horstman, Coconino County Board of Supervisors (*alternate for J Vasquez*)
- ☒ Anthony Garcia, Flagstaff City Council (*alternate for B Daggett*)

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
- ☒ Ty Holliday, Montoya Fellow
- ☒ Aubree Flores, AmeriCorp Fellow

Others in attendance: Andy Bertelsen (Coconino County), Marlene White (ADOT), Paul Mood (City of Flagstaff, Ruth Garcia (ADOT), Brenden Foley (ADOT), Dawn Keevma.

A. PRELIMINARY GENERAL BUSINESS

1. CALL TO ORDER

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

4. APPROVAL OF MINUTES

Executive Board Regular Meeting Minutes of December 5, 2024

Motion: Board member Begay made a motion to approve minutes. Board member Williams second the motion. None opposed. Motion passed.

5. 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 the consent agenda.

B. GENERAL BUSINESS

1. TITLE VI TRAINING

ADOT Staff: Marlene White

Recommendation: None

Arizona Department of Transportation (ADOT) Civil Rights Coordinator provided the annual Title VI training for the Executive Board Members and MetroPlan Staff.

2. PUBLIC PARTICIPATION PLAN ADOPTION

MetroPlan Staff: Mandia Gonzales

Staff member Gonzales provided a presentation that discussed the changes proposed in the update to the MetroPlan Public Participation Plan.

Motion: Board member Garcia made a motion to approve the MetroPlan 2024 Public Participation Plan. Board member Williams seconded the motion. None opposed. Motion passed.

3. CALENDAR YEAR 2025 EXECUTIVE BOARD MEETING CALENDAR AMENDMENT

MetroPlan Staff: Kate Morley

Director Morely discussed changes to amend the 2025 Executive Board calendar.

Motion: Board member Vasquez made a motion to amend the Calendar Year 2025 (CY25) Executive Board Meeting calendar as presented. Board member Begay second the motion. None opposed. Motion passed.

4. SS4A INTERGOVERNMENTAL AGREEMENT | CITY OF FLAGSTAFF

MetroPlan Staff: David Wessel

Staff member Wessel provided a presentation of the project overview, highlights of the future plan that will inform the final scope of work.

Motion: Board member Vasquez made a motion to approve the board authorize the Executive Director to execute the Safe Streets Master Plan Intergovernmental Agreement with the City of Flagstaff once finalized. Board member Williams sectioned the motion. None opposed. Motion passed.

5. SUBRECIPIENT AGREEMENT FOUR WITH CITY OF FLAGSTAFF

MetroPlan Staff: Kate Morley

Directory Morely provided a presentation on the history and overview of recommended amendment.

Motion: Board member Begay made a motion to approve the Fourth (4th) Amendment to the Master Subrecipient Agreement with the City of Flagstaff. Board member Garcia second the motion. None opposed. Motion passed.

6. 5305E APPLICATION ON BEHALF OF AZTA

MetroPlan Staff: Kate Morley

Director Morely provided a presentation of the benefits, goals, and risks related to the application process.

Motion: Board member Aslan made a motion to authorize MetroPlan to 1) apply for 5305e funds for the Arizona Transit Association (AzTA) Communications Plan and 2) execute grant agreement upon award. Board member Williams second the motion. None opposed. Motion passed.

7. LEGISLATIVE AGENDA UPDATE

MetroPlan Staff: Sandra Tavel

Staff member Tavel provided an update and review of the MetroPlan, federal, and state legislative items for 2025.

8. VULNERABLE ROAD USERS' SAFETY ACTION PLAN | DRAFT

MetroPlan Staff: Mandia Gonzales & Ty Holliday

Staff member Gonzales provided a presentation on the draft findings of the Vulnerable Road Users Safety Action Plan. This provided crash trends, public outreach, and new data sets. Staff Holliday provided an understanding and use of the Risk Exposure Assessments.

- Member Williams: Requested to share this presentation with the Mountain Line Board & TAC
- Chair Sweet: Requested to share the VRU Risk Assessment with City Council
- Chair Sweet: Would like to connect the contact from Hullabaloo event with public outreach/VRU educational campaign
- Member Garcia: It would be interesting to share benefits & impact of roundabouts in public outreach / education and emphasize zero serious injuries and fatalities for bike/ped/roll (VRUs) in roundabouts in the city of Flagstaff
- Member Vasquez: Requested to include biking with traffic and walking against traffic as safer practices in educational campaigns & public outreach

9. SAFE ROUTES TO SCHOOL (SRTS) UPDATE

MetroPlan Staff: Corey Cooper

Staff member Cooper provided an update on the conditions around local schools. Cooper stated data collection is continuing, more information to come with future recommendations.

10. TRANSPORTATION DEMAND MANAGEMENT (TDM) UPDATE

MetroPlan Staff: Kim Austin

Staff member Austin provided an update on the Safer People Campaign to produce an education campaign that focuses on the Safe System Approach. Additionally, Austin provided an overview of the Transportation Demand Management Action Plan and draft video of the campaign.

11. METROPLAN HAPPENINGS

MetroPlan Staff: Kate Morley

Director Morely provided an update on MetroPlan Happenings summarizing staff and project updates.

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.

Member Begay requested that MetroPlan share the information that MetroPlan is working on and to continue working with FUSD.

Member Garcia thanked staff for their presentations and work with partner agencies.

2. NEXT SCHEDULED EXECUTIVE BOARD MEETING

Annual Strategic Advance | **February 13, 2025 (TBD)**

3. ADJOURN

Meeting adjourned at 2:53

The Transportation Improvement Program (TIP) includes the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) 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. The MetroPlan Public Participation Plan (PPP) provides public participation notices and processes for NAIPTA as required to meet federal and state requirements for public participation and open meetings.