



METROPLAN

GREATER † FLAGSTAFF

MINUTES

Executive Board Meeting

1:00 – 3:00 PM

May 2, 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

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

METROPLAN STAFF

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

A. PRELIMINARY GENERAL BUSINESS

1. CALL TO ORDER

Meeting was called to order at 1:00 by Chair Vasquez.

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.

No Public Comment

4. APPROVAL OF MINUTES

(Pages X-X)

Executive Board Regular Meeting Minutes of April 4, 2024

The motion to approve the minutes of the Executive Board Regular Meeting for April 4, 2024 was made by Member Begay. The motion was seconded by Vice-Chair Sweet. 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. DRAFT FY2025 BUDGET

(Pages X-X)

MetroPlan Staff: Kate Morley

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

Executive Director Morley presented the Draft FY2025 Budget. The purpose of the discussion is to take any feedback from the Board and bring the Budget back to the Board for consideration for adoption at the June 6, 2024 meeting.

Chair Vasquez asked if the \$100,000 for Office Equipment was removed moving forward, leaving approximately \$250,000 in operating budget that anticipated and planned in for the 5 years. Executive Director

Morley said this is true.

Chair Vasquez also asked if the loan fund has a percentage of interest? Executive

Director Morley said the program is run through ADOT and asks if you will spend it this year or in future years. The program is a 1 for 1-dollar exchange which allows regions to save up for capital projects to be completed.

Further Chair Vasquez confirmed that consultants can fit in the Projects area of the Budget.

Member Begay asked that the percentage of the budget be placed on the pie graph for the next meeting. In addition, she requested that an FY2024 budget column be added to the chart.

Vice-Chair Sweet asked who was included in the \$4000 per person travel budget? Executive Director Morley stated the travel portion of the budget is an estimate of just staff but that it can support Board members do attend.

Chair Vasquez also requested that the graph include the 5-year plan.

2. CONSIDER AMENDMENT TO THE FY2024 AND FY2025 UNIFIED PLANNING WORK PROGRAM (UPWP) (Pages X-X)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board amend the FY2024 and FY2025 Unified Planning Work Program (UPWP).

Executive Director Morley presented the Amendment to the FY2024 and FY 2025 UPWP.

Member Begay confirmed that the amendments are included in the packet. Executive Director Morley confirmed all changes are included in the packet.

Member Williams asked if action was necessary today if potential changes are anticipated? Executive Director Morley stated she knew there would be a change to the Transit Budget.

The Board came to a consensus table the item until June where there is a final budget.

3. CONSIDER ADOPTION OF FISCAL YEAR 2025 TITLE VI PLAN (Pages X-X)

MetroPlan Staff: Karen Moeller

Recommendation: Staff recommends the Board adopt the FY25 Title VI Plan.

Administrative Assistant and Clerk of the Board Moeller provided a presentation to the Executive Board regarding the adoption of the FY25 Title VI plan. Minor updates have been made that include committee and council members, staff members, and annual demographics and maps.

The motion to adopt the FY25 Title VI Plan was made by Member Begay. The motion was seconded by Member Sweet. The motion passed unanimously.

4. CONSIDER VULNERABLE ROAD USERS SAFETY PLAN SCOPE (Pages X-X)

MetroPlan Staff: Mandia Gonzales

Recommendation: Staff recommends the Board approve the Vulnerable Road Users Safety Action Plan Scope of Work and Purpose Statement.

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

Chair Vasquez asked if the Local Road Safety Plan was included in the County's

Comprehensive Plan. Executive Director Morley said the County just wrote a grant for this and is a pending effort not involved in what the County is currently doing.

Member Begay said the City of Flagstaff and Coconino County should get together on these plans and should work together. When this happens, more work can be accomplished, and requests could be submitted jointly. Transportation Planner Gonzales said there will be recommendations and findings shared with all agencies.

Vice-Chair Sweet said she is glad to have the partnership to consolidate plans and move forward.

The motion was made to approve the Vulnerable Road Users Safety Action Plan Scope of Work and Purpose Statement by Vice-Chair Sweet. The motion was seconded by Member Williams. The motion passed unanimously.

5. CONSIDER ADOPTING PROCUREMENT POLICY UPDATE

MetroPlan Staff: Karen Moeller

Recommendation: Staff recommends the Board adopt the updated Procurement Policy.

Administrative Assistant and Clerk of the Board Moeller provided a presentation to the Executive Board regarding the adoption of the MetroPlan Procurement Policy to better respond to ADOT's policies and auditing procedures.

It was noted by Executive Director Morley that the report is incorrect and should state Micro Purchase is \$3,000 to \$10,000 rather than \$5,000 to \$10,000.

Motion was made to adopt the updated procurement policy with the correction by Vice-Chair Sweet. The motion was seconded by Member Williams. The motion passed unanimously.

6. DRAFT STRATEGIC GRANTS PLAN

(Pages X-X)

MetroPlan Staff: Sandra Tavel

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

Transportation Planner Tavel presented the Draft of the Strategic Grants Plan.

Chair Vasquez said he is very happy for the award of the PROTECT grant. Vice-Chair Sweet said she was pleased with the overview and what is working with partnerships. Member Williams said that he is pleased also and grateful for the planning and organization which has gone into the Strategic Grants Planning. Member Begay was pleased that the number of grants has been reduced to 18 so that appropriate funding can be sought. She is especially happy about the PROTECT grant.

Chair Vasquez wanted to know how these wins are marketed to the community. Executive Director Morley said our partners have been very generous in their recognition and MetroPlan is letting the partners take the lead in announcements. Further Executive Director Morley stated she and Transportation Planner Tavel would like to have a press release about IJJA and all IJJA has done.

Chair Vasquez said National Transportation Week is coming up soon and it would be

good to have a release for that week.

7. FY2024 ADOT AUDIT (Pages X-X)

MetroPlan Staff: Kate Morley

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

Executive Director Morley presented the ADOT Audit. She shared the observations which were noted, and the responses given to these observations.

8. FY2024 FINANCIAL REPORT – 3RD QUARTER (Pages X-X)

MetroPlan Staff: Karen Moeller

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

Administrative Assistant and Clerk of the Board Moeller presented the FY2024 Financial Report for Quarter 3, FY2024

9. TDM UPDATE

MetroPlan Staff: Kim Austin

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

Transportation Planner (TDM) Austin presented the TDM Update. She included the Bloomberg Cheshire Safe Streets Project, Bike Month, Safe Routes to School and Safer People Campaign.

Vice-Chair Sweet asked about the overall theme of comments regarding the Bloomberg Project. TDM Planner Austin said that many did not know about the project but are excited. She clarified that postcards were mailed to the entire neighborhood.¹ Vice-Chair Sweet also said she some of her staff said delineators were not being used.

TDM Planner Austin said they are being used and MetroPlan will be installing the delineators. Vice-Chair Sweet asked how to sign up to assist with this project. TDM Planner Austin shared how to sign up to assist.

Member Williams is interested to see how this Bloomberg Project will work at slowing traffic because he was almost in an accident on Butler which might benefit from traffic calming.

Chair Vasquez requested a flyer with dates and times for the Bike Month events.

10. METROPLAN HAPPENINGS

MetroPlan Staff: Kate Morley

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

Executive Director Morley shared the current happenings at 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.

No items from the Executive Board

2. NEXT SCHEDULED EXECUTIVE BOARD MEETING

June 6, 2024

3. ADJOURN

The meeting was adjourned at 2:34 p.m. 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 www.metroplanflg.org on April 26, 2024 at 12:00 pm.

Karen Moeller, Clerk of the Board/Admin. Assistant

Dated this 26th day of April, 2024.