



**METROPLAN**  
GREATER † FLAGSTAFF

6 E Aspen Avenue, Suite 200  
Flagstaff, AZ 86001  
928-266-1293  
www.metroplanflg.org

## MINUTES

### MetroPlan Technical Advisory Committee Meeting

1:30 pm to 3:30 pm

August 26, 2020

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Join Zoom Meeting: <https://us02web.zoom.us/j/74739184308>

Meeting ID: 747 3918 4308

Dial-in: +1 408 638 0968 US

Regular meetings and work sessions are open to the public. Persons with a disability may request a reasonable accommodation by contacting the City of Flagstaff City Clerk's Office at 928-779-7607. 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 by contacting the MetroPlan at 928-213-2651 as early as possible to allow time to arrange the accommodation.

**Public Questions and Comments must be emailed to [rosie.wear@metroplanflg.org](mailto:rosie.wear@metroplanflg.org) prior to the meeting.**

#### 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).*

#### TECHNICAL ADVISORY COMMITTEE MEMBERS

- Nate Reisner, Chair, ADOT North Central District Development Engineer (for Audra Merrick, ADOT Flagstaff District Engineer)
- Nick Hall, Vice-Chair, Coconino County Assistant Engineer (for Christopher Tressler, Coconino County)  
*Joined the meeting at 1:41pm*
- John Wennes, ADOT Transportation Planner
- Anne Dunno, NAIPTA Capital Program Manager
- Rick Barrett, City of Flagstaff Engineer  
*Left the meeting at 2:55 pm*
- Jay Christelman, Coconino County Community Development Director
- Dan Folke, City of Flagstaff Community Development Director
- Jeff Bauman, City of Flagstaff Transportation Manager
- Greg Mace, NAU
- Ed Stillings, FHWA



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## METROPLAN STAFF

- Jeff Meilbeck, Executive Director
- David Wessel, MetroPlan Manager
- Rosie Wear, MetroPlan Specialist

Others in attendance: Stephen Vedral (NAU), Phyllis Davis (Kittelson & Associates), Martin Ince (City of Flagstaff), Kate Morley (Mountain Line) joined the meeting at 1:54pm

## I. PRELIMINARY GENERAL BUSINESS

### A. CALL TO ORDER

Chair Nate Reisner called the meeting to order at 1:32 pm.

### B. ROLL CALL – See above.

### C. PUBLIC COMMENT – None.

*(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.)*

### D. APPROVAL OF MINUTES

- Minutes of Regular Meeting: May 27, 2020 (Pages 5-9)

Motion: TAC member Anne Dunno made a motion to approve the May 27, 2020 meeting minutes without edits. TAC member John Wennes seconded the motion. The motion was passed unanimously.

## II. CONSENT AGENDA

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

## III. GENERAL BUSINESS

### A. Transportation Improvement Program (TIP) Amendment

MetroPlan Staff: Dave Wessel

Recommendation: Staff recommends the Board consider adopting the TIP amendment.

Discussion: Anne Dunno shared the change in priorities reflecting delay of construction for the campus bus storage facility and potential for a first-mile-last-mile grant.

Motion: TAC member Rick Barrett made a motion to recommend the Executive Board adopt the TIP Amendment with the edits provided by Dave Wessel reserving the \$17,000 shown for the Switzer Roudabout for further discussion. TAC member Anne Dunno seconded the motion. The motion was passed unanimously.

## **B. Financial Management Policy**

MetroPlan Staff: Rosie Wear

Recommendation: Staff recommends the Board consider adopting a Financial Management Policy.

Discussion: No motion – the policy is outside the scope of this advisory committee.

## **C. Title VI Plan**

MetroPlan Staff: Rosie Wear

Recommendation: Staff recommends the Board consider adopting the FY21 Title VI Plan.

Discussion: No motion – the plan is outside the scope of this advisory committee.

## **D. Unified Planning Work Program (UPWP)**

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board consider an amendment to the Unified Planning Work Program (UPWP) to reflect projects and priorities as adopted by the Board in June 2020.

Motion: TAC member John Wennes made a motion to recommend the UPWP amendment to the Executive Board for approval. TAC member Anne Dunno seconded the motion. The motion was passed unanimously.



Item I. from agenda taken out of order after Item D. This item also encompassed Item F and H.

#### **I. MetroPlan's Role in Federal Funding**

MetroPlan Staff: Jeff Meilbeck

Recommendation: This item is for discussion only.

Discussion: MetroPlan needs to plan ahead in planning and writing new grants. The TAC Chair summarized the discussion saying that the staff report bullet points for how MetroPlan will proceed in the future are a good start. Concern was expressed that MetroPlan was pursuing grants too quickly without giving member agencies an opportunity to fully consider the costs, benefits, and commitment of local match funds.

#### **E. Regional Transportation Plan (RTP) Scope and Process Approval**

MetroPlan Staff: Dave Wessel

Recommendation: Staff recommends endorsing the scope of work and releasing the Request for Proposal.

Discussion: Member Anne Dunno requested coordination with Bizzy Collins at Mountain Line for process. While no formal action was taken, the TAC did support the scope of work as presented.

#### **F. Advanced Transportation & Congestion Management Technology Deployment (ATCMTD) Grant**

MetroPlan Staff: Dave Wessel

Recommendation: No recommendation. Update only.

Discussion: The TAC concurred with the presentation and alignment with pursuing federal funds from a related discussion. No formal action was taken.

#### **G. \$50,000 MetroPlan Mini Grants**

MetroPlan Staff: Jeff Meilbeck



Recommendation: Staff recommends the Board consider criteria for a competitive MetroPlan mini-grant to member agencies of \$50,000.

Discussion: TAC members expressed thanks for presenting the option of grants to member agencies. No formal action was taken. Chair Reisner requested this item be revisited at the next meeting when there was more time.

#### **H. Low Interest Loan Recommendation (Lone Tree Railroad Overpass)**

MetroPlan Staff: Dave Wessel

Recommendation: Staff recommends the Board 1) defer to the City of Flagstaff on whether or not to apply for a federal low interest loan, and 2) the Executive Director communicate this decision to the City Manager in writing.

Discussion: For discussion only.

#### **J. Items from the Executive Director**

MetroPlan Staff: Jeff Meilbeck

No items were presented.

#### **K. Future Agenda Items**

MetroPlan Staff: Jeff Meilbeck, Executive Director

Recommendation: Discuss items for future MetroPlan agendas.

Discussion: Nate Reisner requested adding the \$50,000 mini-grants to the next meeting. Anne kudos to ADOT for the McConnell sidewalk being built.

### **IV. CLOSING BUSINESS**

#### **A. 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.)*

#### **B. ADJOURN**

Chair Nate Reisner adjourned the meeting at 3:31pm.



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