



## FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION

CITY OF FLAGSTAFF ♦ COCONINO COUNTY ♦ ARIZONA DOT

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### Approved Minutes

# FMPO Executive Board Meeting

**10:45 a.m. to 12:15 p.m.**  
**Thursday, April 26, 2018**

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Flagstaff City Council Chambers

211 W. Aspen Avenue, Flagstaff, AZ 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

Jeff Meilbeck, Chair, NAIPTA CEO & General Manager **Present**

Jesse Thompson, Vice-Chair, Arizona State Transportation Board Member **Present**

Coral Evans, Mayor, Flagstaff City Council **Absent**

Matt Ryan, Coconino County Board of Supervisors **Present**

Celia Barotz, Flagstaff City Council **Present**

Jim McCarthy, Flagstaff City Council **Present**

Art Babbott, Coconino County Board of Supervisors **Absent**

Jim Parks, Coconino County Board of Supervisors **Present**

#### FMPO STAFF

David Wessel, FMPO Manager **Present**

Martin Ince, Multimodal Planner **Present**

Dusty Rhoton, Administrative Specialist **Present**

#### OTHERS

Alberto L. Peshlakui, Tribal Gov't Relations Director **Present**

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

Chair Meilbeck called the meeting to order at 10:45 am

B. ROLL CALL

Admin Rhoton did roll call

C. PUBLIC COMMENT

There was no public comment

D. ITEMS FROM THE BOARD

Mr. Ryan noted information regarding dark skies related to ADOT maintenance replacements (*low pressure sodium into LED*), and suggested at a future meeting to get reviews done by staff & ADOT. He also noted the Belmont Bridge which was found needing to be replaced.

Chair Meilbeck suggested to have these items be placed on a future agenda for further discussion.

E. APPROVAL OF MINUTES

**(pages 7-9)**

Minutes of February 22, 2018

**Motion:** Mr. Ryan made a motion to approve the minutes of February 22, 2018 as written. Mr. McCarthy seconded the motion. Motion passed unanimously.

II. GENERAL BUSINESS

A. **Strategic Advance Report and Strategic Work Plan Amendment  
(pages 11-24)**

FMPO Staff:

David Wessel, Manager

REQUESTED ACTION:

Discussion and Possible Action

Staff will present a letter from Advance Facilitator Jim McKenzie and review the meeting notes. Action items from the Advance will be raised for direction with some addressed as separate agenda items. Staff recommends changing "Thriving" to "Guiding Principles," adding principles to reflect Board direction and consultant advice from the Advance, and adding Strategic Objectives to reflect definitive actions intended for FY 2019.

Mr. Wessel overviewed the Strategic Advance Report and Strategic Work Plan Amendment. Mr. McCarthy and Ms. Barotz noted grammatical changes such as complete sentences and provided examples. Mr. Thompson inquired if an urgent need arose, if the plan could be amended and Mr. Wessel acknowledged affirmatively this could be done. Mr. McCarthy volunteered to offer his technical writing skills to the draft.

**Motion:** Mr. McCarthy moved to approve the FMPO Strategic Work Plan dated April 28, 2018 with the minor changes talked about and with the understanding that we can make non-substantive edits and comments. Mr. Ryan seconded the motion. Motion passed unanimously.

**B. FMPO Formation Intergovernmental Agreement (pages 25-45)**

Executive Board Member: Celia Barotz, Flagstaff City Council  
**Recommended Action:** Discussion and Possible Action

Councilmember Barotz will present recommendations from a Board-appointed task force charged with drafting revisions to the FMPO Formation IGA supportive of the February Advance outcomes.

Ms. Barotz thanked Mr. Meilbeck for serving on the task force working on the amended IGA and noted the recommendation is that the board approve the amended and restated FMPO master IGA between the City and the County as well as request the City Council and Coconino County Board of Supervisors also consider adopting it. She continued that this was to strengthen the organization to be even more effective in the future and in looking at whether the FMPO governing documents are the best that they can be and serve the purposes we want them to serve. The master IGA is now more simple (much shorter), and pulling out the different services that the organization needs and saying that the org can now contract with other entities public and private to get those services and she added it will now be further simplified if changes needed to be made. Supervisor Parks then read Supervisor Babbitt's email:

*"Thanks for your work on the most recent set of Strategic Planning documents for the FMPO. I wanted to provide a brief set of comments, for both you and Supervisor Parks who will be there in my absence, related to the Master intergovernmental Agreement section of the agenda. The revision and review of the IGA with member entities has been identified for some time as an important component of good governance and making sure those closest to the FMPO, have the tools necessary for accountability and financial opportunity. As presented, the CYMPO model looks like a good fit for our organization and provides opportunities to leverage funds. As such, I support the recommended action that is being proposed and has been enunciated by Councilwoman Barotz. I really appreciate the on going strategic discussions and actions related to making the FMPO a more effective, agile and responsive organization. Thanks so much."*

Supervisor Ryan complimented the work and said it outlines a new beginning to move strategically and transition into an independent structure and position well. Mr. McCarthy noted a minor change in Paragraph 4, "i.e. (*that is*) should be changed to e.g. (*for example*). Mr. Thompson concurred the document was well put together and asked for further clarification on why the amendment was necessary to which Ms. Barotz explained it was to make the org better. Mr. Ryan also responded it was to have a better focus on looking at things strategically and optimize opportunities in the future. Mr. McCarthy asked about the term and Ms. Barotz responded it was 5 years and then subsequently self-renews and then thanked Freda for her legal assistance.

**Motion:** Mr. McCarthy moved that the FMPO Board move to approve and recommend to the City Council and the County Board of Supervisors that they approve the amended and restated Intergovernmental Agreement regarding the Flagstaff Metropolitan Planning Organization as drafted with the one minor change in Paragraph 4. Mr. Ryan seconded the motion. Motion passed unanimously.

Ms. Barotz suggested adding this IGA to the Joint Meeting at the BOS and Mr. Ryan noted the agenda was very full. Mr. Wessel suggested that opposed to putting this on the Agenda to perhaps simply do a brief summary presentation at the Joint Meeting. Mr. Meilbeck noted that Lucinda Andreani and Jimmie Jayne from the County are both prepared to bring this forward as a recommendation and he believed Kevin Finsel is prepared to bring this forward to the City Council and if they were to do that as staff at the Joint Meeting, the staff and council would have the opportunity to approve and discuss and advance it to a regular meeting. He then thanked Ms. Barotz and Mr. Wessel for all of their work with the IGA.

**C. FY 2019 Unified Planning Work Program Release for Comment  
(pages 46-49)**

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

Staff will review the Work Program and recommend a release for public comment.

Mr. Wessel announced he would discuss both the UPWP and TIP together and then look toward acting to release both documents for public comment. He continued the Work Program, & the Transportation Improvement Program, (*both can be a 2-yr document*), and further noted both were required documents that the FMPO has to produce. He continued the Work Program needs to be focused on implementing the Regional Transportation Plan and the Strategic Work Program and the products recommended by staff and the TAC (*Technical Advisory Committee*.) He added that it further is looking to strategically invest in a communications plan (*update re-branding and public participation*), fiscal policies (*done internally*), & board educational tools. On the technical side of things – looking at funding corridor master plans (to help advance priority projects – Lone Tree south corridor, John Wesley Powell airport corridor, & potentially, Butler Avenue), trip diary survey (*Random Sample Survey of up to 400 citizens where trip making behaviors are tracked - was done twice in 2006 and 2012*) and adding a third data point would really help identify trends as well as effectiveness made over time. He added a Performance Management Dash Board (*mandated performance and planning*). He also overviewed the importance of having monies for administrative functions. Mr. McCarthy inquired if the corridor plans were already funded to which Mr. Wessel responded the US180 and Milton plans were funded by the State and further clarified. Mr. Meilbeck recapped it is a document that memorializes the direction the FMPO intends to go and inquired if there was flexibility which Mr. Wessel answered affirmatively as well as noted as Grants or priorities come up, changes could always be made. Ms. Barotz asked for a map that shows projects & Mr. Wessel said that a map could be completed for public comment.

**Motion:** Mr. Ryan made a motion to approve the 2013 Work Plan Development with two modifications which Mr. Wessel noted involves inclusion of the maps showing where the studies take place and that the funding currently designated for Butler Avenue be shifted into the Administration section for potential spending on space, staffing and other administrative needs to implement changes. Mr. McCarthy corrected the year in the motion and seconded the motion. Motion passed unanimously.

**D. FY 2019-2023 Transportation Improvement Program**

## Release for Comment

(pages 50-52)

FMPO Staff:

David Wessel, Manager

REQUESTED ACTION:

Discussion and Possible Action

Staff will review the Transportation Improvement Program and recommend a release for public comment.

*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.*

Mr. Wessel said the TIP is a composite of the actions taken by all the FMPO members. The TIP is how federal transportation dollars are spent in the region and noted it had a lot of bridge rehabilitation, work on Humphreys (Rio de Flag Bridge", NAIPTA is largely routine, ADOT grants, safety projects (totally competitive programs), etc. Ms. Barotz inquired if maps were included with the public comment period to which Mr. Wessel responded they are.

**Motion:** Mr. Ryan moved to approve and put out for 30-day public comment, the fiscal year 2019-2023 the Transportation Improvement Program also known as the TIP. Mr. McCarthy seconded the motion. Motion passed unanimously.

## E. FY2018 Coordinated Plan Amendments

(pages 53-56)

FMPO Staff:

Martin Ince, Multimodal Planner

REQUESTED ACTION:

Discussion and Possible Action

Staff and the Technical Advisory Committee recommend adoption of amendments to the FMPO Coordinated Public Transit – Human Services Transportation Plan that address goal progress and provider updates.

Mr. Ince said since 2007 all COGs and MPOs in Arizona are required to keep and maintain a Coordinated Plan and added that as noted on the staff report, the four bulleted points which describe in more detail what the plan includes transportation for low income population, people with disabilities & elderly individuals and added that in the FMPO region, the FMPO is ultimately responsible for the maintenance and adoption of the plan but relies heavily on participation and coordination with NAIPTA staff for preparation of the plan. He continued noting the importance of having a list of the 5310 (federal grant program that supports mobility and transportation for elderly individuals and people with disabilities) applications for the fiscal year. Eligible applicants for this program include human social service agencies, transportation providers, local governments, tribal agencies, & tribal governments. All applicants have to be included in the Coordinated Plan and he noted the applications in the summary report referencing those applicants who applied in 2018 which included two agencies and four applications: NAIPTA – one to support mobility management, ADA +, and the Taxi Voucher Program CIVIC SERVICE INSTITUTE – grant for mileage reimbursement for the senior companion program

**Motion:** Ms. Barotz made a motion to adopt the amendments to the FMPO Coordinated Public Transit Human Services Transportation Plan. Mr Ryan seconded. Motion passed unanimously.

**F. City Transportation Tax Update (pages 57-62)**

FMPO Staff: David Wessel, Manager

REQUESTED ACTION: Discussion and Possible Action

Staff will present the final recommendation of the Citizens' Transportation Tax Commission to the Board. The Board may take formal action now or direct staff to add formal action to a future agenda.

Mr. Meilbeck said the COF is considering what they want to do with transportation funding in the future and the FMPO has opportunity to express their opinion. Mr. Wessel added that the recommendation is in align with the RTP. Mr. Wessel noted the dates for presentation to the City Council. Discussion ensued.

**G. Legislative Update (page 63)**

FMPO Staff: Martin Ince, Multimodal Planner

REQUESTED ACTION: Discussion and Possible Action

Staff will present the latest report from the Rural Transportation Advocacy Council. Board members may wish to provide updates on the legislative activities of their respective organizations and direct staff to prepare support material on behalf of the Board.

Mr. Wessel directed the Executive Board to the email from Kevin Adams with the official update coupled with his synopsis as he sits on the National Board of MPOs for their perusal.

**III. Closing Business**

**A. Staff Reports (pages 63-65)**

**IV. ADJOURN Chair Meilbeck adjourned the meeting at 12:15 pm.**

*CERTIFICATION OF POSTING OF NOTICE*

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on April 23, 2018 at 11:45 am in accordance with the statement filed by the Recording Secretary with the City Clerk.

Dated this 23rd Day of April 2018.

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Martin Ince, Multimodal Transportation Planner