



METROPLAN

GREATER † FLAGSTAFF

MINUTES

Executive Board Meeting

1:00 – 3:00 PM

June 6, 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. 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

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

METROPLAN STAFF

- Kate Morley, Executive Director
- David Wessel, Planning Manager
- 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 Fellow *excused*

A. PRELIMINARY GENERAL BUSINESS

1. CALL TO ORDER

Meeting was called to order by Chair Vasquez at 1:03 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.

Before public comment was opened Former Arizona State Transportation Board Member Thompson was honored by the members of the Executive Board and Staff.

There was no public comment.

4. APPROVAL OF MINUTES

(Pages X-X)

Executive Board Regular Meeting Minutes of May 2, 2024

A motion was made by Vice-Chair Sweet to approve the Regular Meeting Minutes of May 2, 2024. The motion was seconded by Member McCarthy. The motion passed unanimously.

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.

B. GENERAL BUSINESS

1. DISCUSSION AND POSSIBLE ACTION REGARDING EXECUTIVE DIRECTOR'S REVIEW AND ANNUAL GOALS

(Pages X-X)

Staff: Jeronimo Vasquez-Executive Board Chair, Codi Weaver-HR Manager Mountain Line, Kate Morley-Executive Director

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

Executive Director Morley presented the accomplishments of the Goals established and approved last year.

Human Resource Manager Mountain Line Codi Weaver presented the results of Kate

Morley's 360 assessment survey results.

Member McCarthy echoed that Executive Director Morley and the team had done a great job.

Chair Vasquez said a great team and a culture of success exists because of Executive Director Morley's efforts.

Vice-Chair Sweet said she loves how MetroPlan has grown in the community. Members of the community are asking about MetroPlan. She said a couple of staff members would like more teeth in the plans and how the plans are made implementable.

Member Aslan said MetroPlan is in good hands with Kate Morley in the leadership position.

Executive Director Morley presented the summary of the New Goals and how they relate to the Strategic Plan.

Member McCarthy stated his meeting with City staff brought up the point that it needs to be very clear who is responsible for each process

Chair Vasquez said the goals are appropriate.

The motion was made to accept the new goals as drafted in the packet was made by Member McCarthy. The motion was seconded by Vice-Chair Sweet. The motion passed unanimously.

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.

2. DISCUSSION AND POSSIBLE ACTION REGARDING EXECUTIVE DIRECTOR No Staff Report CONTRACT AMENDMENT

Staff: Jeronimo Vasquez-Executive Board Chair, Brandon Kavanagh-Legal Counsel

Recommendation: No recommendation is being made. The Board may choose to approve or not approve the Amendment.

Legal Counsel Brandon Kavanagh presented the one-page Amendment to the Executive Director contract. The amendment included the delay from the original date of the review and the compensation amendment to the Contract.

The motion to approve the amendment to the Executive Director Contract was made by Vice-Chair Sweet. The motion was seconded by Member McCarthy. The motion passed unanimously.

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.

3. CONSIDER ADOPTION OF THE FY2025 BUDGET

(Pages X-X)

Staff: Kate Morley

Recommendation: Staff recommends the Board adopt the FY2025 Budget

Executive Director Morley presented the FY2025 Budget, which was unchanged from the Presentation of the FY2025 Budget at the May 2, 2024 Executive Board Meeting.

The motion was made to adopt the FY2025 Budget by Member McCarthy. The motion was seconded by Vice-Chair Sweet. The motion passed unanimously.

4. CONSIDER ADOPTION OF FY2025-2029 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

(Pages X-X)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board adopt the FY2025-2029 Transportation Improvement Program (TIP)

Planning Manager Wessel presented the FY2025-2029 Transportation Improvement Program.

Chair Vasquez asked if the bridge with pedestrian access over I-40 at Woody Mountain Road was on the list of projects. Planning Manager Wessel said this bridge with pedestrian access was not on the list. Chair Vasquez stated that the expansion of housing and traffic in the area would make this an area which should be looked at for improvements. Planning Manager Wessel stated the process to have new projects introduced is called the Planning to Programming process and he has made a note to introduce these concerns at the next cycle.

Member Aslan said he has been bringing up these concerns stated by Chair Vasquez since 2018. He hoped that we would learn from the mistakes and address them in the future.

Member McCarthy asked if the Forest Crossing at 180 was been pulled for now. Executive Director Morley said this is being studied under Mountain Line's First-Last Mile Grant and there is receptivity to some sort of pedestrian signal at this location. This project is at 60% design now;

The motion was made to adopt the FY2025-2029 Transportation Improvement Program by Vice-Chair Sweet. The motion was seconded by Member McCarthy. The motion passed unanimously.

5. CONSIDER ADOPTION OF THE FY2024 AND FY2025 UNIFIED PLANNING WORK PROGRAM (UPWP)

(Pages X-X)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board adopt the FY2024 and FY2025 Unified Planning Work Program

Executive Director Morley presented the reasoning behind the UPWP and what MetroPlan does for this document. She shared the updates that were needed for the UPWP as well as the budget narrative and FY2025 budget draft.

An administrative amendment was added to the UPWP to permit MetroPlan administratively to add Work elements or grants already approved, change fund sources and correct grant revenue estimates to reflect better information if a decrease of revenues is less than \$5,000. The motion to adopt the FY2024 and FY2025 Unified Planning Work Program.

The motion was made to adopt the FY2024 and FY2025 Unified Planning Work Program with Included amendments was made by Member McCarthy. The motion was seconded by Vice-Chair Sweet. The motion passed unanimously.

6. CONSIDER ADOPTION OF STRATEGIC GRANTS PROCESS (Pages X-X)

MetroPlan Staff: Sandra Tavel

Recommendation: Staff recommends the Board adopt the Strategic Grants Plan for FY2025-2027.

Transportation Planner Tavel presented the Strategic Grants Process.

Vice-Chair Sweet thanked MetroPlan for the work on this process

The motion was made to adopt the Strategic Grants Plan for FY2025-2027 by Vice-Chair Sweet . The motion was seconded by Member McCarthy. The motion passed unanimously.

7. CONSIDER ADOT PERFORMANCE MEASURES AND TARGETS (Pages X-X)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board adopt a policy authorizing MetroPlan Staff to accept on the Board's behalf all federally mandated performance targets adopted by ADOT, except for Transit.

Planning Manager Wessel presented ADOT's Performance Measures and Targets.

Member McCarthy said City of Flagstaff staff is supportive of adopting the ADOT State's goals.

The motion was made to adopt a policy authorizing MetroPlan Staff to accept on the Board's behalf all federal mandated performance targets adopted by ADOT, except for Transit by Member McCarthy. The motion was seconded by Vice-Chair Sweet. The motion passed unanimously.

8. TDM UPDATE (Pages X-X)

MetroPlan Staff: Kim Austin

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

Transportation Planner Austin presented the TDM Update, including the completed Cheshire Slow Streets Project.

9. UPDATE ON KEY PERFORMANCE INDICATORS (KPIs) (Pages X-X)

MetroPlan Staff: All Staff

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

Transportation Planner Tavel presented 1. Maximized Funding for Transportation Project and Programs Key Performance Indicator.

Planning Manager Wessel presented 2. Deliver Plans that Meet Partner and Community Needs Key Performance Indicator.

Transportation Planner Gonzales presented 3. Build MetroPlans Visibility in the Community Key Performance Indicator.

Transportation Planner Austin present 4. Implement Programs that Encourage Mode Shift Key Performance Indicator.

10. DISCUSSION ON ADOT LIGHTING STANDARDS (Pages X-X)

MetroPlan Staff: David Wessel

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

Planning Manager Wessel presented the ADOT Lighting Standards and previous Dark Skies Lighting information.

Member McCarthy asked if Planning Manager Wessel is suggesting the wavelength rather than intensity of light is being addressed. Planning Manager Wessel confirmed this fact.

Member Aslan is fully supportive of moving forward with the most stringent policy of lighting be used.

Chris Luginbuhl spoke on behalf of the Dark Skies Coalition. He shared the standards that begin in 1989 with strict spectrum standards adoption, including the support that arose from Northern Arizona University, Coconino and City of Flagstaff. He also shared the information about advances in lighting and implementation since that time.

Chair Vasquez as well as Member Aslan reiterated pointed out that City of Flagstaff is way ahead in the lighting standards yet we

must keep working on the lighting standards. Member Asland further continued saying Flagstaff is leading by example and there are conversations by larger communities including some communities in the Metro Phoenix area. Additionally, he said the Lowell Discovery Center is opening later this year and the investment in this Center needs to be supported.

Member McCarthy asked if anyone has ever looked at automobile headlights and if these headlights could become a problem. Chris Luginbuhl said there was a study a few years back that proved that car lights are significant contributor to excess lights. Member McCarthy asked if the color of headlights could be changed. Chris Luginbuhl said he had not investigated this problem.

Executive Director Morley said there is some investigation at the federal level looking at the LED car lighting from a Safe Streets point of view.

Fred Ruba from the Naval Observatory represented the observatory and astronomy in Flagstaff. He said that many are aware of the Platinum Code Regulations in the City of Flagstaff for general lighting. What preceded the adoption of City of Flagstaff lighting standards was an engineering study on the standards of lighting. This was a very involved effort. There has been discussion with ADOT for the past couple of years to find a lighting solution that is agreeable to every entity.

Amy Oliver said they are very supportive and look forward to what MetroPlan will do in the future.

Member McCarthy asked if the next step was to draft a resolution.

Planning Manager Wessel said there is a way to present to ADOT through a forum for policy changes and discussions. There is more discussion which would be appropriate as we move forward.

Chair Vasquez authorized MetroPlan to pursue policy changes.

11. METROPLAN HAPPENINGS

(Pages X-X)

MetroPlan Staff: Kate Morley

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

Executive Director Morley presented the current happenings for MetroPlan.

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.

Effective July 1, 2024 Andy Bertelsen will be the new County Manager and Steve Peru will move to a consultant for 18 months. Judy Begay is the new Chair of County Supervisors. Patrice Horstman is the Vice-Chair.

2. NEXT SCHEDULED EXECUTIVE BOARD MEETING

September 5, 2024

3. ADJOURN

The meeting was adjourned at 3:05 by Chair Vasquez.

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 Mountain Line Front Office on May 31, 2024 at 12:00 pm.

Karen Moeller, Clerk of the Board/Admin. Assistant

Dated this 31st day of May, 2024.