

# DRAFT Meeting Minutes

## FMPO Executive Board Meeting

10:00am to 12:00pm  
August 7, 2019

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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.***

### 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, Chair
- Coral Evans, Mayor, Flagstaff City Council Vice-Chair
- Jesse Thompson, Arizona State Transportation Board Member
- Matt Ryan, Coconino County Board of Supervisors
- Jim McCarthy, Flagstaff City Council
- Charlie Odegaard, Flagstaff City Council
- Regina Salas, Flagstaff City Council (alternate)

#### **FMPO STAFF**

- Jeff Meilbeck, Executive Director
- David Wessel, FMPO Manager
- Martin Ince, Multimodal Planner
- Angela Robbins, Administration Specialist

Others in attendance: Brendan Kavanaugh, Erika Mazza, Kevin Adam

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

##### **A. CALL TO ORDER**

Chairperson Art Babbott called the meeting to order at 10:02am

##### **B. ROLL CALL**

See above, page 1

**C. PUBLIC COMMENT- NONE**

*(At this time, any member of the public may address the Board on any subject within their jurisdiction that is not scheduled before the Board on that day. Due to Open Meeting Laws, the Board cannot discuss or act on items presented during this portion of the agenda. To address the Board on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.)*

**D. ITEMS FROM THE EXECUTIVE DIRECTOR**

- FMPO Staffing Update

FMPO Executive Director, Jeff Meilbeck informed Board of recent turn-over in the Administrative Specialist position, currently held by Angela Robbins through Performance Staffing. Also reported that the FMPO Specialist position is now open with a broad search of candidates. In addition, the FMPO Multi-Modal Planner position, currently held by Martin Ince, will be transferred to and funded by the City of Flagstaff in FY2021.

**E. APPROVAL OF MINUTES**

- Minutes of Regular Meeting: June 5, 2019 (pg. 5-8)

MOTION: Vice-chairperson Coral Evans moved to approve the Executive Board meeting minutes without edits. Board member Charlie Odegaard seconded. The motion was passed unanimously.

- Minutes of Executive Session: April 3, 2019 (pg. 9)

MOTION: Board member Matt Ryan moved to approve the Executive Session Board meeting minutes without edits. Board member Jesse Thompson seconded. The motion was passed unanimously.

- Minutes of Executive Session: June 5, 2019 (pg. 10)

MOTION: Board member Matt Ryan moved to approve the Executive Session Board meeting minutes without edits. Board member Charlie Odegaard seconded. The motion was passed unanimously.

**II. CONSENT AGENDA- NONE**

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

**A. Adopt Title VI policy (pg. 11-58)**

FMPO Staff: David Wessel, FMPO Manager

Recommendation: Staff recommends the Board adopt a Title VI Plan.

MOTION: Board member Charlie Odegaard moved to adopt the Title VI Plan without edits. Board member Jesse Thompson seconded. The motion was passed unanimously.

### III. GENERAL BUSINESS

#### A. Transition to Independence – Scope Statement (pg. 59-64)

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Staff recommends the Board approve a transition plan and timetable for the FMPO to move to independent, non-profit status.

MOTION: Board member Matt Ryan moved to adopt the Title VI Plan without edits. Vice-chair Coral Evans seconded. The motion was passed unanimously.

#### B. Transition to Metroplan Identity – Scope Statement (pg. 65-69)

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Staff recommends the Board approve a transition plan and timetable for adopting the Metroplan identity.

MOTION: Vice-chairperson Coral Evan moved to adopt the Metroplan Identity without edits. Board member Charlie Odegaard seconded. The motion was passed unanimously.

#### C. Update on BUILD Grant and Fourth Street Widening (pg. 70-71)

FMPO Staff: Jeff Meilbeck, Executive Director

Recommended Action: This item is for information only and no recommendation is being made at this time.

MOTION: None at this time.

#### D. Update on Lone Tree Traffic Interchange (LTTI) (pg. 72-73)

FMPO Staff: Jeff Meilbeck, Executive Director

Recommended Action: This item is for information only and no recommendation is being made at this time.

MOTION: None at this time.

#### E. Operating Procedures regarding NAU and NAIPTA on the Executive Board (pg. 74-87)

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Staff recommends the Board: 1) retain existing FMPO operating procedures regarding NAU membership and 2) continue to discuss the role of NAIPTA on the FMPO Executive Board.

MOTION: None at this time.

#### F. Executive Director Contract (pg. 88-89)

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: No recommendation is being made but the Board may take action on approving or modifying the Executive Director contract.

MOTION: None at this time.

**G. TIP ADOPTION** (pg. 90-137)

FMPO Staff: David Wessel, FMPO Manager

Recommendation: Staff recommends the Board adopt the FY 2020-2024 TIP.

MOTION: Board member Charlie Odegaard moved to adopt the TIP without edits. Board member Matt Ryan seconded. The motion was passed unanimously.

**H. Legislative Update**

FMPO Staff: Jeff Meilbeck, Executive Director

**I. Future Agenda Items**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommended Action: Discuss items for future FMPO agendas including FY2021 Budget projections and staffing update.

**IV. RECESS INTO EXECUTIVE SESSION – FMPO Executive Director Contract**

*(Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting, pursuant to A.R.S. Section 38-431.03(A)(1).)*

**V. CLOSING BUSINESS**

**A. 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.)*

**B. ADJOURN**

Chairperson Art Babbott adjourned the meeting at 11:47am

*The Transportation Improvement Program (TIP) includes Northern Arizona Intergovernmental Public Transportation Authority final program of projects for Sections 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.*

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***CERTIFICATION OF POSTING OF NOTICE***

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on July 31, 2019 at 11:00 am in accordance with the statement filed by the Recording Secretary with the City Clerk.

Dated this 31st Day of July 2019.

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Angela Robbins, Administrative Specialist