



FLAGSTAFF METROPOLITAN
PLANNING ORGANIZATION
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Approved Minutes

EXECUTIVE BOARD MEETING

8:00 a.m. – 10:00 a.m., Wednesday, January 23, 2008

Arizona Department of Transportation, 1801 South Milton Road, Flagstaff, AZ 86001

I. CALL TO ORDER

Chair Montoya called the meeting to order at 8:04 a.m.

II. ROLL CALL

On roll call, the following were present:

Bob Montoya, Chair
Joe Donaldson, Vice-chair (excused absent)
Deb Hill (excused absent)
Scott Overton
Karen Cooper
Liz Archuleta
Carl Taylor (designated alternate for County)

The following FMPO staff was present:

David Wessel, FMPO Manager
Meg Roederer, Administrative Specialist

Others present:

Rick Barrett
Audra Merrick
Rod Wigman
Carl Burkhalter

III. PRELIMINARY GENERAL BUSINESS

A. PUBLIC COMMENT

No public participation.

B. ANNOUNCEMENTS

Mr. Wessel announced the FMPO website at www.flagstaffmpo.org as operational, the 5310 Workshop on January 30, 2008 and thanked the Arizona Snowbowl for their donation to the Rural Transportation Summit. Ms. Archuleta inquired about the workshop. There were no other announcements.

C. APPROVAL of MINUTES.

Vice Mayor Overton made a motion to approve the Minutes of December 5, 2007 and Ms. Cooper seconded, which passed unanimously.

II. OLD BUSINESS

None

III. NEW BUSINESS

1. FMPO Public Participation Plan (PPP) and Regional Transportation Plan (RTP) Update

Mr. Wessel explained the purpose of the FMPO public participation plan (PPP) and the Regional Transportation Plan. He also presented the draft public participation plan and discussed its relationship to the RTP. Mr. Wessel stated the PPP is a federal requirement by SAFETEA-LU, which requires an overarching plan in place; therefore the FMPO needs to be in compliance. He also explained that the RTP is a more specific communication plan. The goal is to provide the MPO more direction.

Mr. Wessel mentioned he has permitted Charlier to slow down on this project in order for them to work on NAIPTA's transit plan update and is coordinating the efforts of FMPO and NAIPTA.

Mr. Wessel stated the RTP will have a steering committee made up of staff and others; approximately 150 stakeholders will be invited to participate in the RTP process in one on one meetings; and there will be a series of workshops scheduled, as well as, a plan to engage the press. Mr. Wessel mentioned the PPP will have a comment period and will hopefully be ready to be adopted formally by next month.

The Board had questions, comment and provided recommendation. Ms. Cooper inquired about the cost of \$242,000 if it is only the PPP. Mr. Wessel explained it is the entire RTP. Mr. Overton inquired about the statement in the document regarding delivery of materials to homes, language on "no lawsuits..." and the newsletter. Mr. Wessel will clarify the materials to home statement to include options and explained the "no lawsuits..." reference as standard federal language. In addition, Mr. Wessel explained that the newsletter would be an electronic format and for example include information from the City Manager Report. Mr. Overton mentioned page 22 heading needed to be changed from CYMPO to FMPO.

Ms. Archuleta requested more detail on the overall vision. Mr. Wessel explained Charlier and Associates responsibilities for the RTP are workshops and focus groups while the MPO will advertise and make initial contact. The intent is for the MPO to be recognized as the local transportation leader. Ms. Archuleta suggested outreach include Spanish demographics (ie: newspaper) and to also look at Navajo populations and make sure it is inclusive as well as have a plan for translation. Mr. Wessel will draft a section into the PPP to address the issue.

Ms. Cooper stressed MPO recognition in the community. Mr. Wessel commented on resource agencies. Mr. Wessel will make revisions and anticipates approval in February 2008.

2. Route Transfer Study Adoption

Mr. Wessel described the Route Transfer Study report and explained the key considerations and critical issues to the Board. Mr. Wessel addressed the Board and gave background information. He mentioned the study is the basis of negotiations for future transfers and is not to initiate transfers but rather set base conditions for future

needs and operations. He stated the team came up with the bottom line cost as \$43 million plus several hundred thousand annually for maintenance. He stated it is not all necessarily an ADOT responsibility, which may be negotiated, but does address future needs. The document states by statute to improve the roadway up to five years and identifies future turn lanes, widening, etc. - it provides a value. Mr. Wessel continued to state that the Study identifies triggers that may affect a transfer. In addition, the process is identified in the document at a planning level. The FMPO Technical Advisory Committee (TAC) approved the Study and next it will need Executive Board approval and then be presented to City Council.

The Board commented on the study and received input from City and County staff as well as from Mr. Burkhalter, ADOT Flagstaff District Senior Resident Engineer. Mr. Overton asked what happens after ten years. Mr. Wessel replied the study should be sufficient and process valid through the year 2030 because of the level of comprehension such as labor and construction indexes. Chair Montoya commented on the establishment of guidelines and encouraged the Board to contact legislators. Ms. Cooper commented on the constant struggle to keep streets maintained and referenced highway 180. Chair Montoya stressed the need to have the process adopted in a document. Mr. Overton mentioned it provided flexibility to projects and will help start conversations and negotiations for the City as well as ADOT. Mr. Wessel mentioned there might be ADOT O & M issues and an advantage to the City may be that the City wants landscaping or cross walks for example and the City can initiate it even if ADOT is not interested.

The group discussed keeping the document current and fresh in regard to cost indexes as well as changes in local standards for example drainage issues. Ms. Archuleta suggested an annual update and Mr. Wessel suggested monitoring it on a regular basis.

Mr. Wessel mentioned that HDR recommended against updating cost indexes constantly because of the volatility and it is intended to provide a "snapshot." Mr. Wessel recommended a solution as an annual report to state any changes and it will track the process as well as keep the document current. Mr. Wessel commented that HDR was hired by ADOT and got 70% into the study and stopped, at that point there was a discussion on the use of the Route Transfer Study (RTS) as a model. Mr. Overton added that too many processes make it confusing to communities. Chair Montoya mentioned the RTS as a potential template.

Ms. Archuleta made a motion to adopt of the Route Transfer Study and Vice Mayor Overton seconded, which passed unanimously.

3. FMPO Communications Policy and Plan

Mr. Wessel presented the Communications Policy and Plan. Mr. Wessel referred the Board to the changes highlighted in bold (starting on page 40 of the packet), mentioned the TAC added forest fees and addressed LTAF 2 (local transportation assistance funds that are lottery generated revenues.)

Mr. Overton commented that the communication plan was excellent, appreciated white papers and to re-work the second paragraph. Mr. Wessel was trying to convey strength in numbers and will rewrite the paragraph to make it more understandable and less confusing. Ms. Archuleta stated many organizations use white papers and encouraged its use stressing policy statement consistency, as well as, encompassing it as part of the legislative process once finalized.

Ms. Archuleta inquired about operationalizing advocacy in regard to timing and if there is a mechanism in place. Mr. Wessel suggested if there are generally approved messages to add language to the Communication Policy and Plan empowering the Chair to move forward on issues involving critical timing. Ms. Archuleta commented on the need to maximize relationships in order to advocate for the FMPO because things move quickly, especially in DC.

Mr. Taylor made a motion to approve and amend the Communications Policy and Plan to encompass timing issues empowering the Chair. Ms. Archuleta seconded, which passed unanimously.

4. FY 2009 Work Program and Budget

Mr. Wessel explained the Work Program and Budget to the Board as well as the City budget process.

5. FMPO Calendar

There was discussion regarding agenda items, date corrections and meeting conflicts.

- I-17 as an active agenda item
- Critical Needs List
- I-17 rest area and MPO role
- East Flag TI update
- Members in Washinton DC in February may need to cancel meeting

Ms. Archuleta requested a revised calendar be distributed to the Board prior to the next meeting.

D. CONCLUDING GENERAL BUSINESS

B. REPORTS

- 1) Technical Advisory Committee:
 - Approved Minutes December 6, 2007
Provided and comment to correct typo on the minutes from December 6, 2007.
 - Action Summary January 10, 2008
Provided and no discussion on the action summary from January 10, 2008.
- 2) Management Committee Report:
Provided and no discussion on the action summary from January 10, 2008.
- 3) Staff Reports:
Provided and brief comments made by Mr. Wessel on the staff reports.

C. ANNOUNCEMENTS

Mr. Taylor noted the importance of economic impact be addressed by the Consultants hired for the I-17 Studies. Mr. Wessel stated I-17 is scheduled to go in front of City Council on February 11, 2008. Mr. Overton commented on forest service concerns. Mr. Montoya suggested rest stops be placed on the agenda for the next meeting. Ms. Archuleta requested an east flag TI update and stated there are neighborhood connectivity concerns. Mr. Wessel will follow-up with the neighborhood group on the issue.

ADJOURNMENT

Chair Montoya adjourned the meeting at 9:25 a.m.