



## FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION

CITY OF FLAGSTAFF ♦ COCONINO COUNTY ♦ ARIZONA DOT

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### Action Summary

## FMPO Executive Board

10:45 a.m. to 12:15 p.m.  
Thursday, August 24, 2017

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*Return to City Hall:* Flagstaff City Hall Council Chambers

211 West Aspen Avenue, Flagstaff, Arizona 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.***

Chair Meilbeck called the meeting to order at 10:47 am.

#### EXECUTIVE BOARD MEMBERS

Art Babbott, Chair, Coconino County Board of Supervisors **Present**  
Jeff Meilbeck, Vice-Chair, NAIPTA CEO & General Manager **Present**  
Coral Evans, Mayor, Flagstaff City Council **Absent**  
Jesse Thompson, Arizona State Transportation Board Member **Present**  
Matt Ryan, Coconino County Board of Supervisors **Present**  
Celia Barotz, Flagstaff City Council **Absent**  
Jim McCarthy, Flagstaff City Council **Present**

#### FMPO STAFF

David Wessel, FMPO Manager **Present**  
Martin Ince, Multimodal Planner **Absent**  
Dusty Rhoton, Administrative Specialist **Present**

#### OTHERS

Lucinda Andreani, Coconino County Deputy Director **Present**

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

##### **1. PUBLIC COMMENT**

There was no public comment.

##### **2. ANNOUNCEMENTS**

Mr. Wessel announced that the Northern Arizona Transportation Funding working group had a very productive meeting last week. Mr. Thompson inquired when the minutes from that meeting would be

available and Mr. Wessel responded they would go out today. Chair Meilbeck noted this could be a formal legislative update for the September agenda.

### 3. ROTATION OF OFFICERS

**Motion:** Mr. Ryan made a motion to approve the changeover of the chairmanship and vice-chairmanship as Mr. Meilbeck as the Chair and Mr. Thompson as the Vice-Chair. Mr. McCarthy seconded the motion. Motion passed unanimously.

### 4. ITEMS FROM THE BOARD

**Mr.** Thompson asked for more information for Hwy 89 (collapsed) on the process that took place with ADOT having the ROW for the detour. Chair Meilbeck asked Mr. Wessel to look into this question and then have it brought back for a future agenda to present the findings.

### 5. APPROVAL of MINUTES.

Minutes of June 22, 2017

**(pages 5-10)**

**Motion:** Mr. McCarthy made a motion to approve the minutes of June 22, 2017 as written. Mr. Ryan seconded the motion. Motion passed unanimously.

## **II. OLD BUSINESS (Continued, postponed, and tabled items.)**

### **1. Revisions to FMPO Governing Documents: Operating Procedures (pages 11-14)**

FMPO Board/Staff:

Celia Barotz/David Wessel, Manager

Mr. Meilbeck asked for clarification to which Mr. Wessel responded a revised electronic report was sent separate and what was in the packet was superseded. Mr. Wessel continued that the original report did not include specific language recommended and overviewed the text amendments.

Chair Meilbeck noted that Ms. Barotz had three recommendations:

#### **1. FMPO Organizational Chart (Figure 1 on page 2)**

The organizational chart should be modified to show that the FMPO staff report to the FMPO Board. (It's important to note that currently the Management Committee and the TAC both advise the Board and FMPO staff)

#### **2. FMPO Executive Board Responsibilities (Section A4c on page 5)**

This section should be modified to give the Board the responsibility of supervising the FMPO manager, which includes conducting the annual performance review.

#### **3. Management Committee Responsibilities (Section A4B on page 5)**

This section should be modified to remove the Mgmt Committee's responsibility for supervising the FMPO manager and conducting the annual performance review.

**Motion:** Mr. McCarthy moved to make a change to include the 3 items in Celia Barotz's report with the understanding that in the 1<sup>st</sup> line where it says FMPO staff report – it should read FMPO Manager and otherwise be as shown. Mr. Babbott seconded the motion with the clarification. Motion passed unanimously.

## **III. NEW BUSINESS (Continued, postponed, and tabled items.)**

### **1. FY2017-2021 Transportation Improvement Program and Work Program Amendments (pages 15-16)**

FMPO Staff:

David Wessel, Manager

Mr. Wessel overviewed the amendment presenting options for ratifying administrative TIP amendments and securing lapsing funds in support of data collection for FMPO and ADOT studies which would affect the TIP and potentially the Work Plan as well.

One is a retroactive action ratifying an action relative to project cost savings on the Kachina Trail project authorized in 2014 which came in approximately \$140K under budget. Almost simultaneously,

the Pine Knoll FUTS Trail Project on Pine Knoll between San Francisco and Lone Tree came in \$90,600 over budget. Those STBG funds, the bid savings, expire at the end of the federal fiscal year, so Mr. Wessel made an administrative amendment shifting \$90,600 (the bid savings) into the now city project to close that funding gap.

He continued that the second item was a dual action to take the balance of those funds, about \$43,000 and put it into data collection to support the ADOT studies on Milton Road and US 180. He continued that as an alternative, there was \$25,000 in STBG funds in the TIP for data collection, so combined with the \$43,000, it could result in purchasing data collection closer to \$68,000 and he added that the FMPO Technical Advisory Committee was in support. Mr. Babbott asked for further clarification, other potential contenders that might align better with the Strategic Work Plan and if the bid savings could be rolled over again to which Mr. Wessel responded were few and added that there may also be a possibility to taking those dollars and use them to fund daily operations. Mr. Babbott noted although data collection is important, he added he more supported an action to obligate to save the money to provide future options (*the appropriate vehicle that is the placeholder for these funds*). Mr. Meilbeck noted his concerns and suggested looking at this again on the September Agenda and make any changes for where the money is best positioned. Mr. McCarthy asked if the Executive Board did not act today if they run the risk of losing the money to which Mr. Wessel responded that ADOT was asking for a decision by the end of August 2017 in order for them to make all the necessary bureaucratic steps to meet FHWA's deadline by the end of September, so there is some risk.

**Motion:** Mr. Ryan made a motion to amend the TIP to take \$134,619 in lapsing funds resulting from bid savings on Kachina Trail reconstruction and assign \$90,600 to cover cost overruns on the Fourth Street FUTS project and combine the balance of \$43,400 with the \$16,000 remaining in the data work task to purchase data in support of FMPO regional modeling and the ADOT Milton and US 180 studies. Mr. Babbott seconded the motion (for the purpose of discussion). Discussion ensued regarding supplanting funds in the current planning program and both Mr. Ryan and Mr. Babbott withdrew their motions.

**Motion:** Mr. Babbott made a motion to amend the TIP and take \$43,400, resulting from bid savings in a previous project, and add that to un-programmed planning funds within the Work Program. Mr. Ryan seconded. Motion passed unanimously.

**Motion:** Mr. Babbott made a motion to assign \$90,600 to cover cost overruns on the Pine Knoll project, those \$90,600 also came from bid savings from a previous Kachina Trail project. So, it is to allocate the \$90,600 to the Pine Knoll project as presented. Mr. Ryan seconded. Motion passed unanimously.

Mr. Meilbeck requested an item to show all the budgeted funds and projects and added he is having a difficult time with all the acronyms used. Mr. Babbott asked for the Strategic Work Plan and the funding sources to be included at the front or back of every packet.

## **2. Resolution Supporting Alternative Funding for I-15 Bridges (pages 17-20)**

FMPO Staff:

David Wessel, Manager

Mr. Wessel noted this is an item and that it was concerning the flow and distribution of funds (*related to language on tolling and taking funds for the bridges "off the top" before statewide funding distribution occurs*). He provided the background on I-15 which serves a connection between Las Vegas and Los Angeles with only nominal benefit to the State of Arizona. He overviewed the costs associated and presented a draft resolution encouraging ADOT to find alternative funds, (*grants, possibly tolls*) to pay for improvements to the I-15 corridor. He continued that the resolution has been supported by numerous MPOs and COGs. Mr. Ryan added that this came up in RATAAC and was tabled as Mohave noted I-15 runs thru Mohave County. Mr. Babbott concurred tolling has to be included. Mr. McCarthy concurred it made sense to take it off the top before distributing to other counties.

**Motion:** Mr. Ryan made a motion to approve the resolution as written. Mr. Babbott seconded. Motion passed unanimously.

**3. Letter in Support of ADOT-FMPO Joint Powers Agreement 11-085 (pages 21-23)**

FMPO Staff: David Wessel, Manager

Mr. Wessel discussed the agreement between ADOT and the City of Flagstaff on behalf of the MPO that basically sets down the rules by which federal grant dollars upon which the MPO operates are passed thru ADOT thru the MPO. He added that the City of Flagstaff was preparing to take this up in September asking for support in the form of a letter from the FMPO Executive Board.

**Motion:** Mr. McCarthy made a motion to issue a letter of support to the City of Flagstaff. Mr. Thompson seconded. Motion passed unanimously.

**IV. CONCLUDING GENERAL BUSINESS**

**1. REPORTS**

- a. TAC Action Summary August 3, 2017 (pages 24-28)
- b. Staff Report (pages 29-30)
- c. Legislative activity

Mr. Wessel announced the Rural Transportation Summit would be held in Prescott and inquired if anyone would like to attend.

Mr. Wessel added that he would not be there as he would be attending the Association of MPOs Annual Conference

Mr. Wessel concluded that he would like to start talking about planning the next retreat to discuss items in the Strategic Work Plan.

**2. ANNOUNCEMENTS**

*(Informal Announcements, Future Agenda Items, and Next Meeting Date)*

a. Future Agenda Items

- i. Consideration of Adding Northern Arizona University to the FMPO: Oct Agenda
- ii. FMPO Staffing Plan: September Agenda. The task force will be presenting then.
- iii. Legislative Working Group: Mr. Wessel noted he wanted this to be a standing item and as progress is made to report. Mr. Meilbeck asked if the Executive Board could expect a legislative agenda that says, "As the FMPO, we hereby want to ask the state to do these things" to which Mr. Wessel noted he will have to investigate further as there are limitations of what staff can do with federal funds. (lobbying)
- iv. Strategic Work Plan amendment addressing RTP strategic initiatives: Mr. Wessel said this item can be an advance to look at any amendments (basically looking at the Work Program along with the strategic priorities for technical and leadership work. Mr. Babbott asked that the Strategic Work Plan to be included in the packet and be updated to see progress made.
- v. Consideration of request for FMPO Staff support in Tax Campaign: September Agenda. Mr. Wessel said the City of Flagstaff is forming a citizen's transportation tax commission to advise the city council on the extension on the transportation sales tax. The RTP, which was recently adopted, will be the technical foundation for alot of their work so Mr. Ince and Mr. Wessel are being looked to provide content information. Mr. Copley will be looking to write a formal letter to the FMPO Executive Board as well as other experts. Mr. McCarthy inquired if this would be considered lobbying, so Mr. Meilbeck acknowledged to work on the language. Ms. Andreani announced she has been asked to be on the commission.
- vi. Regional Development: High Occupancy Housing / Milltown: September Agenda. Mr. Wessel noted both items topic of much discussion and there may be Executive Board questions as the FMPO may be involved so this would be an opportunity for the Executive Board to become

more familiar with as far as what role the FMPO should play. Mr. Meilbeck added that this would be great to have these individuals come forth and also for the Executive Board to provide their commentary.

- vii. Support for ADOT federal "INFRA" grant for I-17 improvements: September Agenda. Mr. Wessel said there is a federal grant project and the state is seriously considering putting a grant application together for \$400 Million to look at the improvements to I-17 (*particularly the section of Anthem to Cordes Junction where many accidents are occurring and creating bottlenecks*). He added that the grant is due November 2, 2017.

b. Meeting Schedule

TAC	September 7, 2017 / 1:30 p.m. / County Human Resources
Management Committee	September 8, 2017 / 10:00 a.m. / City Hall
Executive Board	September 28, 2017 / 10:45 a.m. / City Council Chambers

Mr. McCarthy asked to get agendas for the TAC and Management Committee in the event he may be able to attend.

**ADJOURNMENT** Chair Meilbeck adjourned the meeting at 12:00 pm.

*The Transportation Improvement Program (TIP) includes Northern Arizona Intergovernmental Public Transportation Authority final program of projects for section 5307 and 5339 funding under the Federal Transit Administration, unless amended. Public notice for the TIP also satisfies FTA public notice requirements for the final program of projects.*

**CERTIFICATION OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on August 17, 2017 at 2:16 pm in accordance with the statement filed by the Recording Secretary with the City Clerk.

Dated this 17th day of August 2017.

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Dusty Rhoton, FMPO Administrative Specialist