



FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION

CITY OF FLAGSTAFF ♦ COCONINO COUNTY ♦ ARIZONA DOT

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Approved Minutes FMPO Executive Board 10:45 a.m. to 12:15 p.m. Thursday, August 24, 2017

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**

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

(Per the operating procedures, the position of chair rotates among member agencies. Upon the addition of NAIPTA to the Board, Mr. Meilbeck was appointed Vice-Chair. NAIPTA moves into the Chair position. The State, vis-à-vis Mr. Thompson, is scheduled to move into the Vice-Chair position.) **The Board take action to approve these 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.

Note: Mr. Thompson inquired about the vote by the Chair and vice chair particulars.

4. 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.)

Mr. Thompson asked for more information for Hwy 89, (*which had collapsed on the way to Page*), on the process that took place with ADOT having the ROW for the detour that was used. Mr. Babbott noted the alternate route would be best addressed by Audra and suggested to go to ADOT first as far as the intricacies of the ROW process. 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.

Mr. Babbott commended Ms. Rhoton for high quality minutes.

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

REQUESTED ACTION:

Discussion and Adoption

Staff will present text amendments to the Operating Procedures based on the June 2017 report from Boardmember Barotz. The amendments address the organizational chart and supervision of the FMPO Manager.

RECOMMENDED ACTION:

Amend the operating procedures

Mr. Meilbeck inquired as to the status (*confirmation*) of the document to which Mr. Wessel responded a revised electronic report was sent via separate email and what was in the packet originally was superseded. The new information contained Ms. Barotz original report in its original form and included a red-lined version of the operating procedures with the changes noted as well as a clean version with the changes included. Mr. Wessel continued that the original report did not include specific language recommended by staff, (*the Executive Board should have supervision over the FMPO Manager position*), and remove that from under the Management Committee and then revise the organizational chart appropriately. Mr. McCarthy asked for clarification that Mr. Wessel would report to the Executive Board and the FMPO staff would report to Mr. Wessel which was confirmed by Mr. Wessel to be correct. Mr. Babbott noted at the last meeting, and inquired on page 7 of 15 (after the charts), Item B – "*business will not be conducted without representation from all three FMPO membership units.*" Mr. Wessel acknowledged that when NAIPTA was added that it should have been changed to "*3 out of 4*". Mr. Babbott inquired if when adding future partners if it would be changed again and Mr. Wessel responded affirmatively.

Management Committee Perspective: Mr. Babbott further inquired if there were comments from the existing Management Committee perspective and any legal advice that was given. Ms.

Andreani from Coconino County commended Mr. Wessel on sending the information during her absence at the last meeting and noted subsequent discussion. Mr. Wessel added that the last meeting was attended by City Manager Copley, and Ms. Mazza (NAIPTA), and Ms. Merrick (ADOT) were on the phone. Mr. Wessel continued there was general support for the changes discussed, direct supervision of the FMPO Manager by the Executive Board was appreciated, and the direction of the Strategic Work Plan is more appropriate. There was also confirmation of the value of the Management Committee going forward especially when looking to coordination of leveraging resources.

Mr. Meilbeck stated that Ms. Barotz had 3 recommendations (*see page 2 on the report and listed herein below*), and Mr. Wessel added that the information in the original packet (language is summarized and embedded in the full packet – new report sent out under Section 3A) - 1st paragraph adding to the last paragraph: "*The Executive Board has supervisory responsibility for the FMPO Manager including provision of annual performance review and salary adjustments.*" Also inclusion of the new organizational chart and removing the aforementioned language under "Management Committee."

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 three items in Celia Barotz's report with the understanding that in the 1st 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

REQUESTED ACTION: Discussion and Possible Action

Staff will present options for ratifying administrative TIP amendments and securing lapsing funds in support of data collection for FMPO and ADOT studies. A separate motion to amend the data collection into the work program is recommended.

RECOMMENDED ACTION: Recommend the Board amend the TIP and Work Program as presented

Mr. Wessel noted the amendment has a couple of layers that will affect the TIP and potentially the Work Program as well.

He continued that one is a retroactive action ratifying an action that the FMPO manager took and the other is an amendment going forward. Mr. Wessel added this was relative to some 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 noted he took it upon himself to make an administrative amendment shifting \$90,600 (the bid savings), into the now city project to close that funding gap.

The second item is a dual action that's being recommended 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 the companion piece would be to put a parallel action in the Work Program so staff is authorized to take action (*the reason for the data collection*) and noted the state has budgeted a considerable sum into these two corridor master plans, but don't have the ability to add to the contract.

Subsequent to the award of this contract, and in dealings with stake holders, ADOT extended the limits of the study further north stretching their budget. He added they also learned Wing Mountain is going to be closed this year and noted his concern with the unpredictability of the snow season, the status change of Wing Mountain, lack of funding from ADOT, uncertainty in the future, so his proposal was to take the \$43K in funds and use it to purchase cell phone data. This cell phone data allows origin/destination type work and continued that they also sell archive data which he feels is important as it can be tied into historic counts off of I-17 and 180 including a winter study. It can be associated with attendance numbers at Wing Mountain and Snowbowl and other data to come up with a fairly rigorous algorithm that allows assumptions about traffic levels in the corridor.

He continued an alternative, \$25K in STBG funds in the TIP for data collection, could be combined with the \$43K and concluded the TAC did make a recommendation to use the \$43K for data collection and endorse the ratification to shift the funding. Mr. Babbott noted the data is important for a variety of reasons especially retroactive baseline data, but asked what other contenders might align with the Strategic Work Program and if another TIP amendment (*bid savings*) could be rolled over again? Mr. Wessel answered if the funds were obligated, they would have the ability to take action and continued other contenders were few and concluded with the possibility of using these dollars to fund daily operations. Mr. Babbott responded that this would leave a planting of planning funds affording the flexibility or opportunity to fund a staffing plan change and asked about the time frame. Mr. Wessel responded it was September 30, 2017 but ADOT asked for it to be done by August 31, 2017 allowing them to conduct duties to reach the deadline. Mr. Babbott noted although data collection is important, 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 added he appreciated the partnership Mr. Wessel was expressing in terms of supporting ongoing projects, but felt we are at a difficult stage where we say we want to be doing business differently (be leveraged, be focused, provide leadership) and added this is a situation where we have some money that is going to and he recognized the deadline noted to look at this more carefully in September and make any changes for where the money is best positioned. Mr. McCarthy inquired if the money could be lost if a decision wasn't made to which Mr. Wessel said his understanding from ADOT was to reach a decision by 8/31/17 in order to make necessary bureaucratic steps to meet FHWA's deadline by the end of September, so there could be some risk the money would be lost.

Motion: Mr. Ryan stated with the risk of losing money, he would be willing to go forward with the recommendations currently, noting Mr. Meilbeck's point, in order to retain the money and make the motion to go forward with the current recommendation, noting the need to have a more deliberative opportunity to retain the money and he read the recommendation. Mr. Babbott seconded the motion (*for the purpose of discussion*) and asked if the TIP could be amended to have the monies put into the planning funds. Mr. Wessel responded affirmatively that it was a possibility to supplant funds in a current planning program and spend these soon to lapse STBG funds on daily operations, which buys time to address Strategic Work Plan items. He continued that the Milton road is addressing high priorities within the RTP and improvements to capacity as well as BRT which operates there, advancing other RTP priorities. Mr. Babbott noted his a concern to dedicating over \$60K without a proposal to a nebulous data collection with no plan behind it and he would prefer to put it in a placeholder that has the greatest flexibility. (*\$60K may be well over what is needed*).

Mr. Meilbeck reinstated the motion as raised and a second with questions. Mr. Thompson noted the priority is taking a leadership role which means making things reality as soon as possible and asked for clarification from Mr. Wessel that this was the top priority. Mr. Wessel responded YES and NO – he added he did look into physical projects and this was the best one available. He continued he also looked at prospective costs the Milton study needs and thinks the \$43K may be short in what the data will cost. He added the possibility of putting the money into planning does obligate funds and provides the opportunity to have further discussion and didn't believe we were at a point with ADOT that we are

too late, but concluded with the need to make a decision shortly in order to capture the real-time data. Mr. Ryan asked for clarification that action could be taken later by the Executive Board to provide to ADOT to which Mr. Wessel answered he believed that to be correct to amend the Work Program to account for those funds which allows the UPWP to program funds later. And to have an equal amount of planning funds (PL funds, SPR may be more appropriate) as well.

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. Mr. Babbott asked for the Strategic Work Plan and the funding sources 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

REQUESTED ACTION:

Discussion and possible action

Staff will present a draft resolution. The Board may wish to adopt with possible modifications related to language on tolling and taking funding for the bridges "off the top" before statewide funding distribution occurs.

RECOMMENDED ACTION:

Adopt the Resolution as Presented

Mr. Wessel noted this was an item concerning the flow and distribution of funds and provided background that I-15 serves a connection between Las Vegas and Los Angeles with only nominal benefit to the state of Arizona. He continued the 6 bridges at a cost of \$30 Million each are needing repair and located in rural Arizona and Casa Grande and divides ADOT's discretionary funding 50% between rural Arizona and the remaining 50% between Maricopa and Pima. He noted we use to get \$25 Million (*up until this year when funds were zeroed out for expansion projects in rural Arizona*), and additionally added to note the estimate is up to \$320 Million a year to preserve the system as it currently exists. He concluded the resolution is about encouraging ADOT to find alternative funds, (*grants, possibly tolls*) to pay for improvements to the I-15 corridor. The resolution has been supported by numerous MPOs and COGs (*has yet to be taken up by the larger MPOs in Maricopa and Pima county*). He added there has been a slight variation by WACOG in Kingman where they eliminated the tolling language. He added the Yuma MPO is still discussing this resolution.

Mr. Ryan noted this came up in RTAC and it was tabled because Mohave County wanted to pause and take a look at it because I-15 runs thru Mohave County. He continued he did have this with TPAC and NACOG and TPAC adopted it and included the tolling because the discussion associated with the tolling as ADOT was already looking into coming up with a mechanism to waive impact to locals so the discussion was to keep all the tools in the toolbox providing ADOT whatever they can for other mechanisms for paying for this so it doesn't come out of 13 counties. 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

REQUESTED ACTION: Discussion and Possible Action

Staff will discuss the JPA that sets roles and responsibilities for ADOT, the City and FMPO regarding the distribution and receipt of federal transportation planning and construction funds.

RECOMMENDED ACTION: Issue a letter of support to the City

Mr. Wessel stated there was an agreement between ADOT and the City of Flagstaff on behalf of the MPO that basically sets down the rules by which federal grant dollars the MPO operates which are passed thru ADOT thru the MPO. It sets down the financial rules, billing and invoicing and the large commitment that the MPO will adopt the Work Program is eligible and will faithfully execute that Work Program. He continued we have been operating under a series of amendments, as a result of the FAST Act being adopted, as well as related administrative procedures, and that this is a new but very similar agreement between the state and the City on behalf of the MPO. The city is preparing to take this up in September and Mr. Wessel felt it appropriate that the board lets them know of their support in the form of a letter from the chairman stating support of the agreement.

Mr. Meilbeck paraphrased that the money passes from the Feds to the State and to the MPO and the community has said the City is the host organization and every year you have to reaffirm that this is still being done together but you have to go thru a formal process and what you are asking the Executive Board to do is to support that so when the City of Flagstaff is asked, the MPO can say the Executive Board supports this agreement.

Motion: Mr. McCarthy made a motion to authorize the chair to offer a letter of support. 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 is being held in October in Prescott at the Prescott Resort and if anyone had interest in attending the MPO has some travel and training funds. He continued he will not be there as he will be attending the Association of MPOs annual conference as he continues to serve on that board and was nominated to continue serving on that board. He also added to start talking about planning the next retreat to talk about items in the SWP.

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 (October 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 – 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..." Mr. Wessel 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 that 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 be included in the packet and be updated to see progress made clearly identifying what is done and what is not.

- v. Consideration of request for FMPO Staff support in Tax Campaign 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 asked to provide content information. City Manager, Mr. Copley is looking to write a formal letter to the Executive Board as well as other experts. (*September item on the agenda*). Mr. McCarthy inquired if this would be considered lobbying, so Mr. Meilbeck acknowledged to work on the language. Ms. Andreani announced she has also been asked to be on the commission.
- vi. Regional Development: High Occupancy Housing / Milltown Mr. Meilbeck noted both items are topics of much discussion and there may be Executive Board questions as the MPO may be involved so an opportunity for the Executive Board to become more familiar with as far as what role the MPO should play. Mr. Meilbeck added that this would be great to have these individuals come forth and if the MPO can get to the point to provide their commentary. (*September Agenda, and if not then, October*).
- vii. Support for ADOT federal “INFRA” grant for I-17 improvements Mr. Wessel said there is a federal grant project and added 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*). The grant is due November 2, 2017. (*September Agenda*)
 Mr. McCarthy would be interested in getting agendas for these other meetings. TAC and Mgmt.

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

ADJOURNMENT Chair Meilbeck adjourned the meeting at 12 noon.

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.

 Dusty Rhoton, FMPO Administrative Specialist