

MINUTES

Executive Board Meeting

10:00 AM to Noon

October 7, 2020

Join Zoom Meeting: <https://us02web.zoom.us/j/79199115652>
Meeting ID: 791 9911 5652
Dial-in: +1 408 638 0968US

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Public Questions and Comments must be emailed to 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).

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 - *Excused*
- Art Babbott, Coconino County Board of Supervisors - *Excused*
- Jim McCarthy, Flagstaff City Council
- Steve Peru, Mountain Line Board of Directors
- Regina Salas, Flagstaff City Council (alternate)
- Jim Parks, Coconino County Board of Supervisors (alternate)

METROPLAN STAFF

- Jeff Meilbeck, Executive Director
- David Wessel, Manager
- Rosie Wear, Business Manager



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GREATER † FLAGSTAFF

Others in attendance: Julie Leid, Bret Peterson, Kevin Adam

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

Mayor Evans called the meeting to order at 10:00am

B. ROLL CALL – *See above*

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.)

Julie Leid – Civil Engineer at Peak Engineering – attended to introduce herself. Served on Regional Plan, Transportation Tax Commission (recently elected as Chair).

D. APPROVAL OF MINUTES

- Minutes of Regular Meeting: September 2, 2020

Motion: Board member Charlie Odegaard made a motion to approve the September 2, 2020 minutes. Board member Jesse Thompson seconded the motion. The motion 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. FY20 Financial Report

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for information only.



Discussion: None.

B. FY21 Budget Amendment

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board approve amendments to the FY21 budget and increase the budget in the amount of \$167,459.89.

Motion: Board member Steve Peru made a motion to approve the budget amendments in the amount of \$167,459.89. Board member Jim McCarthy seconded the motion. The motion passed unanimously.

C. UPWP Budget Amendment

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board approve amendments to the Unified Planning Work Program (UPWP) with the State of Arizona.

Motion: Board member Steve Peru made a motion to approve the UPWP amendment. Board member Charlie Odegaard seconded the motion. The motion passed unanimously.

D. Proposition 419 and 420 Project Phasing Schedule

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. The City of Flagstaff will provide an update on the engineering, construction and phasing schedules for projects approved in 2018 under propositions 419 and 420.

Discussion: None.

E. Strategic Advance Planning

MetroPlan Staff: Jeff Meilbeck

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



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Discussion: Board member McCarthy noted a potential date conflict with the City Budget meetings on February 1 and 2. Additionally, he suggested considering an in-person meeting as a possibility. Chair Evans noted that February would be a good time period other than the date conflict noted.

F. Regional Transportation Plan Update

MetroPlan Staff: Dave Wessel

Recommendation: None. This item is for information only.

Discussion: None.

G. Transportation Improvement Plan Amendment

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board approve a TIP amendment moving \$17,012 in HSIP funds to the City of Flagstaff's share of the Switzer Canyon Roundabout project and two minor amendments addressing carryforward funds in the amount of \$10,000 in STBG funds.

Motion: Board member Steve Peru made a motion to approve the TIP amendment. Board member Charlie Odegaard seconded the motion. The motion passed unanimously.

H. Financial Management Policies - Grant Pursuit

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board consider a Grant Pursuit Policy to provide clear direction to staff and member agencies about how MetroPlan will pursue funding.

This item was taken out of order before Item E.

Discussion: MetroPlan would like to share the policy with the TAC and Management Committee before seeking Executive Board approval. This item will be included again at the December meeting.

I. Regional Transportation Model



MetroPlan Staff: David Wessel

Recommendation: None. MetroPlan maintains a regional transportation model. This item is an update of the process and an overview of the improvements in anticipation of next month's request for model endorsement.

Discussion: None

J. Items from the Executive Director

MetroPlan Staff: Jeff Meilbeck

1. Federal Funding Update
2. Next Executive Board meeting – December 2, 2020
3. *Kevin Adam provided an update from RTAC.*

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.)

Chair Evans reminded the Board that elections for Board officers will need to take place at the next meeting.

B. ADJOURN

Chair Evans adjourned the meeting at 11:14am