



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

MINUTES

Executive Board Meeting

10:00 AM to Noon

April 1, 2020

<https://global.gotomeeting.com/join/989016837>

You can also dial in using your phone.

United States: [+1 \(646\) 749-3112](tel:+16467493112)

Access Code: 989-016-837

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. The FMPO 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 FMPO at 928-213-2651 as early as possible to allow time to arrange the accommodation. **A quorum of the TAC may be present.**

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 FMPO Executive Board and to the general public that, at this regular meeting, the FMPO Executive Board may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the FMPO Executive Board's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A).

EXECUTIVE BOARD MEMBERS

- Coral Evans, Mayor, Flagstaff City Council, Chair
- Charlie Odegaard, Flagstaff City Council, Vice-Chair
- Jesse Thompson, Arizona State Transportation Board Member
- Matt Ryan, Coconino County Board of Supervisors
- Art Babbott, Coconino County Board of Supervisors
- Jim McCarthy, Flagstaff City Council
- [Steve Peru, Mountain Line Board \(NEW\)](#)
- Regina Salas, Flagstaff City Council (alternate) – Joined the meeting at 10:05am.
- Jim Parks, Coconino County Board of Supervisors (alternate)

METROPLAN STAFF



METROPLAN

GREATER † FLAGSTAFF

- Jeff Meilbeck, Executive Director
- David Wessel, Manager
- Martin Ince, Multi-Modal Planner
- Rosie Wear, Business Manager

Others in attendance: Greg Clifton (City of Flagstaff), Ed Stillings (FHWA), Heather Dalmolin (Mountain Line), Brandon Kavanaugh (MWSW)

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

Chair Coral Evans called the meeting to order at 10:01am.

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

(Pages 6-11)

- Minutes of Regular Meeting: February 5, 2020

MOTION: Board member Matt Ryan moved to approve the February 5, 2020 Executive Board Minutes. Board member Charlie Odegaard 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.)

MOTION: Board member Art Babbott moved to approve the items on the Consent agenda except item A, which will be pulled for discussion. Board member Jesse Thompson seconded the motion. The motion was passed unanimously.

A. TIP Amendments

(Pages 12-21)

MetroPlan Staff: David Wessel



Recommendation: Staff recommends amendment of the FY 2019-2023 Transportation Improvement Program for an increase in funding for the Fourth/Lockett/Cedar roundabout design and construction.

Discussion: Boardmember McCarthy asked to pull this item from Consent. After reviewing drawings, he is concerned that it may be dangerous for pedestrians crossing four lanes of traffic as there are two schools and a library on three of the four corners. Dave Wessel will incorporate these comments into the design – safety issues will be taken into account before it is approved. This amendment is to include the project in the TIP for funding and planning purposes, but a final drawing is not available yet as it is still in design. Design is between City and ADOT and not up to MetroPlan, A request for review will be available in the future. McCarthy requesting to be involved in the final analysis.

Motion: Board member Jim McCarthy moved to approve the amendment of the FY19-23 TIP. Board member Matt Ryan seconded the motion. The motion was passed unanimously.

B. UPWP Amendments (Pages 22-24)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends amendment of the FY 2020-2021 Unified Planning Work Program to include Mountain Line’s 5305 Grant for the Fare Free Study

III. GENERAL BUSINESS

A. Amend Master IGA to Add NAIPTA to Executive Board (Pages 25-34)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board sign and acknowledge an Amended Master IGA adding NAIPTA (Mountain Line) to the MetroPlan Executive Board.

DISCUSSION: Need designation from NAIPTA that Steve Peru is the designated appointee from the NAIPTA Board. Jeff Meilbeck confirmed we have this. The Board acknowledged that designated appointee, Steve Peru, could begin participating in the meeting as a Board Member once the vote on this item is taken.



MOTION: Board member Charlie Odegaard moved to accept the Amended Master IGA adding NAIPTA to the MetroPlan Executive Board. Board member Jim McCarthy seconded the motion. The motion was passed unanimously.

B. Resolutions to adopt Arizona State Retirement System (ASRS) (2020-03) and Social Security Coverage (2020-04) (Pages 35-48)

MetroPlan Staff: Jeff Meilbeck

Recommendations: 1) Staff recommends the Board approve reading of Resolutions 2020-03 and 2020-04 by title only. 2) Staff recommends the Board approve “Arizona State Retirement System Political Subdivision Supplemental Retirement Plan” Resolution 2020-03. 3) Staff recommends the Board approve “Arizona State Retirement System Social Security Coverage” Resolution 2020-04.

DISCUSSION: None

MOTION: Board member Steve Peru moved to approve Resolution 2020-03 and 2020-04 and the agreements for ASRS and SSI. Board member Charlie Odegaard seconded the motion. The motion was passed unanimously.

C. Financial Services Notices to the City of Flagstaff and ADOT (Pages 49-57)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Executive Board take two actions: 1) approve a letter of notice to the Flagstaff City Manager terminating administrative and financial services effective June 30, 2020; and 2) approve a letter to ADOT assuming responsibility for administrative and financial services effective July 1, 2020.

DISCUSSION: Jeff Meilbeck noted the correction to the County Managers name to be changed on the final letter.

MOTION: Board member Matt Ryan moved to approve the notice letters with the noted changes. Board member Steve Peru seconded the motion. The motion was passed unanimously.

[Item E. was taken out of order before Item D.]

D. Transition IGA with City of Flagstaff (Pages 58-60)



MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board approve an IGA with the City of Flagstaff detailing how transition tasks, funds, and responsibilities will be handled by each organization.

DISCUSSION: Jeff Meilbeck IGA was completed with legal counsel about 30 minutes before the meeting. Chair would agree to Executive Director to approve as long as there are no substantive changes. Peru and Odegaard agreed.

MOTION: Board member Steve Peru moved to approve the draft IGA as presented with the request to bring any substantive changes back to the Board at a future meeting. Board member Charlie Odegaard seconded the motion. The motion was passed unanimously.

E. IGA with Mountain Line for Personnel and Other Services (Pages 61-72)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Executive Board authorize MetroPlan's Executive Director to sign an IGA with Mountain Line for personnel and other services.

DISCUSSION: Board member Peru reported back on behalf of Mountain Line that he welcomes the opportunity to work with Metroplan and has asked Jeff Meilbeck to attend the next NAIPTA Board meeting to answer questions publicly. Board member McCarthy expressed concerns with conflict, as Peru initially abstained from voting as Chair of Mountain Line Board. Discussion of conflict of interest. Board member Thompson requested legal opinion prior to any meeting for potential conflict of interest.

MOTION: Board member Charlie Odegaard moved to approve the IGA with Mountain Line. Board member Matt Ryan seconded the motion. Following discussion of potential Conflict of Interest, all members voted and the motion was passed unanimously.

F. Legislative Update (Pages 73-84)

MetroPlan Staff: Jeff Meilbeck

Recommendation: No recommendation is being made but the Board may provide direction related to MetroPlan's legislative agenda.

DISCUSSION: None.

G. Transportation Board Dinner

(Pages 85-86)

MetroPlan Staff: Jeff Meilbeck

Recommendation: No recommendation is being made.

DISCUSSION: None.

H. Items from the Executive Director

a. Project Prioritization Update

DISCUSSION: None

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.)

McCarthy requested that we use options to “Raise Hand.” Chair Evans agreed that Zoom has many features that can be used for easier run meetings. Jeff Meilbeck agreed we will use Zoom in the future.

Evans requested electronic signature on PDF whenever possible, as they include date, time and signature.

B. Adjourn

Chair Coral Evans adjourned the meeting at 10:55am.