



# METROPLAN

GREATER † FLAGSTAFF

## MINUTES

### Executive Board Meeting

1:00 – 3:00 PM

April 4, 2024

#### Teams Virtual Meeting

Join on your computer, mobile app or room device.

[Click here to join the meeting](#)

Meeting ID: 278 344 575 57

Passcode: wRauVK

#### 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

- Jeronimo Vasquez, Coconino County Board of Supervisors, Chair  
*Excused*
- Miranda Sweet, Flagstaff City Council, Vice-Chair *Excused*
- Judy Begay, Coconino County Board of Supervisors
- Austin Aslan, Vice Mayor of Flagstaff
- Tony Williams, Mountain Line Board of Directors
- Jim McCarthy, Flagstaff City Council
- Jesse Thompson, Arizona State Transportation Board Member
- Patrice Horstman, Coconino County Board of Supervisors (*alternate*)
- Becky Daggett, Mayor of Flagstaff (*alternate*)

#### METROPLAN STAFF

- Kate Morley, Executive Director
- David Wessel, Planning Manager *Excused*
- Mandia Gonzales, Transportation Planner
- Sandra Tavel, Transportation Planner
- Kim Austin, Transportation Planner
- Karen Moeller, Administrative Assistant & Clerk of the Board
- Ty Holliday, Montoya Fellow *Excused*
- Aubree Flores, AmeriCorp



## **A. PRELIMINARY GENERAL BUSINESS**

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

The meeting was called to order by Acting Chair McCarthy at 1:07 p.m.

### **2. ROLL CALL**

### **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.*

There was no public comment.

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

(Pages X-X)

Annual Strategic Advance Minutes of February 15, 2024

Motion to approve the minutes of February 15, 2024 by Member Williams. The motion was seconded by Member Thompson. The motion passed unanimously.

Executive Board Regular Meeting Minutes of March 7, 2024

Staff Member Moeller suggested making several clarifications to the minutes sent out in the packet. Motion to approve the minutes of the March 7, 2024 Executive Board Meeting as suggested was made by Member Thompson. The motion was seconded by Member Begay. The motion passed unanimously.

## **B. CONSENT AGENDA**

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

There was no consent agenda today.

## **C. GENERAL BUSINESS**

### **1. CONSIDER ADOPTING COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN UPDATE**

(Pages X-X)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board adopt the 2024 MetroPlan-Mountain Line Coordinated Public Transit-Human Services Transportation Plan Update.

Executive Director Morley presented on behalf of Transportation Manager Wessel. She shared the update to the Coordinated Public Transit-Human Services Transportation Plan. Executive Director Morley stated this is a minor update.

The motion was made to adopt the 2024 MetroPlan-Mountain Line Coordinated Public Transit-Human Services Transportation Plan Update by Member Aslan. The motion was seconded by Member Thompson. The motion passed unanimously.

**2. CONSIDER FISCAL AGENT AGREEMENT WITH CREATIVE FLAGSTAFF FOR CHESHIRE SLOW STREET ASPHALT ART PROJECT** (Pages X-X)

MetroPlan Staff: Kim Austin

Recommendation: Staff recommends the Board ratify the Fiscal Agent Agreement with Creative Flagstaff for Cheshire Slow Street Asphalt Art Project

Transportation Planner Austin presented the Fiscal Agent Agreement with Creative Flagstaff for Cheshire Slow Street Asphalt Art Project.

The motion was made to ratify the Fiscal Agent Agreement with Creative Flagstaff for Cheshire Slow Street Asphalt Art Project by Member Aslan. The motion was seconded by Member Begay. The motion passed unanimously.

After the passing of the motion, Transportation Planner Austin presented the video which was developed to promotion the Cheshire Slow Street Asphalt Art Project.

**3. CONSIDER ADOPTING FINANCIAL MANAGEMENT POLICY UPDATE** (Pages X-X)

MetroPlan Staff: Karen Moeller

Recommendation: Staff recommends the Board adopt the updated Financial Management Policy.

Administrative Assistant Moeller presented the Financial Management Policy Update as outlined in the staff report.

The motion was made to adopt the updated Financial Management Policy by Member Begay. The motion was seconded by Member Williams. The motion passed unanimously.

**4. CONSIDER APPLICATION FOR NEIGHBORHOOD ACCESS AND EQUITY/RECONNECTING COMMUNITIES PILOT (NAE/RCP) PROGRAMS RESEARCH GRANT** (Pages X-X)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board 1) authorize MetroPlan to apply for Neighborhood Access and Equity/Reconnecting Communities Pilot (NAE/RCP) Programs Research Grant and 2) authorize MetroPlan Executive Director to execute a grant agreement upon award.

Executive Director Morley presented on behalf of Transportation Manager Wessel regarding the Neighborhood Access and Equity/Reconnecting Communities Pilot Program which addresses barriers from past transportation investment. This is a research program opportunity.

Member Thompson asked how long the study would last. Executive Director Morley said she had not heard of a timeline. Northern Arizona University (NAU) has been working on the Cyclist Routing Algorithm for Network Connectivity (CRANC) tool for several years and the funds would assist in the continued research.

The motion was made to 1) authorize MetroPlan to apply for Neighborhood Access and Equity/Reconnecting Communities Pilot (NAE/RCP) Programs and 2) authorize MetroPlan Executive Director to execute a grant agreement upon award was made by Member Thompson. The motion was seconded by Member Aslan. The motion passed unanimously.

**5. CONSIDER INTERGOVERNMENTAL AGREEMENT (IGA) WITH CITY OF FLAGSTAFF ESTABLISHING A CASH ADVANCE FUND (Pages X-X)**

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board authorize the Executive Director to enter into an Intergovernmental Agreement (IGA) with City of Flagstaff establishing a Cash Advance Fund.

Executive Director Morley presented the background including cash flow challenges which are faced by MetroPlan. Additionally, the benefits of financial relationships to the City of Flagstaff, Mountain Line and NAU were presented.

Executive Director Morley stated there was a follow-up e-mail to the packet sent to the Board from Legal Counsel which clarified he has not approved the draft agreement yet but believed the general outline was acceptable.

One potential change is the title. The City of Flagstaff is deciding if they want it to be an IGA or cooperative agreement. The motion presented is to have the Board authorize the Executive Director and Legal Counsel to finalize the agreement.

The motion was made to authorize the Executive Director to enter into an Intergovernmental Agreement (IGA) with City of Flagstaff establishing a Cash Advance Fund by Member Begay with the title of agreement type could change per City request but that any substantive changes would require further review by the Board. The motion was seconded by Member Aslan. The motion passed unanimously.

**6. CONSIDER OPENING MONEY MARKET ACCOUNT AND RESOLUTION (Pages X-X)**

## 2024-01 MONEY MARKET BANKING

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board 1) Approve opening of Money Market Account with Alliance Bank and 2) Adopt resolution 2024-01 Money Market Banking.

Executive Director Morley presented the consideration for opening a money market account and resolution 2024-01 Money Market Banking. She said there are times that MetroPlan, with the cash advances, would have more than the FDIC insured amount of \$250,000. This action would allow money to be moved between insured accounts and have the money readily accessible.

Member Thompson asked if other banks were considered. Executive Director Morley said not at this time because we already bank with Western Alliance.

The motion was made to approve opening of Money Market Account with Alliance Bank by Member Thompson. The motion was seconded by Member Begay. The motion passed unanimously.

### 7. FY2025-2029 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) (Pages X-X) AND ADOT 5-YEAR TENTATIVE PROGRAM

MetroPlan Staff: David Wessel

Recommendation: None. This item is for information and discussion only. The Board may provide direction to Staff regarding the inclusion of relevant ADOT projects in the MetroPlan Transportation Improvement Plan (TIP).

Executive Director Morley presented on behalf of Transportation Manager Wessel regarding the FY2025-2029 Transportation Improvement Program and ADOT 5-year Tentative Program.

ADOT has just opened a process for a Call for Projects for the next 5 Year Construction Program. MetroPlan is working with partners and reviewing planning documents for additional items to be included in the Program.

Member Williams asked if Chris Lugenbuel was made aware of this program. Executive Director Morley stated she had conversation with Chris Lugenbuel, Jeff Hall, and members of the Naval Observatory.

Member Thompson said the next public comment period is March 1 to May 24, 2024 and he would encourage anyone who has concerns to bring it before the Arizona State Transportation Board. The public hearing will be May 17, 2024.

### 8. VULNERABLE ROAD USERS (VRU) SAFETY PLAN UPDATE (Pages X-X)

MetroPlan Staff: Mandia Gonzales

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

Transportation Planner Gonzales presented the Vulnerable Road Users Safety Plan Update.

Member Begay said she's in support of MetroPlan assisting the County in establishing their safety plan.

## 9. LEGISLATIVE AGENDA UPDATE

MetroPlan Staff: Kate Morley

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

Executive Director Morley presented the Legislative Update.

Member Thompson commented regarding the passage of applications for AZ SMART fund. He said at the previous Arizona State Transportation Board Meeting the Board had passed four applications.

Member Austin Aslan shared that Flagstaff City Council ratified the reduction in speed on Butler and asked if this action plays into making the City of Flagstaff more competitive for any grants. Executive Director Morley said when grants are written the grants look at the Safe Systems Approach. She shared how MetroPlan can use this information that the partner who is applying for funds is using the Safe Systems Approach. Additionally, MetroPlan will be bringing a Safer People Campaign, a positive for grant applications.

## 10. ARIZONA STATE TRANSPORTATION BOARD DINNER

MetroPlan Staff: Kate Morley

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

Executive Director Morley shared the events around the June 20-21, 2024 Arizona State Transportation Board meeting. Further she stated it is tradition to hold the dinner the night before the meeting. This year the dinner will be held at the new CDL course at Northern Arizona University. Executive Director Morley said MetroPlan would like to hear ideas for presentations at the meeting.

Member Thompson said it is good for the Arizona State Transportation Board go around the state and see the struggles in the communities.

## 11. METROPLAN HAPPENINGS

MetroPlan Staff: Kate Morley

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

Executive Director Morley shared about the National Association of Transportation Officials (NACTO) conference in May in Miami, Florida. This is the foremost conference in the country about transportation infrastructure and design.

She also shared about the Earth Day activities on April 20 and month-long events for Bike Month during the month of May.

## **D. CLOSING BUSINESS**

### **1. ITEMS FROM THE BOARD**

Member Begay said Coconino County earlier had a meeting about the Arizona State Transportation Board vacancy and this fell through at that time. At the April 2, 2024 Coconino County Board Meeting the Board had two applicants for the open position. Only one, Charles Odegaard, showed up for the meeting, was interviewed and recommended to the Arizona State Transportation Board for membership. Member Thompson said he knows Charles Odegaard and he is a good person to take on the responsibilities of the Arizona State Transportation Board.

Member Williams congratulated Executive Director Morley and the MetroPlan team on their work for the AZ SMART fund. Member Williams shared the positive comments from CEO and General Manager of Mountain Line, Heather Dalmolin, about the AZ SMART Fund.

Member McCarthy said he and Member Aslan will be returning from Washington DC and will not be present at the next Board meeting.

*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**

May 2, 2024

### **3. ADJOURN**

Acting Chair McCarthy adjourned the meeting at 2:22 p.m.



*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.*

**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 April 1, 2024 at 12:00 pm.

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Karen Moeller, Clerk of the Board/Admin. Assistant

Dated this 1<sup>st</sup> day of April, 2024.