



# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION

CITY OF FLAGSTAFF ♦ COCONINO COUNTY ♦ ARIZONA DOT

211 West Aspen Avenue ♦ Flagstaff, Arizona 86001

Phone:(928) 213-2651

[www.flagstaffmpo.org](http://www.flagstaffmpo.org) ♦ [mpo@flagstaffaz.gov](mailto:mpo@flagstaffaz.gov)

## AGENDA

### FMPO Executive Board Meeting

10:00am to 12:00pm

November 6, 2019

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Flagstaff City Council Chambers  
211 W. Aspen Avenue, Flagstaff, AZ 86001

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**

- Art Babbott, Coconino County Board of Supervisors, Chair
- Coral Evans, Mayor, Flagstaff City Council Vice-Chair
- Jesse Thompson, Arizona State Transportation Board Member
- Matt Ryan, Coconino County Board of Supervisors
- Jim McCarthy, Flagstaff City Council
- Charlie Odegaard, Flagstaff City Council
- Regina Salas, Flagstaff City Council (alternate)

#### **FMPO STAFF**

- Jeff Meilbeck, Executive Director
- David Wessel, FMPO Manager
- Martn Ince, Multi-Modal Planner
- Rosie Wear, FMPO Specialist

#### **I. PRELIMINARY GENERAL BUSINESS**

##### **A. CALL TO ORDER**

**B. ROLL CALL**

**C. 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.)*

**D. APPROVAL OF MINUTES**

- Minutes of Regular Meeting: October 2, 2019 (Pages 4-7)

**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. Office of Innovation – Possible Funding and Technical Assistance (Pages 8-9)**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: No recommendation is being made and staff will share information about possible funding opportunities.

**B. Amend Operating Procedures (By Laws) and Master IGA (Pages 10-11)**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: No recommendation is being provided, but the Board may direct staff to process amendments to FMPO's Master IGA and Operating Procedures (By-Laws).

**C. McConnell Update (Pages 12-13)**

FMPO Staff: Jeff Meilbeck

Recommendation: No recommendation is being made, and staff from NAU and NAIPTA will share information about a collaborative project on McConnell Road.

**D. MetroPlan (FMPO) 2020 Meeting Calendar (Pages 14-16)**

FMPO Staff: Rosie Wear, Specialist

Recommendation: Staff recommends the Board consider and adopt a meeting calendar for 2020.

**E. Legislative Update (Pages 17-18)**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: No recommendation is being made but the Board may approve sending a letter to the Rural Transportation Advocacy Council (RTAC) regarding indexing the gas tax.

**F. Items from the Executive Director**

- a. Transition to independence
- b. FMPO Office Space
- c. Invitation to NAU to present transportation projects
- d. E-vehicles session by Coconino County November 19th
- e. BUILD grant update
- f. MetroPlan Web Page

**G. Future Agenda Items**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Discuss items for future FMPO agendas.

**IV. RECESS INTO EXECUTIVE SESSION – FMPO EXECUTIVE DIRECTOR CONTRACT**

*(Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting, pursuant to A.R.S. Section 38-431.03(A)(1).)*

**V. CLOSING BUSINESS**

**A. ITEMS FROM THE BOARD**

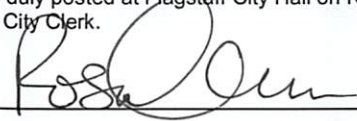
*(Board members may make general announcements, raise items of concern or report on current topics of interest to the Board. Items are not on the agenda, so discussion is limited and action not allowed.)*

**B. ADJOURN**

**CERTIFICATION OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on November 4, 2019 at 4:00 pm in accordance with the statement filed by the Recording Secretary with the City Clerk.

Dated this 4th Day of November 2019.

  
\_\_\_\_\_  
Rosie Wear, FMPO Specialist



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## MINUTES FMPO Executive Board Meeting 10:00am to 12:00pm October 2, 2019

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Flagstaff City Council Chambers  
211 W. Aspen Avenue, Flagstaff, AZ 86001

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### EXECUTIVE BOARD MEMBERS

- Art Babbott, Coconino County Board of Supervisors, Chair
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- Charlie Odegaard, Flagstaff City Council
- Regina Salas, Flagstaff City Council (alternate)

### FMPO STAFF

- Jeff Meilbeck, Executive Director
- David Wessel, FMPO Manager
- Martin Ince, Multimodal Planner
- Rosie Wear, FMPO Specialist

Others in attendance: Erika Mazza, Ed Stillings, Alison Eckert, Heidi Hansen

**I. PRELIMINARY GENERAL BUSINESS**

**A. CALL TO ORDER**

Chairperson Art Babbott called the meeting to order at 10:02am.

**B. ROLL CALL**

See above, page 1

**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: August 7, 2019
- Minutes of Executive Session: August 7, 2019

MOTION: Board member Jim McCarthy moved to approve the Executive Board meeting and Executive Session minutes without edits. Board member Matt Ryan seconded. 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.)*

*No consent items*

**III. GENERAL BUSINESS**

**A. Executive Director Contract**

FMPO Staff: Jeff Meilbeck

Recommendation: No recommendation is being made but the Board may take action to extend the Executive Director's contract for service beyond November 8, 2019

This item was taken out of order so Interim Human Resources Director Alison Eckert would be present for discussion.

MOTION: Board member Jim McCarthy moved to approve the Executive Director contract. Board member Charlie Odegaard seconded. The motion was passed unanimously.

## **B. Strategic Advance**

FMPO Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board discuss and approve an approach and timing for an annual FMPO Strategic Advance.

MOTION: None at this time. Direction was given to hold Strategic Advance on January 8<sup>th</sup> prior to the Board meeting with no outside facilitation.

## **C. Board and Committee Packet Practice**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Staff recommends the Board adopt a packet distribution practice to meet member needs and set clear expectations.

MOTION: Board member Thompson moved to adopt the packet practice. Vice-Chair Coral Evans seconded the motion. The motion was passed unanimously.

## **D. Transition to Metroplan Identity Update**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: None

MOTION: None at this time.

## **E. Technical Advisory Committee (TAC) Agenda and Structure**

FMPO Staff: Jeff Meilbeck

Recommendation: No recommendation is being made.

MOTION: None at this time.

## **F. Fourth Street Widening**

FMPO Staff: Jeff Meilbeck

Recommendation: This item is for information only and no recommendation is being made.

MOTION: None at this time.

## **G. Letter of Support for Amtrak – Southwest Chief**

MOTION: Board member McCarthy moved to approve letter with minor changes and to send to additional legislators, Board member Ryan seconded the motion to approve. The motion was passed unanimously.

#### **H. NAIPTA on FMPO Executive Board**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Staff recommends consideration of NAIPTA's request to be added to the FMPO Executive Board.

MOTION: No motion at this time.

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

- a. Port Authority
- b. BNSF Discussions
- c. FMPO Office Space
- d. NAU/NAIPTA McConnell Project

#### **J. Future Agenda Items**

Recommendation: Discuss items for future FMPO agendas.

#### **K. RECESS INTO EXECUTIVE SESSION – FMPO Executive Director Contract**

*(Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting, pursuant to A.R.S. Section 38-431.03(A)(1).)*

### **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 –**

Chairperson Art Babbott adjourned the meeting at 11:36am.

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

## STAFF REPORT

**REPORT DATE:** October 29, 2019  
**MEETING DATE:** November 6, 2019  
**TO:** Honorable Chair and Members of the FMPO Board  
**FROM:** Jeff Meilbeck, FMPO Executive Director  
**SUBJECT:** Possible Funding Opportunities

### 1. Recommendation:

**i** *No recommendation is being made. Staff will share information about possible funding opportunities.*

### 2. Related Strategic Workplan Item

- i** *FMPO Measurable Objective # 6:*
- *Create a plan to fund top projects by researching available funding sources and classifying those sources as high, medium and low confidence.*
  - *Lone Tree Corridor is one of 3 top priorities identified by the FMPO Board.*

### 3. Background

**i** *David Wessel discovered an avenue for possible funding through the Office of Innovative Project Delivery and pursued it with his contacts in Phoenix and Washington DC. Dave was ultimately invited to do a presentation in Washington DC on October 25th to an interagency team including the Federal Highways Administration, Federal Transit Administration and Federal Railroad Administration. The interagency team is known as the Build America Bureau and one of the goals of the office is to identify promising projects nationally and streamline the application and approval effort.*

*The interagency team shared a number of programs that could provide low interest loans ranging from 1.07% to 2.25%*



*Dave will share his presentation and we will explore some of the opportunities, risks and limitations of low interest loan programs.*

#### **4. TAC and Management Committee Discussion**

**i** *Although this item was not specifically reviewed by the TAC and Management Committee at a regularly scheduled meeting, FMPO staff met with the City Manager's office to review the opportunity. Dave also shared a copy of his presentation with member agency staff, many of whom attended the Washington DC presentation by telephone. Further, FMPO staff met with City staff on October 29<sup>th</sup> to debrief the Washington DC presentation.*

#### **5. Fiscal Impact**

**i** *If competitive low interest loans are secured, local taxpayer costs may be reduced and/or eligible projects may be enhanced or accelerated. However, low interest loan programs may trigger additional costs related to meeting federal requirements. Additional analysis is needed to determine how beneficial the loan programs might be.*

#### **6. Alternatives**

**i** *No recommendation is being made and no alternatives are being offered at this time.*

#### **7. Attachments**

**i** *None*

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

## STAFF REPORT

**REPORT DATE:** October 29, 2019  
**MEETING DATE:** November 6, 2019  
**TO:** Honorable Chair and Members of the FMPO Board  
**FROM:** Jeff Meilbeck, FMPO Executive Director  
**SUBJECT:** Amend Operating Procedures and Master IGA

### 1. Recommendation:

**i** No recommendation is being provided, but the Board may direct staff to process amendments to FMPO's Master IGA and Operating Procedures (By-Laws).

### 2. Related Strategic Workplan Item

**i** FMPO Guiding Principle: FMPO is fair and equally representative

### 3. Background

**i** On October 2, 2019 the FMPO considered NAIPTA's request to join the FMPO Executive Board and gave preliminary direction to staff. Staff have completed legal research into the necessary steps to add NAIPTA to the Executive Board and have identified the following process:

1) Reformat the FMPO operating procedures as by-laws and bring the by-laws to the Board for adoption in December 2019. Note: This item is a required step as part of non-profit formation and creates a convenient opportunity to add NAIPTA.

2) Amend the By-Laws to include NAIPTA as a member of the Executive Board using the following language:

*"1 member of the NAIPTA Board of Directors who is not a member of the Flagstaff City Council or County Board of Supervisors"*

3) Amend the FMPO Master IGA to include NAIPTA on the Executive Board using the same language as is used in the By-Laws.

*Discussion:*

*Amending the Master IGA will require routing through the City Attorney's Office and the County Attorney's office prior to being considered by the Board of Supervisors and City Council. This process will likely take several weeks before it can be placed on the respective agendas and considered by the City Council and Board of Supervisors.*

*As the FMPO continues to move toward independence, the need for other changes to the by-laws and master IGA may be revealed. For example, there may be items related to non-profit status that need to be addressed. A current challenge for the FMPO is to use staff and Board time of all organizations efficiently and minimize the number of times that legal documents need to be amended.*

#### 4. TAC and Management Committee Discussion

**i** *Due to a change in meeting schedule, this item was not discussed with the Management Committee or TAC. However, this staff report was shared with the NAIPTA CEO who supported a June 30, 2020 effective date.*

#### 5. Fiscal Impact

**i** *If NAIPTA is added to the Executive Board NAIPTA would pay \$5,000 per year membership dues.*

#### 6. Alternatives

- i**
- 1) Work to amend the operating procedures (by-laws) and Master IGA as soon as possible. This alternative brings NAIPTA onto the FMPO Executive Board in the fastest way possible. However, this alternative may require a second amendment process if additional items related to FMPO independence are identified.*
  - 2) Work to amend the operating procedures (by-laws) and Master IGA by June 30, 2020. This alternative results in a delay in adding NAIPTA to the Executive Board, but may also be a more efficient use of staff, legal, Board and Council time required of the City, County and FMPO.*

#### 7. Attachments

**i** *None*

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

## STAFF REPORT

**REPORT DATE:** October 29, 2019  
**MEETING DATE:** November 6, 2019  
**TO:** Honorable Chair and Members of the FMPO Board  
**FROM:** Jeff Meilbeck, FMPO Executive Director  
**SUBJECT:** McConnell Improvement Project

### 1. Recommendation:

**i** *No recommendation is being made. Staff from Mountain Line and NAU will present the project and may ask for support from the FMPO.*

### 2. Related Strategic Workplan Item

**i** *FMPO Guiding Principle: FMPO leverages resources:*

- *Strategically leverages project champions and other plans*

### 3. Background

**i** *Staff from NAU and Mountain Line have been working on a project to increase safety and reduce congestion on NAU campus for a number of years. NAU and Mountain Line have received funding for design and are working to build momentum and garner support for the McConnell project with partners. Although FMPO staff are not recommending the project for FMPO funding at this time, the project is a good example of inter-agency collaboration and competitive grant-writing. This project is being introduced to the Board at this time for the following reasons:*

- 1) The FMPO is a regional organization with a vision of “creating the finest transportation system in the country” and a mission to “leverage cooperation”. The McConnell project is ambitious and innovative.*
- 2) NAU and Mountain Line have recently been integrated into the FMPO in a more robust way. Sharing a project that is important to both organizations seems timely and appropriate in this time of new beginnings.*

#### 4. TAC and Management Committee Discussion

**i** *This presentation was given to the TAC and Management Committee in September. Feedback to NAIPTA and NAU from the City and ADOT included concerns about impacts to the I-17 off-ramp. TAC members also expressed optimism that the current available design budget would be enough to address these concerns.*

#### 5. Fiscal Impact

**i** *The FMPO is not apportioning funds to this project at this time.*

#### 6. Alternatives

**i** *This item is for information only, so no alternatives are being presented.*

#### 7. Attachments

**i** *None*

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

## STAFF REPORT

**REPORT DATE:** October 23, 2019  
**MEETING DATE:** November 6, 2019  
**TO:** Honorable Chair and Members of the FMPO Executive Board  
**FROM:** Jeff Meilbeck, Executive Director  
**SUBJECT:** 2020 Meeting Calendar

### 1. Recommendation:

**i** Staff recommends the Board approve the 2020 Meeting Calendar for the 2020 Executive Board and Technical Advisory Committee meetings.

### 2. Background

**i** On June 5<sup>th</sup>, 2019 the Executive Board accepted and approved the FMPO Operating Procedures. The Operating Procedures include meeting requirements as follows: the FMPO Executive Board shall meet at least four times per year at the direction of the Executive Board; the TAC shall meet at least four times per year, preferably monthly.

By publishing a calendar, the FMPO is able to provide complete meeting information to Board members and the public. In addition to including the meeting dates, times, and locations, the calendar provides notice about cancellations and a statement of public posting locations. Finally, Title VI and ADA compliance statements are included with contact information.

The 2020 Meeting Calendar may be distributed publicly as outreach to increase public participation.

### 3. TAC and Management Committee Discussion

**i** This item was not reviewed by the TAC or Management Committee

#### 4. Fiscal Impact

**i** *There are no costs to the FMPO related to this action.*

#### 5. Alternatives

**i** *The Board may choose to postpone adoption of the 2020 Meeting Calendar, may amend the Calendar, or may choose not to adopt the Calendar.*

#### 6. Attachments

**i** *Draft FMPO 2020 Meeting Calendar*



# Flagstaff Metropolitan Planning Organization

## 2020 Public Meeting Calendar

Meeting dates, times and locations are subject to change with 24 hour notice.

### Executive Board

**Meetings are typically held the first  
Wednesday of the month from 10:00am to  
12:00 pm.**

**Meeting Location:**

Flagstaff City Hall  
Council Chambers  
211 W. Aspen Avenue  
Flagstaff, AZ 86001

January	8 <sup>th</sup>
<b>Strategic Advance – Joint meeting with TAC</b>	
February	5 <sup>th</sup>
March	4 <sup>th</sup>
April	1 <sup>st</sup>
May	6 <sup>th</sup>
June	3 <sup>rd</sup>
July	No Meeting
August	5 <sup>th</sup>
September	2 <sup>nd</sup>
October	7 <sup>th</sup>
November	4 <sup>th</sup>
December	No Meeting

### Technical Advisory Committee (TAC)

**Meetings are typically held the fourth  
Wednesday of the month from 1 pm to 3pm**

**Meeting Location:**

Flagstaff City Hall  
Staff Conference Room  
211 W. Aspen Avenue  
Flagstaff, AZ 86001

January	8 <sup>th</sup>
<b>Strategic Advance – with Executive Board</b>	
January	22 <sup>nd</sup>
February	26 <sup>th</sup>
March	25 <sup>th</sup>
April	22 <sup>nd</sup>
May	27 <sup>th</sup>
June	No Meeting
July	22 <sup>nd</sup>
August	26 <sup>th</sup>
September	23 <sup>rd</sup>
October	28 <sup>th</sup>
November	No Meeting
December	No Meeting

**Agendas are posted at the following locations:**

City of Flagstaff City Hall, 211 W. Aspen Ave., Flagstaff AZ 86001  
Coconino County Administration Building, 219 E. Cherry Ave., Flagstaff, AZ 86004  
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# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

## STAFF REPORT

**REPORT DATE:** October 28, 2019  
**MEETING DATE:** November 6, 2019  
**TO:** Honorable Chair and Members of the FMPO Board  
**FROM:** Jeff Meilbeck, FMPO Executive Director  
**SUBJECT:** Legislative Agenda

### 1. Recommendation:

**i** *No recommendation is being made but the Board may approve sending a letter to the Rural Transportation Advocacy Council (RTAC) regarding indexing the gas tax.*

### 2. Related Strategic Workplan Item

**i** *FMPO Measurable Objective # 6:*

- *Create a plan to fund top projects by researching available funding sources and classifying those sources as high, medium and low confidence.*

### 3. Background

**i** *Staff will provide an overview of pending federal and state legislation including a report from the Rural Transportation Advocacy Council (RTAC).*

### 4. TAC and Management Committee Discussion

**i** *This item was not reviewed by the TAC or Management Committee.*

### 5. Fiscal Impact

**i** *There are no revenues or expenses to the FMPO associated with this item.*

## 6. Alternatives

**i** *No recommendation is being made and no alternatives are being offered at this time.*

## 7. Attachments

**i** *None*