



METROPLAN
GREATER † FLAGSTAFF

6 E Aspen Avenue, Suite 200
Flagstaff, AZ 86001
928-266-1293
www.metroplanflg.org

Agenda

MetroPlan Technical Advisory Committee Meeting

1:30 pm to 3:30 pm

November 17, 2021

Join Zoom Meeting: <https://us02web.zoom.us/j/74739184308>

Meeting ID: 747 3918 4308

Dial-in: +1 408 638 0968 US

Regular meetings and work sessions are open to the public. Persons with a disability may request a reasonable accommodation by contacting the MetroPlan Office at 928-266-1293. MetroPlan 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 MetroPlan at 928-266-1293 as early as possible to allow time to arrange the accommodation.

Public Questions and Comments must be emailed to rosie.wear@metroplanflg.org prior to the meeting.

TECHNICAL ADVISORY COMMITTEE MEMBERS

- Jason James, ADOT Transportation Planner, Interim Chair
- Anne Dunno, NAIPTA Capital Program Manager
- Rick Barrett, City of Flagstaff Engineer
- Brenden Foley, ADOT North Central District Development Engineer
- Christopher Tressler, Coconino County Engineer
- Jay Christelman, Coconino County Community Development Director
- Dan Folke, City of Flagstaff Community Development Director
- Jeff Bauman, City of Flagstaff Transportation Manager
- Andrew Iacona, Northern Arizona University
- Ed Stillings, FHWA

METROPLAN STAFF

- Jeff Meilbeck, Executive Director
- David Wessel, Planning Manager
- Rosie Wear, Business Manager

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

(At this time, any member of the public may address the Committee on any subject within their jurisdiction that is not scheduled before the Committee on that day. Due to Open Meeting Laws, the Committee cannot discuss or act on items presented during this portion of the agenda. To address the Committee 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. APPROVAL OF MINUTES

- [Minutes of Regular Meeting: October 27, 2021](#) (Pages 5-9)

II. CONSENT AGENDA

(Items on the consent agenda are routine in nature and/or have already been budgeted or discussed by the Technical Advisory Committee.)

III. GENERAL BUSINESS

- A. [ADOT Highway-Rail Grade Crossing Action Plan](#) (Pages 10-12)

MetroPlan Staff: Jeff Meilbeck/Dave Wessel

Recommendation: This item is for information only and no recommendation is being made.

- B. [Election of Officers](#) (Pages 13-14)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the TAC appoint a Chair and Vice Chair as officers for the TAC.

- C. [Regional Transportation Plan \(RTP\) Update](#) (Pages 15-17)

MetroPlan Staff: David Wessel

Recommendation: This item is for information only and no recommendation is being made.

D. [Mini-Grant Consideration](#) (Pages 18-24)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends that the FY 2022 mini-grant funds be directed to an intergovernmental agreement or contract with the City of Flagstaff sustainability program for an amount not to exceed \$100,000.

E. [Executive Board Agenda Review](#) (Pages 25-28)

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

F. **Items from the Executive Director**

MetroPlan Staff: Jeff Meilbeck, Executive Director

1. State Freight Plan

G. **Future Agenda Items**

MetroPlan Staff: Jeff Meilbeck, Executive Director

Recommendation: Discuss items for future MetroPlan agendas.

IV. CLOSING BUSINESS

A. ITEMS FROM THE COMMITTEE

(Technical Advisory Committee members may make general announcements, raise items of concern or report on current topics of interest to the Committee. Items are not on the agenda, so discussion is limited and action not allowed.)

B. NEXT SCHEDULED TAC MEETING

4. January 26, 2022 at 1:30 pm - Zoom

C. ADJOURN

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.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at www.metroplanflg.org on November 12, 2021 at 4:30 pm in accordance with this statement.

Dated this 12th Day of November 2021.

Rosie Wear Business Manager



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MINUTES

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Public Questions and Comments must be emailed to rosie.wear@metroplanflg.org prior to the meeting.

TECHNICAL ADVISORY COMMITTEE MEMBERS

- Nick Hall, Coconino County Assistant Engineer, Chair
- Jason James, ADOT Transportation Planner, Vice-Chair
- Anne Dunno, NAIPTA Capital Program Manager (*Joined late*)
- Rick Barrett, City of Flagstaff Engineer
- Nate Reisner, ADOT North Central District Development Engineer
- VACANT, Coconino County Community Development Assistant Director
- Dan Folke, City of Flagstaff Community Development Director (*Joined late*)
- Jeff Bauman, City of Flagstaff Transportation Manager
- Andrew Iacona, Northern Arizona University
- Ed Stillings, FHWA

METROPLAN STAFF

- Jeff “Miles” Meilbeck, Executive Director
- David Wessel, Planning Manager
- Rosie Wear, Business Manager

OTHERS IN ATTENDANCE:

Brendon Foley (ADOT)

I. PRELIMINARY GENERAL BUSINESS
A. CALL TO ORDER

Chair Nick Hall called the meeting to order at 1:31pm.

B. ROLL CALL – See Above

C. PUBLIC COMMENT

(At this time, any member of the public may address the Committee on any subject within their jurisdiction that is not scheduled before the Committee on that day. Due to Open Meeting Laws, the Committee cannot discuss or act on items presented during this portion of the agenda. To address the Committee 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. APPROVAL OF MINUTES

- Minutes of Regular Meeting: September 22, 2021 (Pages 5-8)

Motion: TAC member Jeff Bauman made a motion to approve the September 22, 2021 meeting minutes. TAC member Jason James seconded the motion. The motion was passed unanimously. 6-0

After Item E, Chair Hall pulled the Minutes to discuss a change request by TAC member Anne Dunno. TAC member Anne Dunno made a motion to amend minutes to say “Phase 1 of NAU project” on page 4. TAC member Jeff Bauman seconded the motion.

II. CONSENT AGENDA

(Items on the consent agenda are routine in nature and/or have already been budgeted or discussed by the Technical Advisory Committee.)

There were no consent items on the agenda.

III. GENERAL BUSINESS

A. Public Information Program (PIP) Update (Pages 9-21)

MetroPlan Staff: Jeff “Miles” Meilbeck

Recommendation: Staff recommends the TAC support the Public Information Plan (PIP) for the Regional Transportation Plan (RTP)

This item was postponed to await arrival of presenter. This item was taken out of order after Item E.

Motion: TAC member Dan Folke made a motion to approve the Public Information Plan (PIP) for the Regional Transportation Plan (RTP). TAC member Anne Dunno seconded the motion. The motion was passed unanimously. 8-0

B. Adoption of ADOT Safety Targets (Pages 22-24)

MetroPlan Staff: Dave Wessel

Recommendation: Staff recommends the TAC adopt ADOT Safety Targets.

This item was taken out of order before Item A.

Motion: TAC member Rick Barrett made a motion to adopt ADOT Safety Targets. TAC member Jeff Bauman seconded the motion. The motion was passed unanimously. 7-0

C. Milton Corridor Master Plan (CMP) Update (Pages 25-26)

MetroPlan Staff: Jeff “Miles” Meilbeck

Recommendation: None. This item is for discussion only.

Staff and ADOT presented an update on Milton. No action was taken.

D. Sunshine Transport Corporation Solutions (STSC) (Pages 27-30)

MetroPlan Staff: Jeff “Miles” Meilbeck

Recommendation: Staff recommends the TAC support the Executive Director’s decision related to serving on a possible steering committee

Motion: TAC member Dan Folke made a motion to support the Executive Director’s role on the steering committee. TAC member Rick Barrett seconded the motion. The motion was passed unanimously. 7-0

E. 2022 Calendar Consideration (Pages 31-33)

MetroPlan Staff: Rosie Wear

Recommendation: Staff recommends the TAC review and discuss the 2022 Meeting Calendar for the 2022 Technical Advisory Committee meetings.

Motion: TAC member Anne Dunno made a motion to adopt the Technical Advisory Committee portion of the calendar as presented. TAC member Jason James seconded the motion. The motion was passed unanimously. 8-0

F. Executive Board Agenda Review (Pages 34-37)

MetroPlan Staff: Jeff “Miles” Meilbeck

Recommendation: None. This item is for discussion only.

Staff presented a review of the draft Executive Board agenda. No action was taken.

G. Items from the Executive Director (Pages 39-40)

MetroPlan Staff: Jeff “Miles” Meilbeck, Executive Director

1. Transportation Planner
2. Survey Review Meeting

Staff presented other items. No action was taken.

H. Future Agenda Items

MetroPlan Staff: Jeff “Miles” Meilbeck, Executive Director

Recommendation: Discuss items for future MetroPlan agendas.

TAC members and staff recommend the TAC add Election of Officers to the next meeting.

IV. CLOSING BUSINESS

A. ITEMS FROM THE COMMITTEE

(Technical Advisory Committee members may make general announcements, raise items of concern or report on current topics of interest to the Committee. Items are not on the agenda, so discussion is limited and action not allowed.)



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Nick Hall will be leaving Coconino County effective this Friday, October 29, 2021. Will need to address TAC leadership.

Jason James is leaving current ADOT role to replace Dan Gabiou. Will have a new planner to represent MetroPlan in January.

B. NEXT SCHEDULED TAC MEETING

3. November 17th, 2021 at 1:30 pm - Zoom

C. ADJOURN

Chair Hall adjourned the meeting at 2:43 pm.

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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STAFF REPORT

REPORT DATE: October 29, 2021
MEETING DATE: November 12, 2021
TO: Honorable Chair and Technical Advisory Committee Members
FROM: David Wessel, Planning Manager
SUBJECT: State Highway Rail Grade Crossing Action Plan

1. Recommendation:

i *This item is for information only and no recommendation is being made.*

2. Related Strategic Workplan Item

i *MetroPlan leverages resources:*

- *Strategically leverages project champions and other plans*

3. Background

i *The Arizona Department of Transportation (ADOT) is currently developing the Arizona State Highway-Rail Grade Crossing Action Plan (SHRAP). The questions/answers provided here give more information on this important project:*

Question: What is a SHRAP? Answer: A SHRAP is a plan for how best to promote safety at the nearly 700 active public highway-railroad crossings in Arizona.

Question: Why is ADOT developing a SHRAP? Answer: Railroad crossings present the potential for conflicts between trains and users of the transportation system. Improving safety on Arizona's roads is a top priority for ADOT, but it takes intentional planning to bring about effective safety improvements. Every state is required to develop a SHRAP.

When will the SHRAP be completed? The federal deadline for submittal of the SHRAP is February 14, 2022.



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Where can I get more information or provide input on the project? Go to the SHRAP project website at www.azdot.gov/railcrossingplan.

ADOT would like to hear your thoughts about how best to promote safety at the existing public highway-railroad crossings in Arizona. To provide input on the project, go to the SHRAP project website at www.azdot.gov/railcrossingplan or take a brief survey on this important topic by clicking on this link: <https://www.surveymonkey.com/r/RailCrossingPlan>. The deadline for taking the survey is November 14, 2021.

4. Fiscal Impact

i *The RTP is a major work product in the FY2022 work program and all of the activities described above have either been budgeted or absorbed by staff within existing budgets.*

5. Alternatives

i *No action is being recommended and therefore no alternatives are being provided.*

6. Attachments

i *ADOT SHRAP Fact Sheet*



The Arizona Department of Transportation (ADOT) is currently developing the Arizona State Highway-Rail Grade Crossing Action Plan (SHRAP). The questions/answers provided here give more information on this important project:

Question: What is a SHRAP? Answer: A SHRAP is a plan for how best to promote safety at the nearly 700 active public highway-railroad crossings in Arizona.

Question: Why is ADOT developing a SHRAP? Answer: Railroad crossings present the potential for conflicts between trains and users of the transportation system. Improving safety on Arizona's roads is a top priority for ADOT, but it takes intentional planning to bring about effective safety improvements. Every state is required to develop a SHRAP.

When will the SHRAP be completed? The federal deadline for submittal of the SHRAP is February 14, 2022.

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STAFF REPORT

REPORT DATE: November 8, 2021
MEETING DATE: November 17, 2021
TO: Honorable Chair and Members of the Technical Advisory Committee
FROM: Jeff Meilbeck, Executive Director
SUBJECT: Election of Officers

1. Recommendation:

i Staff recommends the TAC appoint a Chair and Vice Chair as officers for the TAC.

2. Related Strategic Workplan Item

i MetroPlan is fair and equally representative

3. Background

i As per section 7.2.4 of MetroPlan's Bylaws, the TAC elects a Chairperson and Vice Chairperson annually. The Bylaws provide additional guidance as follows:

7.2.4 TAC Officers

7.2.4.1 The TAC members shall elect a Chairperson and a Vice Chairperson of the TAC. Each shall serve without compensation and for a period of one year. Each position is renewable upon a vote of the TAC members, without restriction as to the number of terms served. In the absence of the Chairperson, or upon her/his inability to act or serve, the Vice Chairperson shall assume the duties of the Chairperson.

7.2.4.2 Elected officers of the TAC shall serve on a rotation basis, so that when the Chairperson's position is vacated, the Vice Chairperson assumes the position of Chairperson. The TAC must then elect another TAC member to serve as Vice Chairperson.



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7.2.4.3 *It is generally preferred, but not required, for the Chairperson and Vice Chairperson to be from two different jurisdictions.*

4. Fiscal Impact

i *There is no fiscal impact related to this decision.*

5. Alternatives

- i**
- 1) *Appoint an annual Chair and Vice Chair effective January 1, 2022.
Recommended.*
 - 2) *Hold a special meeting prior to January 1, 2022 to appoint a Chair and Vice Chair.*

6. Attachments

i [MetroPlan Bylaws](#)



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STAFF REPORT

REPORT DATE: November 8, 2021
MEETING DATE: November 17, 2021
TO: Honorable Chair and Technical Advisory Committee Members
FROM: David Wessel, Planning Manager
SUBJECT: Regional Transportation Plan (RTP) Update

1. Recommendation:

i *This item is for information only and no recommendation is being made.*

2. Related Strategic Workplan Item

i *Complete MetroPlan's long range Regional Transportation Plan and have it adopted by the Board by 12-31-2022*

3. Background

i *The RTP is moving on several fronts and the Burgess & Niple team will present an update. This report is an update on Task Status including feedback from the RTP Advisory Group (RTPAG).*

Task 1. Project Management/Overall Status: The project is on schedule and budget.

Task 2. Literature Review/Trend Analysis: The Literature Review is complete. The RTP Team is contributing to production of papers and presentations on Economic Sectors and Transportation. These "Regional Snapshots" are recorded presentations and papers and are part of 30+ such papers being produced for the Regional Plan.

Task 3. Regional Model Update: The recently completed 2017 model is being updated to 2019. Virtually all the inputs are in hand and the 2019 model will be complete near the end of November.



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Task 4. Scenario Development: This begins in earnest next month. Staff worked with B&N, the City and County and have agreed to a development methodology. Projections and models for 2040 are in hand, the current RTP, Scenario 1, and the most dense scenario from the last Regional Plan for Scenario 2. State population mid-level projections for 2040 to 2045 show low growth. These relatively few households and employees will be distributed and added to the RTP based on consultation with local experts as opposed to a more mathematical model. A similar process will be employed for Scenario 2.

Task 5. Public Participation: The random sample survey is underway and field work will be complete or nearly so by the meeting date. Analysis will be complete by the end of December. Stakeholder outreach initiated with an email to over 200 individuals and organizations seeking “Champions” to promote the process. Stakeholder interviews and surveys are being drafted.

Task 6. Policy Development: not initiated

Task 7. Equity Analysis: not formerly initiated. Discussions and research on methodology have taken place and will be tested on the 2019 Model to create a baseline. The primary emphasis will be on the two future scenarios.

RTPAG: Staff, with endorsement from the MetroPlan Board and committees, convened an advisory group to provide broader input on the planning effort. This advisory group includes economic development, sustainability, road maintenance, citizen-at-large and member agency interests.

During September and October discussions with three (3) members of the Advisory Group, a request was made to develop Scenario 1 in the most “climate friendly, equitable and fiscally responsible manner”. While staff do not object to this approach, we feel our highest priority and responsibility is to develop a plan that is consistent with what voters were promised. Specifically, this means using the ballot language, education material and related budget from the public education process to be accountable. MetroPlan’s intention is to build and extrapolate Scenario 1 based on those public outreach documents. To the extent that Scenario 1 can also be climate friendly and equitable, MetroPlan supports those efforts. However, accountability to voter approved initiatives seems the highest priority to staff in Scenario 1. Furthermore, MetroPlan is obligated by federal regulation to create a fiscally constrained plan. Staff maintain that failing to create a fiscally constrained Scenario 1 in the RTP process would be a violation of MetroPlan responsibilities. Scenario 2 will be used to push ourselves to explore equity, access and carbon reductions. The Board endorsed continuing this approach.



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4. Fiscal Impact

i *The RTP is a major work product in the FY2022 work program and all of the activities described above have either been budgeted or absorbed by staff within existing budgets.*

5. Alternatives

i *No action is being recommended and therefore no alternatives are being provided.*

6. Attachments

i *None*



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STAFF REPORT

REPORT DATE: November 10, 2021
MEETING DATE: November 17, 2021
TO: Honorable Chair and Members of the TAC
FROM: Jeff Meilbeck, Executive Director
SUBJECT: MetroPlan FY 22 Mini-Grant

1. Recommendation:

i Staff recommends that the FY 2022 mini-grant funds be directed to an intergovernmental agreement or contract with the City of Flagstaff sustainability program for an amount not to exceed \$100,000.

2. Related Strategic Workplan Item (s)

i Continue mini grant program and award a project that has multi-agency benefit by 12-31-21.

Develop a regional approach to maintaining vehicle miles at 2019 levels by 12/31/2022.

3. Background

i MetroPlan initiated its second year of the mini-grant program in October 2021. The purpose of the mini-grant program is to “support transportation projects of MetroPlan member agencies so that a small project can be more readily completed”. A Notice of Funding Opportunity (NOFO) is attached that contains details about program structure. MetroPlan received one application for funding from the City of Flagstaff sustainability program.

Sustainability’s project proposal ties closely to the vehicle miles traveled measurable objective in MetroPlan’s Strategic Workplan and provides opportunity to create synergy between both organizations. For example, MetroPlan has an objective to “develop a regional approach to maintaining vehicle miles traveled at 2019 levels” and sustainability’s



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project has a goal of “*reducing vehicle miles traveled*”. Further, sustainability wants to provide tools for analyzing the impacts of transportation policies and projects on “*vehicle miles traveled (VMT) and other relevant metrics*”. These goals are in significant alignment and working on them in partnership has the potential to increase the effectiveness of both efforts.

The sustainability project also proposes to educate transportation staff from all MetroPlan partner agencies about emerging trends and innovative tools. This approach ties directly to one of the elements of MetroPlan’s 5 year Horizon. Specifically, MetroPlan is committed to being an organization that “*shares innovative practices that enhance member agency’s abilities to deliver transportation improvements*”. While MetroPlan is already working on funding innovations (such as statewide collaborations) and technology innovations (such as smart signals), the sustainability project represents another dimension of innovation that could be brought to bear.

Finally, MetroPlan is in the midst of updating our Regional Transportation Plan (RTP). We are developing and will be launching a robust public information program which will include input from member agency transportation and technical staff. By collaborating with the interests and abilities of the sustainability program, we can have a more comprehensive and impactful education program.

Given the close connection to MetroPlan’s ongoing efforts, staff suggest a contract with the sustainability program to provide specific deliverables. This contract approach will help clarify expectations, reduce the risk of redundancy, allow for flexibility as the project unfolds, and support MetroPlan’s ability to keep all efforts in alignment.

Assuming there is support for this approach, next steps will be to assess administrative tools for contracting between MetroPlan and the sustainability program. Those tools may include an intergovernmental agreement, a memorandum of understanding or some other mechanism.

4. TAC and Management Committee Discussion

i Pending



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5. Fiscal Impact

i *The sustainability proposal was for \$79,500. MetroPlan proposes a contract not to exceed \$100,000 with the details to be worked out in the negotiation process. MetroPlan has adequate funding in the FY22 budget for this effort.*

6. Alternatives

- i**
- 1) *Direct MetroPlan funds to an intergovernmental agreement or contract with the sustainability program (recommended). As detailed in this staff report, a contract approach is the best way to maximize synergy and keep closely connected efforts between MetroPlan and sustainability in alignment.*
 - 2) *Award the funding as a grant (not recommended). The deliverables in the sustainability project are closely tied to efforts MetroPlan has underway. A grant structure would reduce MetroPlan's ability to manage the effort for synergy and alignment.*
 - 3) *Do not award the funding and reopen the grant process. MetroPlan only received one application for this year's round of funding. MetroPlan could choose to reopen the grant process to solicit more competition.*

7. Attachments

i *Mini-grant NOFO
Sustainability proposal*



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MetroPlan Mini-Grant FY 2022 Notice of Funding Opportunity

Purpose:

The purpose of this mini-grant is to support transportation projects of MetroPlan member agencies so that a small project can be more readily completed.

Eligibility:

MetroPlan Member agencies are eligible to apply for funds including the City of Flagstaff, Coconino County, ADOT, NAU and Mountain Line.

Criteria:

MetroPlan seeks to fund small projects that need additional money to be successful. Criteria for evaluating projects are as follows:

- 1) Timeliness.
 - a. Funding should be encumbered by March 31, 2022
 - b. Projects should be completed by December 31, 2022.
- 2) Multi-Modal. Projects should have a multi-modal element.
- 3) Local Match. 5.7% local match is required.
- 4) Readiness: Project should be eligible for a categorical exclusion or already have National Environmental Policy Act (NEPA) clearance.
- 5) Social Equity. Project preference for those that meet the needs of Title VI populations in traditionally underserved neighborhoods.

Considerations and Preferences:

- 1) If an exchange for Highway User Revenue Funds (HURF) are used there will be a 10% surcharge.
- 2) Projects should be consistent with adopted neighborhood plans
- 3) Small construction or capital projects are preferred, and planning projects will be considered.

Review Panel and award:

Projects will be evaluated by MetroPlan staff. A staff recommendation will be made to the MetroPlan Technical Advisory Committee, Management Committee and Executive Board with a request for endorsement from each group.

Timeframe:

September 2021: Adopt revised project criteria
October 2021: Competitive process opened
December 2021: Grant Awarded

Application Process:

MetroPlan member agencies are asked to submit a PDF file via e-mail of no more than 2 pages that provides a project description, project timeframe, project map or schematic, and project budget. Letters of support can be included but are not required.

Applications should be submitted to Rosie Wear, MetroPlan Business Manager at rosie.wear@metroplanflg.org by Friday, October 29, 2021.

METROPLAN Mini-Grant Proposal: **Climate-Transportation Decision Toolbox**

This project will launch the development of a strategic toolbox to incorporate climate impacts and climate action into transportation decision-making at the staff and policy-maker levels across greater Flagstaff.

Project Goals

- Provide tools to METROPLAN partner agencies that will facilitate the incorporation of climate impacts and climate action into transportation policies, planning and decisions.
- Reduce the growth of vehicle miles traveled in Flagstaff, an established target of the Flagstaff Carbon Neutrality Plan, adopted by the Flagstaff City Council in June 2021.
- Support staff and policy makers with climate impact analysis for long-term planning, capital infrastructure projects, and large developments, using vehicle miles traveled (VMT) and other relevant metrics.

Project Description

The project is composed of three distinct elements, which are detailed below.

1. Best practices and emerging trends workshop:

A workshop will be led by nationwide experts in transportation planning and will be designed for transportation staff from all METROPLAN partner agencies. The workshop will provide a space for learning, brainstorming, and collaboration on the following topics: 1) best practices and emerging trends from aspirational communities; and 2) tools for incorporating climate impacts and goals into transportation planning, engineering and implementation.

2. Climate impact incorporation tools for infrastructure planning

Consulting support will be used to develop tools that allow staff to easily incorporate climate impacts into infrastructure planning using VMT and other relevant metrics. These tools will incorporate VMT analysis, unlocking the ability to work to analyze VMT across different scenarios. These tools will be available to City transportation, planning, and engineering staff, and if possible, will be shared with METROPLAN partner agencies.

3. Transportation impacts calculator

A calculator will be developed to allow the incorporation of VMT metrics into the analysis of new large developments in Flagstaff. This calculator and its resulting VMT information will enable staff to analyze VMT, study the impacts of multi-modal facilities and transportation demand management ([TDM](#)), and work with projects to reduce VMT. This will support staff in the development review process by more accurately portraying the impacts of large projects and enabling the analysis of the alternative ways to mitigate those impacts. This tool will be available to City transportation, planning, and engineering staff, and if possible will be shared with METROPLAN partner agencies.

Creating a more balanced transportation system, reducing greenhouse gas emissions and protecting our clean air status requires education, technology advancements and transportation policies and planning changes. The City is well-situated to lead this regional effort, leverage resources and build capacity with regional transportation partners and policy makers. After tool develop has been completed, the City will host a second workshop with staff from all METROPLAN partner agencies to introduce these tools, provide training, and discuss the benefits of application.

This framework will be scalable and made available to statewide partners, including all Arizona State University Global Institute of Sustainability Sustainable Cities Network Arizona jurisdictions, Arizona Forward partners, and the Western Adaptation Alliance, which represents more than 40 government agencies in the Intermountain West.

Project Benefits

Furthering an equitable transportation system

By helping Flagstaff decision-makers better understand the climate impacts of transportation choices and increasing multi-modalism in Flagstaff, this project will benefit Title VI populations in underserved neighborhoods by 1) reducing the impacts of climate change and 2) providing more affordable travel options. Climate change will disproportionately affect individuals that are racial or ethnic minorities, are elderly, low-income, or disabled, or have limited education ([EPA 2021](#); [UNEP 2019](#)). Reducing emissions from transportation can reduce the impacts felt by these groups. Secondly, a more balanced transportation system that provides more options is better for underserved Title VI populations, because it is more affordable, accessible and equitable ([Sanchez 2003](#), [Litman 2021](#), [APHA 2015](#)).

Advancing multi-modal travel in Flagstaff

This project will launch the evolution of our transportation planning and engineering to better support multi-modal travel. Currently, most transportation analysis that we conduct is linked to vehicular travel and the travel benefits or delay for people driving cars. VMT analysis, TDM, and multi-modalism are all interconnected: analyzing climate impacts will lead to a better understanding of how projects lead to changes in VMT. VMT data can then support the consideration of alternatives that reduce vehicular travel demand and switch trips to walking, biking, and transit.

METROPLAN Agency Benefits

This project can serve all METROPLAN agencies, most of which have their own climate goals and all of which will benefit from a more balanced transportation system and a more resilient Flagstaff.

- NAU’s Climate Action Plan is expected to specify a goal for carbon neutrality by 2030 or 2035, and is strongly supported by NAU President Cruz Rivera.
- Mountain Line’s 5-year plan notes the importance of reducing emissions through reduced driving and greater transit ridership.
- On October 26, 2021, the Coconino County Board of Supervisors directed staff to develop the County’s first climate goals.
- The Blueprint 2040 Regional Transportation Plan calls for a renewed commitment to multimodalism, protecting the environment, and greater investments in managing transportation demand.
- This project furthers the vision of key City of Flagstaff plans, including the Flagstaff Regional Plan 2030, the Flagstaff Carbon Neutrality Plan and the proposed Active Transportation Master Plan, as well as the goals of Flagstaff’s many supplemental plans that call for a balanced, comprehensive transportation system.

This project will help realize the vision of these plans by incorporating climate analysis into transportation planning.

Project Timeframe

Consultant selection, contract signing and funding encumbrance	February 28 2022
Best practices and emerging trends workshop	April 2022
Start development of climate impact tools and calculator	April 2022
Finalization of climate impact tools and calculator	September 2022

Note: this project will support the City’s existing (and time-bound) climate goals and direction from the Flagstaff City Council. While the new Regional Transportation Plan is being developed and the conclusions are unknown, these tools are nimble enough to support the implementation of the ultimate goals of the RTP, regardless of its direction.

Project budget

Project total	\$79,500
Grant-funded	\$75,000
City of Flagstaff match	\$4,500

Project Components

Best Practices and Emerging Trends Workshop	\$9,500
Climate impact incorporation tools	\$35,000
Transportation impacts calculator	\$35,000

Note: This project *can* proceed if only partial funding were awarded via the MetroPlan mini-grant. While the disparate portions of the grant are designed to work together and complement each other, partial funding would still be an effective investment towards advancing transportation in Flagstaff.

Project Schematic

The VMT calculator to the right is used in [Los Angeles](#), and is an example of one possible result of this project.

The screenshot shows a web-based VMT calculator interface. It is divided into three main sections: Project Information, TDM Strategies, and Analysis Results.

- Project Information:** Includes fields for Project, Scenario, and Address. A map shows the project location. A table below the map lists Land Use Type, Value, and Unit. Two entries are circled in red: "Housing | Affordable Housing - Family" with a value of 7 and unit "DU", and "Housing | Affordable Housing - Family" with a value of 7 and unit "DU".
- TDM Strategies:** A list of strategies with checkboxes for implementation. "TDM Strategies" is circled in red. Strategies include:
 - Reduce Transit Headways: 100 percent reduction in headways (increase in frequency) - 5 percent existing transit mode share (as a % of total daily trips) - 50 percent of lines within project site
 - Implement Neighborhood Shuttle: low degree of implementation - 50 percent of employees and residents eligible
 - Transit Subsidies: 100 percent of employees and residents eligible - 5.96 amount (dollar) of transit subsidy per passenger (daily requirement)
 - Education & Encouragement
 - Commute Trip Reductions
 - Shared Mobility
 - Bicycle Infrastructure
 - Neighborhood Enhancement
- Analysis Results:** A table comparing "Proposed Project" and "With Mitigation".

Proposed Project	With Mitigation
279	223
Daily Vehicle Trips	Daily Vehicle Trips
1,684	1,347
Daily VMT	Daily VMT
7.5	6.0
Household VMT per Capita	Household VMT per Capita
0.0	0.0
Work VMT per Employee	Work VMT per Employee

 Below the table, a "Significant VMT Impact?" section shows two boxes: "Household: Yes" (Threshold = 6.0, 15% Below AFC) and "Household: No" (Threshold = 6.0, 15% Below AFC). Another section shows "Work: No" (Threshold = 7.6, 15% Below AFC) for both.

Below the screenshot are three bullet points:

- Input the project address, use, and intensity
- If a project is found to have impacts, a list of VMT reducing mitigation measures is provided.
- The analysis results report if the project has significant VMT impacts, compared to the local thresholds.

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AGENDA

Executive Board Meeting

10:00 AM to Noon

November 3, 2021

Join Zoom Meeting:

<https://us02web.zoom.us/j/79199115652>

Meeting ID: 791 9911 5652

Dial-in: +1 408 638 0968US

In Person Option available:

6 E Aspen Ave, Suite 200

Hopi Building – 2nd Floor

Flagstaff, AZ 86004

Regular meetings and work sessions are open to the public. Persons with a disability may request a reasonable accommodation by contacting MetroPlan via email at rosie.wear@metroplanflg.org. The MetroPlan 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 MetroPlan at 928-266-1293 as early as possible to allow time to arrange the accommodation.

PURSUANT TO A.R.S. §38-431.02, as amended, NOTICE IS HEREBY GIVEN to the general public that the following Notice of Possible Quorum is given because there may be a quorum of the Flagstaff City Council and/or the Coconino County Board of Supervisors present; however, no formal discussion/action will be taken by members in their role as the Flagstaff City Council and/or Coconino County Board of Supervisors.

Public Questions and Comments must be emailed to rosie.wear@metroplanflg.org prior to the meeting or presented in person at the start of the meeting.

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 MetroPlan Executive Board and to the general public that, at this regular meeting, the MetroPlan Executive Board may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the MetroPlan 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

- Jim McCarthy, Flagstaff City Council, Chair
- Patrice Horstman, Coconino County Board of Supervisors, Vice-Chair
- Jeronimo Vasquez, Coconino County Board of Supervisors
- Austin Aslan, Flagstaff City Council
- Dan Okoli, Mountain Line Board of Directors
- Regina Salas, Flagstaff City Council
- Jesse Thompson, Arizona State Transportation Board Member



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- Judy Begay, Coconino County Board of Supervisors (alternate)
- Becky Daggett, Flagstaff City Council (alternate)

METROPLAN STAFF

- Jeff Meilbeck, Executive Director
- David Wessel, Manager
- Rosie Wear, Business Manager

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

(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. APPROVAL OF MINUTES

Minutes of Regular Meeting: November 3, 2021

(Pages 5-9)

II. CONSENT AGENDA

(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. Election of Officers

(Pages 50-52)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board elect officers for 2022.

B. Q1 Financial Report

(Pages 50-52)

MetroPlan Staff: Jeff Meilbeck



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Recommendation: None. This item is for discussion only.

C. Federal and State Funding Update

(Pages 50-52)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Pending.

D. Regional Transportation Plan (RTP) from consulting team

(Pages 32)

MetroPlan Staff: David Wessel

Recommendation: Pending.

E. 2022 Meeting Venue

(Pages 28-29)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Discuss meeting logistics.

F. 2022 Strategic Advance Planning

(Pages 50-52)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Pending. Pending. Secure date – April 6th?

G. Mini-Grant Consideration

(Pages 50-52)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Pending.

H. Items from the Executive Director

MetroPlan Staff: Jeff Meilbeck

1. Transportation Planner
2. Sunshine Transport Corporation Solutions (STSC) Steering Committee

V: CLOSING BUSINESS

A. ITEMS FROM THE BOARD



METROPLAN

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(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. NEXT SCHEDULED EXECUTIVE BOARD MEETING

1. January 5, 2021

C. ADJOURN

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.

DRAFT

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at www.metroplanflg.org on September 30, 2021 at 3:00 pm.

Dated this 30th Day of September 2021.

Rosie Wear, Business Manager

FMPO Funding Sources & Eligible Applicants Matrix

Prepared February 2020

Annual Funding									
Source	Program	Abbreviation	Range / Amount	Eligible Applicants					
				MetroPlan	City of Flagstaff	Coconino County	Mountain Line	ADOT	NAU
Federal Highway Administration	Metropolitan Planning	PL	\$122,000	✓					
FHWA-ADOT	State Planning & Research	SPR	\$125,000	✓					
FHWA	Surface Transportation Block Grant	STBG	\$466,000	✓	✓	✓	✓	✓	✓
Federal Transit Administration	Metropolitan & Statewide Planning	5305d	\$38,000	✓					


In-State Competitive Grants									
Source	Program	Abbreviation	Range / Amount	Eligible Applicants					
				MetroPlan	City of Flagstaff	Coconino County	Mountain Line	ADOT	NAU
FHWA	Highway Safety Improvement Program	HSIP	\$5,000,000	✓	✓	✓		✓	✓
FHWA	Transportation Alternative Program	TAP	\$1,000,000		✓	✓	✓	✓	✓
FTA-ADOT	Metropolitan & Statewide Planning	5305e	\$300,000	✓			✓		✓
FHWA	Railway Highway Crossings Program				✓	✓		✓	
FHWA	Federal Lands Access Program	FLAP	\$250,000 - \$30,000,000		✓	✓		✓	
State of Arizona	Special Appropriation		\$3,000,000 - \$20,000,000	✓	✓	✓	✓	✓	✓














In-State Partnership Opportunity									
Source	Program	Abbreviation	Range / Amount	Eligible Applicants					
				MetroPlan	City of Flagstaff	Coconino County	Mountain Line	ADOT	NAU
FHWA	Surface Transportation Block Grant	STBG, etc.	Varies	✓	✓	✓	✓	✓	✓









National Competitive Grants									
Source	Program	Abbreviation	Range / Amount	Eligible Applicants					
				MetroPlan	City of Flagstaff	Coconino County	Mountain Line	ADOT	NAU
USDOT	Better Utilizing Investments to Leverage Development	BUILD	\$5,000,000-\$200,000,000	✓	✓	✓	✓	✓	✓
FHWA	Infrastructure for Rebuilding America	INFRA	\$5,000,000 - \$100,000,000		✓	✓	✓	✓	✓
FHWA	Advanced Transportation and Congestion Management Technologies Deployment	ATCMTD	\$60,000,000 nationwide		✓	✓	✓	✓	✓
FRA	Consolidated Rail Infrastructure and Safety Improvements	CRISI	\$250,000,000 nationwide		✓	✓		✓	
U.S. Congress	Special Appropriation		varies	✓	✓	✓	✓	✓	✓


FMPO Funding Sources & Eligible Uses Matrix










Prepared February 2020

Confidence or Probability Level  High  Medium  Low

Annual Funding									
				Eligible Uses					
Source	Program	Abbreviation	Amount	Staff	Overhead	Planning / Data	Construction	Match	Non-eligible Activity
Federal Highway Administration	Metropolitan Planning	PL	\$122,000						
FHWA-ADOT	State Planning & Research	SPR	\$125,000						
FHWA	Surface Transportation Block Grant	STBG	\$466,000						
Federal Transit Administration	Metropolitan & Statewide Planning	5305	\$38,000						

In-State Competitive Grants									
				Eligible Uses					
Source	Program	Abbreviation	Range Amount	Staff	Overhead	Planning	Construction	Match	Non-eligible Activity
FHWA	Highway Safety Improvement Program	HSIP	\$5,000,000						
FHWA	Transportation Alternative Program	TAP	\$1,000,000						
FTA-ADOT	Metropolitan & Statewide Planning	5305	\$300,000						
FHWA	Railway Highway Crossings Program								
FHWA	Federal Lands Access Program	FLAP	\$250,000 - \$30,000,000						
State of Arizona	Special Appropriation		\$3,000,000 - \$20,000,000						

In-State Partnership Opportunity									
				Eligible Uses					
Source	Program	Abbreviation	Range Amount	Staff	Overhead	Planning	Construction	Match	Non-eligible Activity
FHWA	Surface Transportation Block Grant	STBG, etc.	Varies						

National Competitive Grants									
				Eligible Uses					
Source	Program	Abbreviation	Range Amount	Staff	Overhead	Planning	Construction	Match	Non-eligible Activity
USDOT	Better Utilizing Investments to Leverage Development	BUILD	\$5,000,000-\$200,000,000						
FHWA	Infrastructure for Rebuilding America	INFRA	\$5,000,000 - \$100,000,000						
FHWA	Advanced Transportation and Congestion Management Technologies Deployment	ACTMTD	\$60,000,000 nationwide						
FRA	Consolidated Rail Infrastructure and Safety Improvements	CRISI	\$250,000,000 nationwide						
U.S. Congress	Special Appropriation		varies						

Strategic Workplan June 30, 2021 to December 31, 2022

Vision:

To create the finest transportation system in the country.

Mission:

Leverage cooperation to maximize financial and political resources for a premier transportation system.

Guiding Principles

- MetroPlan is focused:
 - Adopts clearly delineated objectives
 - Provides ambitious and credible solutions
 - Strategically plans for political and financial realities and possibilities
- MetroPlan leads regional partners:
 - Provides targeted, effective and prolific communication to “speak with one voice”
 - Advocates for implementation, coordination and commitment
 - Provides collaborative leadership among and through its partners
 - Accountable for leveraging plans that lead to successful construction and services
- MetroPlan leverages resources:
 - Strategically leverages project champions and other plans
 - Writes and secures competitive grants
- MetroPlan plans for resiliency:
 - Invests time and resources to expand mode choice
- MetroPlan is fair and equally representative
- MetroPlan builds trust and credibility
 - Exhibits integrity in its work products
 - Exercises openness and transparency
 - Delivers on its promises

5 Year Horizon:

- Convenes local, state and federal policy discussions to influence policy makers for transportation funding purposes.
- Facilitates communication and planning between member agencies to identify shared priorities, align goals and advance projects with one consolidated regional voice.
- Creates a climate of synergy and collaboration and maximizes resources by leading planning efforts on multijurisdictional projects that are shared member agency priorities or that member agencies and community partners cannot complete on their own.
- Informs outside and surrounding regional communities of what resources Metro Plan offers.
- Shares innovative practices that enhance member agencies ability to deliver transportation improvements.

Measurable Objectives

Technical

1. Complete MetroPlan's long range Regional Transportation Plan and have it adopted by the Board by 12-31-2022
2. Initiate the West Route 66 planning process by 12/31/2021
3. Develop a plan to support electrification of public and private vehicle fleets by 12/31/2022
4. Develop a regional approach to maintaining vehicle miles at 2019 levels by 12/31/2022
5. Define what it means to be "the finest transportation system in the Country".
6. Investigate opportunities to promote multimodal transportation offerings and routes via mobile app by December 31, 2022.
7. Update the project prioritization matrix by June 2021, run all projects through the matrix by October 2021 including the possibility of three (3) I-40 pedestrian underpass locations.

Relational

8. Develop a feedback loop to keep the Board, TAC and Management Committee apprised of changes to priorities and the reasons for those changes and have adopted by 10-31-2021.
9. Develop a structured, transparent process to bring issues to the table in a timely way to enhance communication and understanding between member agencies by June 30, 2021

Financial and Funding

10. Continue mini grant program and award a project that has multi-agency benefit by 12-31-21.
11. Explore traditional and creative funding mechanisms and provide a report on how to establish a diverse and stable funding strategy for transportation construction and maintenance by 6-30-2022.
12. Educate State Leadership about the value of indexing the gas tax for inflation with goal of State action by June 30, 2022.
13. Identify and scope projects for federal and state earmarks by 12-31-2021
14. Secure \$2 Million in additional resources, including Signal Technology, by 12-31-2022.
15. Evaluate and determine need for additional staff to achieve strategic goals by 10-31-2021.
16. Evaluate how MetroPlan can best support the Milton Railroad underpass through design, funding, environmental work or other approaches by 12-31-2021. Scope will include consideration of the Downtown Connection Center, Rio De Flag project and other "Downtown Mile" projects.
17. Participate in, review, and take formal action in support of -- or recommending adjustments to -- ADOT's Milton/Hwy 180 plan by 12-31-2021.
18. Support member agency broadband efforts by writing letters of support and including broadband funding in grant requests and planning documents by 12-31-2022.
19. Participate in City-led outreach and design efforts on the Lone Tree Corridor (JWP to Butler) and Lone Tree Railroad Overpass through 12-31-2022
20. Consider pursuing an additional \$300,000 for the Lone Tree TI design by 12-31-2022