



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](http://www.flagstaffmpo.org) ♦ [mpo@flagstaffaz.gov](mailto:mpo@flagstaffaz.gov)

**MINUTES**  
**FMPO Executive Board Meeting**  
**10:45 am**  
**Thursday, January 24, 2019**

---

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.***

**NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION**

*Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the FMPO Executive Board and to the general public that, at this regular meeting, the FMPO Executive Board may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the FMPO Executive Board's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A).*

**EXECUTIVE BOARD MEMBERS**

Art Babbott, Coconino County Board of Supervisors, Vice-Chair **Present**  
Jesse Thompson, Arizona State Transportation Board Member **Present**  
Coral Evans, Mayor, Flagstaff City Council **Present**  
Matt Ryan, Coconino County Board of Supervisors **Present**  
Jim McCarthy, Flagstaff City Council **Present**  
Regina Salas, Flagstaff City Council **Present**

**FMPO STAFF**

Jeff Meilbeck, Executive Director **Present**  
David Wessel, FMPO Manager **Present**  
Martin Ince, Multimodal Planner **Present**

**I. PRELIMINARY GENERAL BUSINESS**

**A. CALL TO ORDER** Interim Chair Babbott called the meeting to order at 10:45 am and welcomed new council member Regina Salas, congratulated Jeff Meilbeck on the new Executive Director position and thanked FMPO Manager David Wessel for his dedication and work over the years.

**B. ROLL CALL** Mr. Wessel conducted Roll Call.

**C. PUBLIC COMMENT** There was no public comment.

**D. ITEMS FROM THE BOARD**

Mr. Ryan remarked on the need for alternates.

**E. ITEMS FROM THE EXECUTIVE DIRECTOR**

- Recognitions Recognized & thanked David Wessel & City of Flagstaff staff
- Office space update Has an office space at City Hall
- Agenda format changes Noted new format & welcomed any changes
- Staffing update Working with Human Resources to open a position to fill admin vacancy
- Budget Update No budget update at this time but noted no problems

**F. APPROVAL OF MINUTES**

(Pages 1-5)

Minutes of Regular Meeting of September 27, 2018

Minutes of Regular Meeting December 13, 2018 (pending)

Minutes of Executive Sessions (pending): September 17, 2018; September 27, 2018; October 25, 2018; November 2, 2018; November 30, 2018

**Motion:** Mr. McCarthy moved to approve the minutes of September 27, 2018. Mr. Ryan seconded. Motion passed unanimously.

**II. CONSENT AGENDA (New Section Added 1/24/18)**

Chair Babbott noted no items.

Items on the consent agenda are routine in nature and/or have already been budgeted or discussed by the Executive Board

**III. GENERAL BUSINESS**

**A. Strategic Work Plan**

(Pages 6-11)

FMPO Staff: Jeff Meilbeck, Executive Director

Recommended Action: Staff recommends that the FMPO Executive Board consider, revise and adopt a 12 Month Workplan of specific goals and deliverables to be accomplished in calendar year 2019. Mr. Meilbeck remarked he acknowledged the Board was clear on where they wanted the FMPO organization to go. He continued he had gone thru the Work Plan & wanted to provide updates and his suggested edits.

He overviewed his Power Point exhibiting the mission statement and guiding principles and noted the RTP (Regional Transportation Plan) as a future topic of discussion.

**Motion:** Mr. McCarthy made a motion to adopt the draft work plan for 2019 as presented in the packet. Mayor Evans seconded. Motion passed unanimously.

**B. Operating Procedures:** (Pages 12 – 24)

FMPO Staff: Jeff Meilbeck, Executive Director

Recommended Action: 1) suspend current operating procedures for 90 days; and 2) task the executive director with developing new operating procedures within 90 days.

Mr. Meilbeck explained the reasoning in reviewing the new IGA vs. the current Operating Procedures.

**Motion:** Mr. Ryan made the motion to suspend the current operating procedures for 90 days and task the Executive Director with developing the new operating procedures within 90 days. Ms. Salas seconded. Interim Chair Babbott noted flexibility for a designee for the Management Committee for County or City and Mr. McCarthy concurred. Motion passed unanimously.

**C. Election of Officers** (Pages 25-26)

FMPO Staff: Jeff Meilbeck, Executive Director

Recommended Action: Staff recommends the FMPO Executive Board appoint Supervisor Babbott to the Chair position and elect a new Vice Chair through December 31, 2019

Mr. Meilbeck overviewed changes and alternatives.

**Motion:** Mr. McCarthy made a motion to appoint Supervisor Babbott to the Chair position thru December 31, 2019. Mr. Thompson seconded. Motion passed unanimously.

**Motion:** Mr. McCarthy made a motion to appoint Mayor Evans as Vice-Chair from now until December 31, 2019. Mr. Ryan seconded. Motion passed unanimously.

**D. Transportation Improvement Program Amendment – Transit Program** (Pages 27-32)

FMPO Staff: Jeff Meilbeck, Executive Director

Recommended Action: Amend the FY 2019 – 2023 TIP to accept and accommodate \$2,890,051 of Federal Grants for Transit Construction.

Mr. Meilbeck remarked that the role of the FMPO is leveraging cooperation and partnerships as well as to coordinate and support transportation planning efforts.

NAIPTA CEO, Erika Mazza explained the grant process to draw down funds.

**Motion:** Mr. McCarthy moved to amend the fiscal year 2019-2023 TIP to accept and accommodate \$2,890,051 of Federal Grants for Transit Construction. Mr. Ryan seconded. Motion passed unanimously.

Chair Babbott provided a synopsis that the TIP (Transportation Improvement Program), is developed on a yearly basis and amendments come thru during the year depending on a variety of factors.

**E. Financial Management Policies**

(Pages 33 – 34)

FMPO Staff: Jeff Meilbeck, Executive Director

Recommended Action: Staff invite the Executive Board to appoint one or two Executive Board members to serve on a financial management policy task force.

Mr. Meilbeck remarked that developing clear policies and demonstrating such to funding agencies may aid in acquiring additional funding. Discussion ensued.

**F. Meeting Calendar**

(Pages 35 – 36)

FMPO Staff: Jeff Meilbeck, Executive Director

Recommended Action: Adopt a Board meeting calendar for the remainder of FY 2019.

Mr. Meilbeck overviewed a PowerPoint of proposed 2019 meeting dates formulated from conversations with appropriate personnel and found that the 1<sup>st</sup> Wednesday of each month with a time of 10 am to 12 noon with the exception of March which would be on the 1<sup>st</sup> Thursday.

**Motion:** Mayor Evans made a motion for the proposed 2019 meeting dates as listed. Mr. Ryan seconded the motion. Motion passed unanimously.

**G. Legislative Agenda**

(Pages 37 – 41)

FMPO Staff: Jeff Meilbeck, Executive Director

Recommended Action: No recommendation is being made, but the Board may take action to direct staff to support particular legislation or initiatives related to transportation funding.

Mr. Meilbeck introduced Mr. Kevin Adams of RTAC (Rural Transportation Advocacy Council) to provide an update.

**Federal Update:** Mr. Adams announced that ½ of the appropriation bills have been enacted due to the partial government shutdown. The appropriations bill that funds the department of transportation has not been passed and when dealing with highway programs (they have authority for the next 2 years and are predominantly paid thru the highway trust fund which is separate from their general fund). The Federal Hwy Administration is currently up and running & there shouldn't be much disruption in the work they are doing. The Federal Transit Administration does not operate predominantly thru the trust fund (*they are very reliant on the general fund*) and are currently not at work during the shutdown.

**State Update:** Mr. Adams continued that the election didn't bring about any partisan control changes at the state level, but there were significant changes as far as new members and new folks in leadership posts in the legislature such as a new Speaker of the House and a new Senate

President (they both have private sector background in the transportation construction industry – they are advocates), and added President Fan (*former Chino Valley Mayor, Prescott Council Member, & served on CYMPO Executive Board*) thus she is familiar with the challenges faced. He continued that ADOT just updated their long-range transportation plan last year and found that about 42% of their needs will be addressed for the next 25 years with the current revenue streams. (*\$30.5 Billion shortfall*). He continued there is a push for fuel tax increases. He added that Governor Ducey has structured in his budget that some of the monies would be dedicated to Highway I-17, (*\$180 Million - predominantly due to capacity and safety – typically closure each week lasting about 2 hours and elevated fatalities*), thus planning for additional north & south bound lanes from Anthem to Black Canyon City and then from Black Canyon City going north to Sunset to develop two reversible lanes that will provide an alternative route in both directions in the event of an accident or closure.

Mr. Adams continued that Representative Campbell, House Transportation Committee Chair, is again running legislation to increase the fuel tax in HURF revenues (still discussing and working on the bill to phase in an increase over 3 years and then index it going forward to reflect inflationary adjustment). The target is a 10 cent increase the first two years with a 5 cent increase the third year. He added that Mr. Campbell is also looking at comparable increases for other vehicle fuel types which would require a 2/3 vote from the legislature and having support from other COGS, MPOS, etc., would help as a comprehensive approach. Mr. Adams remarked to focus conversations among rural legislators of the priority of this and work on a letter now of equity across fuel types with indexing.

**Synopsis:** Mr. Meilbeck to:

- Draft a letter of support from the Board for Mr. Campbell's initiative signed by the Chair of the Executive Board with distribution to relative legislative folks and Governor Ducey.
- Recognize that each elected official might contact the state to show support as they see fit.
- Prepare a standard resolution for the next Board meeting.

Mr. Thompson commented that important to ADOT are preservation, modernization and expansion and added they are focusing on modernization and may be appropriate to have ADOT staff to attend a future Board meeting on how to get monies to reservation lands.

### **CLOSING BUSINESS**

Mr. Ryan noted an alternate was needed from the City for RTAC. Mr. Babbott thanked Mr. Thompson for his participation on the Board. Ms. Salas thanked Mr. Meilbeck for her Orientation with him and was looking forward to working on the Board. Mr. Ryan thanked Mr. Wessel and Mr. Adams and welcomed Ms. Salas to the Board. Mayor Evans remarked that the City of Flagstaff would be interested in participating to help advocate for rural needs and challenges.

**A. ADJOURN** Chair Babbott adjourned the meeting.

*CERTIFICATION OF POSTING OF NOTICE*

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on January 17, 2019 at 2:00 pm in accordance with the statement filed by the Recording Secretary with the City Clerk.

Dated this 17th Day of January September 2019.

---

Rita Severson, Community Development Admin Lead