



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 ♦ fmipo@flagstaffaz.gov

Approved Minutes FMPO Executive Board 10:45 a.m. to 12:15 p.m. Wednesday, February 23, 2017

Flagstaff City Hall, Council Chambers

211 West 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.*

EXECUTIVE BOARD MEMBERS

Art Babbott, Chair, Coconino County Board of Supervisors (Telephonically until 11:08 am)

Jeff Meilbeck, Vice-Chair, NAIPTA CEO & General Manager Present

Coral Evans, Mayor, Flagstaff City Council Absent

Jesse Thompson, Arizona State Transportation Board Member

Audra Merrick, ADOT District Engineer, designee Present

Matt Ryan, Coconino County Board of Supervisors Present

Celia Barotz, Flagstaff City Council Present

Jim McCarthy, Flagstaff City Council Present

FMPO STAFF

David Wessel, FMPO Manager Present

Dusty Rhoton, Administrative Specialist Present

I. PRELIMINARY GENERAL BUSINESS

1. PUBLIC COMMENT

There was no public comment

2. ANNOUNCEMENTS

Mr. Wessel re-ordered the agenda to move Item III.1 as the first Item.

3. APPROVAL of MINUTES.

Minutes of January 25, 2017

(Pages 4-8)

Motion: Mr. Ryan made a motion to approve the minutes of January 25, 2017 as presented. Ms. Barotz seconded the motion. Motion passed unanimously.

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

1. FMPO Fiscal Year 2018 Funding and Budget

(Pages 9-14)

FMPO Board/Staff:

Jeff Meilbeck, Vice-Chair/David Wessel, Manager

REQUESTED ACTION:

Discussion and Possible Action

Vice-chair Jeff Meilbeck will lead a continued discussion on the funding available to the FMPO in fiscal year 2018. Staff will present work to date on the draft FY 2018 work program. Both topics have relevance for the upcoming retreat.

RECOMMENDED ACTION:

Discussion and direction

Mr Wessel distributed a handout prepared by Mr. Meilbeck and directed the discussion his way. Mr. Meilbeck stated that the handout was prepared pursuant to the last Executive Board meeting request to be clear on the funding sources available. He continued that this illustrative budget indicated that there is approximately 1.3 million available to the FMPO in FY18 of which most is limited to capital projects and added that about \$575,000 is available annually, (*this is a conservative number that is discretionary and from the Federal Highway Administration*), which can be used for planning, construction, staffing administration and historically, about ½ is used for staff and the remaining ½ is used for capital projects or consulting projects.

He then overviewed a list of questions and noted the big question will be what is the best way to use the limited resources.

Questions on the Power Point:

1. Is it appropriate for the FMPO to be independent of a host agency? The FMPO has been hosted by the COF for 20 years. Being independent brings costs and benefits that need to be considered.
2. What is the best way to leverage the limited base budget? (Can leverage grants and people resources), Leverage can come from using funding for additional grants or providing leadership to build additional support and momentum.
3. How much of the base funding should be spent on capital projects, including preliminary engineering?
4. How much base funding should be spent on technical plans and data collection?
5. How much base funding should be spent on staff?

Mr. Wessel provided a synopsis of the history of the FMPO and discussion ensued if the FMPO should be independent of the City of Flagstaff.

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

1. Annual Retreat Debrief

(Pages 15-16)

FMPO Staff:

David Wessel, Manager

REQUESTED ACTION:

Discussion only

Staff will initiate a discussion the outcomes of the annual retreat with a focus on what it means to be a thriving organization and the strategic directives and goals that emerged. Staff expects to incorporate the results of the discussion into work program development and strategic actions for pursuit of priority projects.

Mr. Wessel overviewed a Power Point with the outcomes of the annual retreat which focused on two main points:

• Definition of Thriving

1. Public Informed, understands work and success
2. Collaborate with Partners
3. Accountable to stakeholders
4. Realistic and Credible

5. Effectively Organized
6. Clear Direction and Outcomes (so stakeholders understand and align)
7. Leadership (advocating, coordination, gaining commitment)
8. Gaining Buy-In
9. Makes Decisions
10. Champion (funding, alignment)

Members of the board did not find that any of the thriving suggestions could be combined, however Ms. Barotz noted that the list should aim for more "*action*" words which would be more meaningful than nouns. She added that the issue of being clear on the board's purpose should be clarified. Mr. Wessel acknowledged that he would add "having a clear purpose" to the list.

- **Strategic Goals and Directives**

- Directive 1: Strengthen FMPO Leadership

1. Open doors to an engaged board. Consensus, messages, professional tools, strategy, tactics. Clarity about roles/responsibilities. Drive policy. Chase the funding and position FMPO to spend funding.
2. Get NAU on the FMPO Board.
3. Put Power in the RTP.

- Directive 2: Identify Top Three Projects (eg. Transportation Tax 2018)

1. Identify talking points, project impact/value.
2. Create clear messaging targeted for audiences.

- Directive 3: Create and Deliver Communication Plan

1. Ensure focus and flow.
2. Define and communicate roles and responsibilities (NAU, EB, Committee Mgmt)

- Directive 4: Create a Plan to Fund Top Projects

1. Federal.
2. Transportation Tax 2018

- Directive 5: Technically effective and Consistent

1. RTP action plan in understandable, consistent terms.
2. Facilitate implementation.
3. Translate technical processes for common understanding.
4. Clearly define funding needs and impact – help us focus.

- Directive 6: Strengthen FMPO Staff

1. Resource management (inventory, deliver, funding)
2. Building relationships (legislative advocacy, "match-making", consensus building events, seeing new partnerships).

Mr. Wessel overviewed the Power Point with the six directives. Ms. Barotz asked for clarification on "*Put Power in RTP*" which Mr. Meilbeck responded that the RTP, (Regional Transportation Plan), is a guiding document and if written well enough could be a touchstone in moving forward and provide some sense of leadership. Mr. McCarthy added that it ties into identifying higher priority projects. Ms. Merric added that by selecting projects and empowering the agencies and staff to look at those projects – you are essentially putting power into the RTP.

Mr. Meilbeck commended the FMPO on a successful retreat and asked for two additional board members (*from different agencies*) to work with Mr. Meilbeck and Mr. Wessel to form a subcommittee and take the strategic directives and operationalize them and get clear on what to accomplish and when. Ms. Barotz and Mr. Babbott volunteered themselves. Mr. Meilbeck continued that the subcommittee would also look at action words and bring the document back to the Executive Board to discuss further. Mr. Wessel noted that the retreat, albeit productive, really didn't get to putting terms of time frames and assignments and who should take them on. Discussion ensued.

2. Priority Project Discussion

(Pages 17-20)

FMPO Staff:

David Wessel, Manager

REQUESTED ACTION:

Discussion and Direction

Staff will report on priority projects identified in the draft regional transportation plan with the intent of identifying those projects the FMPO – and its partners - will actively pursue for funding, partnerships and project delivery. Projects that may be discussed include, but are not limited to, the Fourth Street-Interstate 40 bridges replacement, Milton Road, Lone Tree Road, J.W. Powell Boulevard, Butler Avenue and others. ADOT may make a short presentation on a forthcoming Milton Road corridor study.

Mr. Wessel overviewed the Power Point with the top priority of projects identified and added that the objective is how to focus on what needs to be done. Mr. Meilbeck asked Mr. Wessel what top priorities were suggested and Mr. Wessel responded that the City of Flagstaff has been pursuing the 4th Street bridge widening plan over I-40. The subsequent priorities respectfully were Lone Tree Widening North and South, and J.W. Powell (airport). Discussion ensued.

Motion: Mr. Ryan made a motion to identify the 4th Street bridge widening plan over I-40, Lone Tree Widening North and South, and J.W. Powell (airport piece) as the top identified projects. Ms. Merrick seconded the motion. Motion passed unanimously.

Mr. Meilbeck asked Mr. Wessel to provide a handout with the top identified projects for those persons going to Washington D.C.

3. FMPO FY 2017 Work Program and Transportation Improvement Program (TIP) Amendments - Regional Strategic Transportation Safety Plan (RSTSP)

FMPO Staff:

David Wessel, Manager

(Pages 21-22)

REQUESTED ACTION:

Discussion and Possible Action

Staff will seek Executive Board approval to add the RSTSP to the FY 2017 work program and to advance approximately \$185,000 in FY18 Highway Safety Improvement Program funds to FY17 through a loan with the Sierra Vista MPO. FMPO has approximately \$197,000 in HSIP funds available. The funds will be transferred to the Northern Arizona Council of Governments (NACOG) and the scope of work will be added to an ongoing cooperative study between NACOG and Central Yavapai MPO. The consultant is Burgess & Niple. The plan will include safety system performance including crash data analysis, strategies for prioritization of safety needs, identification of safety emphasis areas, identification and analysis of available resources, unique implementation plans for each regional organization, project identification and eligibility, performance measures and performance evaluation plan, final plan.

Mr. Wessel noted that in order to utilize construction funds for planning purposes, you need to identify both in the Transportation Improvement Program (TIP), and the Unified Planning Work Program (UPWP). The amendment is to address the development of a Regional Strategic Transportation Safety Plan (RSTSP) which is a document to lay out safety policy and safety strategy which is valuable

Motion: Ms. Barotz made a motion to amend the FY17 & FY18 TIP to include the RSTSP. Mr. Ryan seconded the motion. Motion passed unanimously.

4. Legislative Update:

(Pages 23-26)

FMPO Staff: David Wessel, Manager
REQUESTED ACTION: Discussion and Possible Action

Staff will provide an update on the Surface Transportation Funding Task Force, the HURF Exchange program, and prospective legislation to reduce the amount when streets services must be contracted.

Mr. Wessel overviewed several bills going through the State legislature.

Motion: Ms. Barotz made a motion of support for the FMPO chair to support the three items that RTAC is recommending: Stopping HURF transfers, supporting DPS funding and supporting a statewide gas tax increase. Mr. McCarthy seconded the motion. Motion passed unanimously.

IV. CONCLUDING GENERAL BUSINESS

1. REPORTS

- a. TAC Action Summary February 17, 2017 **(Pages 27-30)**
- b. Staff Report

2. ANNOUNCEMENTS

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

Items of interest from Executive Board members

TAC	March 2, 2017 / County H.R.
Management Committee	March 10, 2017 / City Hall
Executive Board	March 23, 2017 / City Hall

ADJOURNMENT Vice Chair Mr. Meilbeck adjourned the meeting at 12:15 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 February 22, 2017 at 10:16 am in accordance with the statement filed by the Recording Secretary with the City Clerk.

Dated this 22nd day of February 2017.

Dusty Rhoton, FMPO Administrative Specialist