



MPO POLICY COMMITTEE **AGENDA**

April 28, 2016
1:30 p.m.

Commission Chambers
Aztec City Hall
201 West Chaco Street
Aztec, New Mexico

AGENDA
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE MEETING
April 28, 2016 1:30 PM

This meeting will be held in Commission Chambers at Aztec City Hall, 201 W. Chaco Street, Aztec, New Mexico.

ITEM	PAGE
1. Call meeting to order	
2. Approve the minutes from the February 25, 2016 Policy Committee meeting.	11
3. Consider approval of Amendment #2 to the FFY2016-2021 Transportation Improvement Program (TIP) and the Self-Certification for Amendment #2 to the FFY2016-2021 TIP. Presented by: Duane Wakan	1
4. Consider approval of the 2016 Spring Weekday Traffic Count list Presented by: Duane Wakan	4
5. Review the Committee Bylaws – Committee Member Attendance Requirements Presented by: Mary Holton	7
6. Receive a report on the Complete Street Design Guidelines Document Presented by: Duane Wakan	9
7. Reports from NMDOT a. District 5 (<i>Paul Brasher</i>) b. Planning Division (<i>Robin Elkin</i>)	
8. Information Items a. Population Decline Article b. NMDOT Special Planning & Research Funds c. MPO Quarterly d. National Bike to Work Activities e. Transportation & Public Health Meeting f. Trainings g. Associate Planner h. Special Technical Committee Workshop – Complete Streets i. Other Presented by: Duane Wakan	10
9. Business from Chairman, Members, and Staff	
10. Business from the Floor	
11. Adjournment	

ATTENTION PERSONS WITH DISABILITIES: If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the MPO Administrative Aide at the Downtown Center, 100 W Broadway, Farmington, New Mexico or at 505-599-1466 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the MPO Administrative Aide if a summary or other type of accessible format is needed.

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item #3**

Subject:	FFY2016-2021 TIP Amendment #2
Prepared by:	Duane Wakan, MPO Planner
Date:	April 19, 2016

BACKGROUND

- On April 13, 2016 the Farmington MPO advertised Amendment #2 to the FFY2016-2021 Transportation Improvement Program (TIP).
- The amendment involves a few projects in the TIP
- The Technical Committee considered the amendment, held a public hearing, and recommended approval of Amendment #2 at their meeting on April 13.

AMENDED TIP PROJECTS

- F100091 East Arterial Route Phase II- Amends scope to include **3" asphalt lift to complete work of Phase 1A.**
- The City of Farmington is requesting to add the Downtown Main Street Complete Streets Road Diet with intersection work from Miller Ave to Auburn Ave at a total estimated cost of \$12,000,000 over FFY2017, 2018 and 2019.
- No other projects from NMDOT or the other entities were received.

ANTICIPATED WORK

- Score and rank the COFs new TIP project in the FMPOs TIP.
- Seek approval of Amendment #2 by the Policy Committee on April 28.
- Include the project revisions in the STIP and forward the Self-Certification and TIP export files to NMDOT.

ATTACHMENTS

- The Public Notice advertising Amendment #2.
- MPO Self-Certification for Amendment #2.

ACTION ITEM

- It is recommended that the Policy Committee approve Amendment #2 to the FFY2016-2021 TIP and the MPO Self-Certification for Amendment #2 to the FFY2016-2021 TIP.

PUBLIC NOTICE

The Farmington MPO is advertising **Amendment #2** to the FFY2016-2021 Transportation Improvement Program. This public comment period meets all of the applicable requirements of the federal transportation bill MAP-21 and the federal transit requirements of Section 5307(c) (1-7).

As required by federal law and the Farmington MPO Public Participation Plan, the FMPO is holding a 15-day Public Comment Period and Public Hearing on Amendment #2 to the FFY2016-2021 TIP. The 15-day comment period is from April 13, 2016 to April 26, 2016. The public may also make comments on the proposed amendment at the following meeting:

Public Hearing: During the Farmington MPO Technical Committee meeting at 10:00 a.m. on **Wednesday, April 13, 2016** in the San Juan County Administrative Building, 100 S. Oliver, Aztec New Mexico 87410. Final approval on the proposed amendment will be taken during the Farmington MPO Policy Committee meeting at 1:30 p.m. on **Thursday April 28, 2016** in Commission Chambers at Aztec City Hall, 201 West Chaco Street, Aztec, 87410.

Written comments may be sent to the Farmington MPO at:

Fax: (505) 599-1299

Mail: Farmington MPO, 800 Municipal Drive, Farmington, New Mexico, 87401

Email: dwakan@fmtn.org

The public may view this Amendment at www.farmingtonmpo.org. For more information contact Duane Wakan, MPO Planner, at (505) 599-1449.

MPO SELF-CERTIFICATION
Amendment #2 to the
FFY2016-2021 Transportation Improvement Program

The Farmington Metropolitan Planning Organization hereby certifies that the following amendment is being conducted in accordance with all applicable requirements of 23 CFR 450.218 and 23 CFR 450.324 and the federal transit requirements of Section 5307(c) (1-7). The TIP Amendment was made available to the public via a notice in the local newspaper and on the MPO website. A 15-day public comment period was held from April 13, 2016 through April 26, 2016.

The following projects are part of Amendment #2:

Added/Amended/Deleted Projects

- F100091 East Arterial Route Phase II- Amends scope to include 3” asphalt lift to complete work of Phase 1A.
- The City of Farmington is requesting to add the Downtown Main Street Complete Streets Road Diet with intersection work from Miller Ave to Auburn Ave at a total estimated cost of \$12,000,000 over FFY2017, 2018 and 2019.

Nate Duckett
FMPO Policy Committee Chair

Date

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item #4**

Subject:	2016 Spring Traffic Count Program
Prepared by:	Duane Wakan, MPO Planner
Date:	April 18, 2016

BACKGROUND

- The MPO maintains traffic counts for over 220 locations throughout the MPO area.
- Locations are counted according to a three-year cycle and change periodically.
- Staff split the administration of the annual traffic count calendar into spring and fall iterations which began 2013.
- NMDOT Traffic Count Division has asked the FMPO to count an additional 15 locations which have been spread out over the spring and fall schedule.
- The Technical Committee reviewed the list of spring traffic counts and recommended approval at their April 13, 2016 meeting.

CURRENT WORK

- The MPO scheduled 47 weekday volume counts (~21 Speed & Class) to take place on the week of April 25th.
- The consultant team is in the second-half of their one-year contract with the MPO.

ANTICIPATED WORK

- Seek Policy Committee approval on April 28, 2016
- Staff will analyze the results of the traffic counts in late June and begin to post the volumes into online & GIS formats.

ATTACHMENTS

- The 2016 Spring Weekday Traffic Count List. A map of the locations will be presented at the meeting.

ACTION ITEM

- It is recommended that the Policy Committee approve the 2016 Spring Weekday Traffic Count list.

Spring 2016

Name	TIMS ID	TCDS_ID	Begin MP	End MP	Count Loc. MP	From	To	Located At:	Area	Func Class	Speed/Class
Oliver/NM 282	8376	AZ_124	0	1.088	0.28	NM 516	Aztec Airport	Approximately 400' north of Mesilla Rd.	Aztec	COLL	
NM 516	25684	AZ_220	13.226	13.719	13.42	Chaco St	US 550	Approximately 200' west of Ash St	Aztec	PRAR	Y
US 550	6632	BL_155	149.9	151.746	151.1	Sullivan Rd	US 64	San Juan River Crossing	Bloomfield	PRAR	Y
US 550	25339	BL_156	152.06	152.56	152.3	US 64	W Blanco Blvd	North of Manzano Blvd	Bloomfield	PRAR	
US 550	9588	BL_157	152.56	153.564	153.25	W Blanco Blvd	CR 4900	Approximately 4000' N of W Blanco Blvd	Bloomfield	PRAR	
US 64	3886	BL_176	63.862	64.177	63.92	US 550 S	US 550 N (First St)	Between 5th and 4th	Bloomfield	PRAR	
Butler		FM_224	1.96	2.8	2.21	30th	Carlton Ave	South of Buena Vista	Farmington	MNAR	
Butler		FM_226	3.52	3.91	3.58	Sunrise Pkwy	Pinon Hills Blvd	Approx 300' North of Sunrise Pkwy	Farmington	MNAR	
NM 516	35136	FM_112	0.802	1.8	1.6	Morningstar Dr	Main St	Animas River Crossing	Farmington	PRAR	Y
NM 516	23647	FM_113	1.8	2.249	2.03	Main St	20th	Approximately 100' east of N. Clayton Ave.	Farmington	PRAR	Y
NM 516	5666	FM_114	2.249	3.139	2.8	20th	30th	Approximately 300' west of Hannon Dr.	Farmington	PRAR	
Pinon Hills Blvd	30760	FM_128	3.78	4.89	4.41	Butler	College	Approximately 2000' east of Hood Mesa Tr.	Farmington	PRAR	Y
30 th	22807	FM_13	1.924	2.72	2.63	Sullivan	Hutton	West of Hutton	Farmington	MNAR	Y
Pinon St	18139	FM_133	0.7	0.865	0.82	Orchard	Miller	Between Commercial and Miller	Farmington	MNAR	
Pinon St	18140	FM_134	0.865	1.307	1.15	Miller	US 64/Broadway	Approximately 400' west of Cedar St.	Farmington	MNAR	Y
30 th	22808	FM_14	3.104	3.935	3.2	College	NM 516/E Main St	West of Stanford	Farmington	MNAR	
San Juan Blvd	28721	FM_140	0.55	1.7	0.89	Scott	Main St	Between Fairview and Tucker	Farmington	MNAR	Y
Sandstone	30765	FM_142	0	0.498	0.11	US 64	So Side River Rd	Approximately 600' N of US 64	Farmington	COLL	
Scott	5656	FM_143	0	0.393	0.19	US 64/Broadway	San Juan Blvd	Approximately 1000' N of Broadway	Farmington	PRAR	Y
Scott	5658	FM_144	0.393	0.572	0.47	San Juan Blvd	Main St	Approximately 400' N of San Juan Blvd	Farmington	PRAR	
So Side River Rd	30766	FM_145	0	1.45	0.19	US 64/Broadway	Sandstone	At Illinois Ave	Farmington	MNAR	Y
So Side River Rd	30768	FM_146	1.45	1.65	1.54	Sandstone	Browning Pkwy	Approximately 100' west of Energy Ct.	Farmington	MNAR	
Sullivan	11736	FM_147	0	0.71	0.27	Main St	15th	Between 10th and 11th	Farmington	MNAR	Y
US 64/Broadway	25640	FM_167	49.546	50.114	49.74	Murray Dr/ NM 5001	W Main	Approximately 1000' E of Murray	Farmington	PRAR	
US 64/Broadway	25642	FM_168	50.114	51.472	50.9	W Main	Butler/Pinon St	Between Behrend and Allen	Farmington	PRAR	Y
US 64/Broadway	3842	FM_170	51.664	52.4	51.78	Scott	Murray Dr/ NM 5001	Animas River Crossing	Farmington	PRAR	
US 64	3848	FM_171	52.4	53.842	53	Murray Dr/ NM 5001	Browning Pkwy	Between Dowell and Hutton	Farmington	PRAR	Y
Airport	28717	FM_18	0.325	0.721	0.52	Apache	Municipal Dr	Approximately 1000' N of Apache	Farmington	MNAR	Y
Wildflower Mesa Dr	30847	FM_183	0	0.533	0.19	Wildflower Pkwy	Mesa View Jr High	Approximately 1000' E of Wildflower Pkwy	Farmington	COLL	Y
Wildflower Pkwy	30788	FM_184	0	0.76	0.66	NM 516/Browning	Wildflower Mesa Dr	Approximately 500' west of Wildflower Mesa	Farmington	COLL	Y
Wildflower Pkwy	30789	FM_185	0.76	2.025	1.8	Wildflower Mesa Dr	Andrea Dr	Approximately 1200' west of Andrea Dr.	Farmington	MJCL	
30 th	35129	FM_188	2.72	3.104	2.76	Hutton	College	Between Edgecliff and Cherry Hills	Farmington	MNAR	Y
Behrend	35130	FM_190	0.43	0.845	0.56	Main St	Apache	Between Arrington and LaPlata	Farmington	COLL	
College Blvd	11751	FM_191	0	0.645	0.19	30th	Windsor	Approximately 1000' N of 30th St	Farmington	MNAR	Y
College Blvd	35303	FM_192	1.235	1.735	1.38	Pinon Hills Blvd	Piedra Vista HS Entrance	Approximately 750' North of Pinon Hills Blvd	Farmington	COLL	
College Blvd		FM_193	1.735	2.335	1.83	Piedra Vista HS Entrance	Sandalwood	Approximately 500' North of High School entrance	Farmington	COLL	
CR 3000	35314	FM_194	0	1.18	0.19	Browning	CR 3950	Approximately 1000' East of Browning	Farmington	MNAR	
Dustin Ave.	35307	FM_206	1	1.6	1.28	20th	30th	At Suntuosso Ct	Farmington	MNAR	
Dustin Ave.		FM_207	1.6	2.07	1.74	30th	38th	North of San Paula	Farmington	MNAR	
Miller	18203	FM_229	0.265	0.675	0.47	Pinon St	US 64/Broadway	Between Elm and Cedar	Farmington	COLL	
24 th	30591	FM_7	0	1.351	1.1	Glade	Sunset	West of Western Ave	Farmington	COLL	
Gila St	17427	FM_70	0	0.414	0.19	NM 516/E Main St	English	Approximately 1000' east of NM 516/ E Main	Farmington	COLL	

Largo St	17433	FM_79	0	0.42	0.2	NM 516/E Main St	English	East of Washington	Farmington	COLL	Y
Main St	11696	FM_83	0	0.12	0.04	US 64/Broadway	Airport	Approximately 200' W of Airport	Farmington	PRAR	
Main St	25671	FM_84	0.12	0.239	0.15	Airport	Lake St	At Giles	Farmington	PRAR	
Miller	18202	FM_96	0	0.265	0.05	Murray Dr/ NM 5001	Pinon St	Animas River Crossing	Farmington	COLL	Y
NM 371	24029	SJ_111	106.35	107.65	107.5	Old Fruitland Hwy/ NR 36	Murray Dr/ NM 5001	San Juan River Crossing	County	MNAR	Y

FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item #5

Subject:	Committee Bylaws and Operating Procedures – Committee Member Attendance
Prepared by:	Mary Holton, MPO Officer
Date:	April 17, 2016

BACKGROUND

- The Committee Bylaws and Operating Procedures provide the guidance for the Policy and Technical Committees and were approved on May 28, 2015.
- Regular committee member attendance was considered important and both committees discussed this at length.
- Language from the Bylaws states:
 - *Attendance by members is required at all Policy Committee meetings. If a Policy Committee member fails to attend seventy-five (75) percent of the Policy Committee meetings in a twelve-month calendar period, (for Technical Committee members also: or fails to attend fifty (50) percent of the Technical Committee meetings in person in a twelve-month calendar period) his membership may be terminated.*
 - *The Chair shall speak with a Policy Committee member who is subject to removal through non-attendance to determine if that member will make a commitment to attend Policy Committee meetings. If the member cannot make the commitment, the Chair will send a recommendation to the corresponding City or County Manager that a new member from that entity be designated to serve on the Policy Committee.*
 - *The MPO Policy Committee may remove any Policy Committee member upon the grounds of malfeasance or nonfeasance of office through an affirmative vote of three (3) members.*
- The Technical Committee meeting day was changed from Thursday to Wednesday to accommodate NMDOT attendance.

CURRENT WORK

- NMDOT attendance, either in person or by phone, continues to be inconsistent.
- Present to Policy Committee for further discussion and possible action.

ANTICIPATED WORK

- Convey the importance of regular attendance and participation and encourage same from NMDOT representatives.
- Consider possible further action should attendance not improve.

INFORMATION ITEM

- The proposal is submitted for the Policy Committee's review and input only.

NMDOT ATTENDANCE AT FMPO COMMITTEE MEETINGS
Policy Committee

	2014		2015		2016 (to date)
	<u>7 Mtgs. + 1 Special</u>		<u>8 Meetings</u>		<u>2 Meetings</u>
<u>District 5</u>		<u>District 5</u>		<u>District 5</u>	
In Person	1	In Person	6	In Person	1
By Telephone	2	By Telephone	1	By Telephone	0
1 Special Meeting	0	Special Meeting	---	Special Meeting	---
Meetings MISSED	5	Meetings MISSED	1	Meetings MISSED	1
<u>Planning Division</u>		<u>Planning Division</u>		<u>Planning Division</u>	
In Person	1	In Person	2	In Person	1
By Telephone	2	By Telephone	2	By Telephone	0
1 Special Meeting	0	Special Meeting	---	Special Meeting	---
Meetings MISSED	5	Meetings MISSED	4	Meetings MISSED	1

*A written report was provided 37% of the time by both District 5 and Planning

*A written report was provided 12% of the time by District 5 and 50% of the time by Planning

*No written reports provided.

Technical Committee

	2014		2015		2016 (to date)
	<u>12 Mtgs. + 1 Special</u>		<u>12 Meetings</u>		<u>4 Meetings + 3 Special</u>
<u>District 5</u>		<u>District 5</u>		<u>District 5</u>	
In Person	5	In Person	4	In Person	0
By Telephone	0	By Telephone	3	By Telephone	0
1 Special Meeting	0	Special Meeting	---	Special Meeting	1
Meetings MISSED	8	Meetings MISSED	5	Meetings MISSED	6
<u>Planning Division</u>		<u>Planning Division</u>		<u>Planning Division</u>	
In Person	5	In Person	5	In Person	1
By Telephone	1	By Telephone	3	By Telephone	3
1 Special Meeting	0	Special Meeting	---	Special Meeting	0
Meetings MISSED	7	Meetings MISSED	4	Meetings MISSED	3

*A written report was provided 15% of the time by District 5 and 30% of the time by Planning

*A written report was provided 17% of the time by District 5 and 33% of the time by Planning

*No written reports provided.

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item #6**

Subject:	Complete Streets
Prepared by:	Duane Wakan, MPO Planner
Date:	April 19, 2016

BACKGROUND or PREVIOUS WORK

- Complete Streets are a means of designing a roadway so that it accommodates all modes of travel, including driving, walking, biking, and transit.
- Staff has worked with the Complete Streets Advisory Group (CSAG) on content, and design guidelines for the FMPO planning area.
- The Advisory Group held its last meeting on October 1, 2015 and reviewed the draft Complete Streets Design Guidelines document.
- Staff made editorial revisions based on input from CSAG members. Works cited and minor grammatical errors will be corrected or updated on an ongoing basis.
- Special Technical Committee Workshops were held on February 24, March 16, and April 26 to review and provide edits to the draft Design Guidelines document.

CURRENT WORK

- Complete a draft review of the Design Guidelines document on April 26.
- Seek recommended approval by the Technical Committee on May 11, 2016.

ANTICIPATED WORK

- Provide editorial updates per recommendations from the Technical Committee.
- Seek approval by the Policy Committee on May 26, 2016.
- Publish final document and distribute to entities
- Create a regional Complete Streets resolution for regional consideration and adoption.

ATTACHMENTS

- The updated draft Complete Streets Design Guidelines document will be available for review on April 26, 2016 on the MPO website <http://www.fmtn.org/DocumentCenter/View/6835> . Latest edits are shown in red text.

INFORMATION ITEM

- Receive a preliminary review of the draft Design Guidelines document.

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item #8**

Subject:	Information Items
Prepared by:	Duane Wakan, MPO Planner
Date:	April 4, 2016

INFORMATION ITEMS

- a. **Population Decline Article.** The MPO worked with David Sypher and Shana Reeves with the COF to articulate a response to NMDOT regarding the need for the Pinon Hills Bridge Project over the Animas River and Oxbow.
- b. **NMDOT Special Planning & Research Funds.** The FMPO would like to submit a request to the research division at NMDOT to consider in the cloud technology that has the potential to vastly improve project management and tracking.
- c. **MPO Quarterly.** Staff attended the MPO Quarterly in Albuquerque, New Mexico on March 22 and 23. The FMPO will host the next Quarterly on June 13 and 14. Walking Tour on US 64 in Bloomfield.
- d. **National Bike to Work Activities.** The National Bike to Work week starts on May 16 running through May 20. National Bike to Work Day is May 20, 2016.
- e. **Transportation & Public Health Meeting.** The Farmington MPO participated in an inaugural meeting with New Mexico MPO Transportation Planners and Officials in Public Health from across the state on Wednesday March 23 at the Mid-Region Council of Governments.
- f. **Trainings.** Staff attended an NHI Course on Highway Program Financing in Albuquerque on March 29 and 30. MRCOG is co-sponsoring one of six ICIP Training Workshops on May 5 in Albuquerque to assist communities in developing their FY2018-2022 ICIP. Additional information can be found at:

http://www.mrcog-nm.gov/latest-news/1361-mrcog-to-host-icip-training-workshop?utm_source=April+2016+issue+of+Travel+Times&utm_campaign=March+2016+Travel+Times&utm_medium=email
- g. **Associate Planner.** Three final candidates for the Associate Planner position were interviewed in person in April.
- h. **Special Technical Committee Meeting.** Another Special Technical Committee meeting was held on April 26 to finalize the revisions and edits to the Complete Streets Design Guidelines.
- i. **Other.**

MINUTES
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE MEETING
February 25, 2016

Policy Members Present: Sherri Sipe, City of Aztec
Nate Duckett, City of Farmington
Linda Rodgers, City of Farmington
Jimmy Voita, San Juan County

Policy Members Absent: Curtis Lynch, City of Bloomfield
NMDOT Representative

Staff Present: Mary Holton, MPO Officer
June Markle, MPO Administrative Aide

Staff Absent: Duane Wakan, MPO Planner

Others Present: Scott Eckstein, San Juan County
Larry Hathaway, San Juan County

Mr. Jimmy Voita, San Juan County Assessor joined the Policy Committee replacing Commissioner Scott Eckstein as the representative for San Juan County.

1. CALL TO ORDER

Councilor Duckett call the meeting to order at 1:35 p.m.

2. APPROVE THE MINUTES FROM THE JANUARY 28, 2016 POLICY COMMITTEE MEETING

Councilor Rodgers moved to approve the minutes from the January 28, 2016 Policy Committee meeting. Commissioner Sipe seconded the motion. The motion was passed unanimously.

3. SAFETY PLAN

Subject:	Safety Plan
Prepared by:	Mary Holton, MPO Officer
Date:	February 16, 2016

BACKGROUND OR PREVIOUS WORK

- The MPO needs to develop a Safety Plan for use in evaluating needs and

- targeting safety related projects throughout the MPO area.
- The Safety Plan will be a resource for the entities and NMDOT to use in improving the safety of the transportation system by identifying improvements to be made for all modes of travel and areas of greatest need.
- A Safety plan is a tool whereby local projects can be prioritized with the appropriate safety countermeasure(s).
- NMDOT recognized MPOs who have developed safety plans when considering Highway Safety Improvement Plans and funding opportunities.
- All modes should be considered when developing a safety plan.
- MPO Funds will use a combination of PL and 5303 programs by formula to pay for the primary consulting services

CURRENT WORK

- Establish a steering committee to ascertain regional safety goals and objectives
- Create a RFQ/P to attract the appropriate consultant
- Integrate historic crash data with the MPOs travel demand model (Bob Shull)
- Staff research consistently found the four E's of safety to be prevalent in safety plans, Engineering, Education, Enforcement and Emergency Medical Services (EMS) – Data Driven plan – Goals and Objectives- Safety Counter Measures

INFORMATION ITEM

- This is an informational item requesting feedback from Policy Committee members.

DISCUSSION: Ms. Holton reported that this item was a preliminary presentation on the development of a Safety Plan. She encouraged Policy Committee member input and feedback on this item and any other item discussed in today's meeting.

Ms. Holton stated that the MPO has wanted to develop a safety plan for the past several years. With NMDOT funding opportunities, an application is much more viable from an MPO with a safety plan in place. The intent with developing this plan is to put the region in a better position to receive funding.

Ms. Holton referred to Page 2 of the Agenda which listed some conceptual planning for the safety plan document. Staff is looking for input on potential chapters or elements of the document. Input is also being requested on the establishment of a steering committee that would ascertain regional safety goals and objectives. Mr. Wakan is suggesting including entity public works engineers, planners, law enforcement, emergency medical personnel, intelligent transportation system (ITS) personnel, a representative from the San Juan Center for Independence, and other public stakeholders.

Councilor Duckett asked Staff to provide their preliminary recommendations and suggestions to Policy Committee members for their review and assessment.

ACTION: The report was received.

4. DEVELOPMENT OF A CITIZENS ADVISORY COMMITTEE (CAC)

Subject:	Development of a Citizens Advisory Committee (CAC)
Prepared by:	Mary Holton, MPO Officer
Date:	February 18, 2016

BACKGROUND

- At the November 19, 2015 Policy Committee meeting, Staff presented introductory information on Citizens Advisory Committees (CAC) as part of the Public Participation Plan (PPP). The Policy Committee recommended the MPO form a CAC to have broader input on transportation planning issues, and that such input could be a benefit to the MPO and in their work on their respective councils and commissions.
- Membership of CAC's are intended to be representative of the variety of residences of an area with regard to race and ethnicity, age, sex, ability and the many other interests and characteristics of a region.
- A CAC is an advisory committee to the Policy Committee, similar to an MPO's Technical Committee. Development and amendment of the UPWP, MTP, and TIP, along with other studies and reports, are presented to a CAC for their review and recommendation.
- MPO Staff will seek final recommendations from the PC at the April 28 meeting.
- The Farmington MPO had a Citizen Action Committee during the development of its first MTP in 2005. However, it appears to have been convened on a temporary basis. (It was not a standing "advisory committee".)

CURRENT WORK

Common Practices for CAC's

Following is a summary list of research and a review of common practices of Citizen Advisory Committees at other MPO's.

- FHWA published "Public Involvement Techniques for Transportation Decisionmaking" which gives general guidance on many public engagement tools, including CAC's. An excerpt of the document is attached. It describes CAC's as including:
 - Representation from interest groups throughout a region;
 - Regularly-held meetings;
 - Recorded comments and points of view of participants; and
 - Consensus building, but consensus is not required.
 - An important assigned role in the transportation planning process.
- According to the Association of Metropolitan Planning Organizations (AMPO), Citizen's Advisory Committees:
 - Act in an advisory capacity to MPO on public involvement strategies;
 - Meet regularly to review and develop plans and also assists in organizing and managing public meeting and comments; and
 - Are comprised of members of the public, often appointed by localities and MPO policy board, who may include representatives of interested parties.

- Many MPO's throughout the country have CAC's. Some CAC's have been functioning for decades and in some states it is required and organized under state law. Staff performed research of CAC's across the country, and contacted several by phone. Attached is a table of 6 such groups at MPO's.
- In New Mexico, only the Mid-Region MPO has a committee similar to a CAC – a Public Involvement Committee, or PIC. This committee convenes on an as-needed basis, does not provide recommendations to their Policy Board, and currently sees very little participation.
- Some MPO's and other regional planning organizations convene citizen and stakeholder groups on a temporary basis. Others call on a collection of workgroups focused on a multitude of disciplines and interests (i.e., active transportation, demographics, environmental, freight, and so on).
- Some hold joint meetings with staff from government agencies to increase interaction of stakeholder groups and government.
- CAC's from those surveyed vary in the way voting membership is set up. This is typically set forth in bylaws.
- Some CAC's limit the number of total participants. Others are open-ended and allow any organization or individual to achieve voting status. However, these CAC's have attendance requirements and can remove members who do not participate.
- Some are explicit about having representation from certain groups within a community. For example, at the MPO in Tampa, Florida, seats are designated for a person of Hispanic ethnicity, a person of African-American descent, a woman, a person under age 30, a representative of a neighborhood and a representative of the business community.
- CAC's also vary in the frequency of meetings, but these typically match the frequency of other committees.
- The time of day of the meetings is also a factor to be considered. Some hold their meetings during the day and others in the evening.

Next Steps

Creation of a CAC within the Farmington MPO involves at least the following next steps:

- At the direction of the Policy Committee, Staff would prepare amendments of the Bylaws, UPWP, and PPP.
- The Bylaws would contain details about the responsibilities, procedures and membership of the CAC. The Policy Committee would decide the composition and means of forming the CAC, plus its procedures and other details.
- The UPWP would need to reflect the CAC in tasks relating to administration and public outreach, and note that certain projects would be reviewed by the CAC in addition to the other committees.
- The PPP would outline the CAC as a means for public involvement in the MPO's work.
- Based on the amendments to the above documents, Staff would handle the details for forming the CAC.
- The Farmington MPO has contact with and active participation from many representatives of stakeholder groups and individual citizens. For example, the MPO maintains a list of contacts with interested groups. Members could come from contacts made during the MTP outreach and from the Complete Streets Advisory Group. General advertisements could also be used to invite groups or individuals to join the CAC. Many MPO's have success finding participants through referrals and word-of-mouth.

INFORMATION ITEM

- This is an information item and discussion by Technical Committee will be forwarded to the Policy Committee. At the direction of the Policy Committee, more information or amendments to the Bylaws, UPWP and PPP will be presented in the future for recommendation.

DISCUSSION: Ms. Holton reported that Staff had provided an introductory presentation in November on the development of the Citizens Advisory Committee (CAC). This preliminary information has also been provided to the Technical Committee and Staff plans to have a proposal ready for consideration by the Technical Committee in April.

Ms. Holton asked the Policy Committee members to provide their input on the make-up of this type of committee, what groups should be represented, and the rules/regulations regarding policy standards. She also asked that they review the provided Review of Select MPO Citizens Advisory Committees document to see what aspects of a CAC they would favor and provide that input to Mr. Wakan. The CAC would be comprised of citizens who would sit and advise the Policy Committee. While the Technical Committee provides the technical input and advice, the CAC would provide a citizens' regional view.

Commissioner Sipe asked if citizens from each community would be recruited for the CAC. Ms. Holton said that would definitely be the goal for staffing the CAC. Commissioner Sipe worried about getting volunteers willing to serve on this type of committee and the struggles encountered by other advisory boards to meet a quorum for their meetings. Ms. Holton recognized that this is also a struggle with some City of Farmington boards. Ms. Holton said Kirtland would also be provided with the opportunity to put forth someone from that community to serve on the CAC.

Councilor Duckett asked how large a group this was anticipated to be. Ms. Holton thought that this would be determined by the Policy Committee. She recommended that the group size be proportional with the size of San Juan County and with a diverse, cross-section from the local entities.

Ms. Holton will send out an e-mail to the Policy Committee members to remind them to provide Staff with their ideas and recommendations for the CAC.

ACTION: The report was received.

5. MPO INTERNS

Subject:	MPO Interns
Prepared by:	Mary Holton, MPO Officer
Date:	February 16, 2016

BACKGROUND OR PREVIOUS WORK

- The MPO plans to hire two local GIS skilled interns to assist with transportation studies ranging from early spring to September 30, 2016.
- Early summer intern position will be subject to approval of the FY 2017 Budget.
- PL and 5303 Funds will be used to cover hourly wages and expenses.
- The first intern to be hired in early spring will help aggregate Red Apple Transit Ridership data producing maps, and charts as well as gap analysis in relation to bus stops and neighborhood connectivity.
- The second intern to be hired in early summer will inventory sidewalk conditions by type (behind curb, buffered, non-existent) as well as bike lanes (sharrow, unmarked and dedicated) throughout the MPO planning area.
- These studies will comply with performance measures as outlined in the Federal Transportation Bill.

CURRENT WORK

- Begin the notification and recruitment process with COF Human Resources for the first intern now and the second intern in another couple of months.
- Work with San Juan College to assist in the recruitment of said GIS interns.

INFORMATION ITEM

- This is an informational item requesting feedback from Policy Committee members.

DISCUSSION: Ms. Holton reported that one intern has been requested now because for one position is available until the end of the current fiscal year. The MPO budget request has been submitted to the City of Farmington and the meeting with the City Manager to review that budget is scheduled for March 14. The assumption of two interns is part of the budget request. Once the budget is approved by the City of Farmington, it will be presented to the Policy Committee for your review and approval.

The MPO has used interns in the past primarily for data collection, administer surveys, and build a data base for the information for the Red Apple Transit. Red Apple Transit is now able to electronically collect this data. MPO Staff is looking to the GIS program at San Juan College for these potential intern candidates. The interns will aggregate Red Apple Transit ridership data, produce maps and charts, and conduct gap analysis in relation to bus stops and neighborhood connectivity. The second intern will inventory sidewalk conditions by type (behind curb, buffered, non-existent) as well as bike lanes (sharrow, unmarked and dedicated) throughout the MPO planning area.

ACTION: The report was received.

6. NMDOT REPORTS

No NMDOT Planning or District 5 representatives were in attendance at the meeting and no written reports were provided prior to the meeting.

Ms. Holton said there have been significant changes with NMDOT personnel recently and having no representative attend or call into the meeting is not typical. She noted that the meeting day for the Technical Committee was changed to Wednesday in order to better fit NMDOT's needs and schedules. Mr. Hathaway noted that this has not helped with their meeting attendance.

Councilor Rodgers asked if the MPO could request attendance by NMDOT at their Committee meetings. Ms. Holton has requested that NMDOT designate who their representatives will be to the Policy and Technical Committees. They responded that those designations would be forthcoming. Ms. Holton reported that any other committee vacancies are filled by written notification by the appropriate entity city manager. She requested that NMDOT do the same and formalize the notification of their representatives.

Councilor Rodgers says NMDOT's attitude is that FMPO is a step-child and she did not believe this was acceptable. Ms. Holton said she would follow-up with another e-mail to NMDOT asking who has been designated as their representatives. Ms. Holton reported that the MPO Bylaws have attendance requirements and the Policy Committee can consider more action based on those. Commissioner Sipe said that NMDOT seemed to be eagerly on board during discussions about adding them to the committees.

Councilor Duckett asked Ms. Holton to make the Policy Committee members aware of any NMDOT response and, if they are not in attendance at the next meeting, the members can address what the next step might be. Councilor Rodgers concurred.

ACTION: The report was received.

7. INFORMATION ITEMS

Subject:	Information Items
Prepared by:	Mary Holton, MPO Officer
Date:	February 18, 2016

INFORMATION ITEMS

- a. **Complete Streets Design Guidelines.** The Technical Committee will meet on Wednesday, January 24, 2016 to review and offer edits to the draft Complete Streets Design Guidelines. This meeting is scheduled for 9:00 a.m. to 12:00 p.m. at the MPO Office. Staff will debrief the discussions and outcomes of that meeting the PC.
- b. **Trainings.** Staff will be attending the Fed Aid 101 Training in Albuquerque on Thursday and Friday February 25 and 26. Community Development staff from the COF will be attending Traffic Monitoring System training in Sana Fe on February 22 and 23rd.

- c. **Fran Fillerup.** Staff would like to extend an appreciation to Fran Fillerup for his dedicated service and professionalism while working as the MPO Associate Planner. He has accepted a position with San Juan County public works department.
- d. **Other.**

DISCUSSION: a. A special Technical Committee workshop was held on February 24 to review and offer edits on the draft of the Complete Streets Design Guidelines. They were able to complete approximately 75% of the document and the remainder will be reviewed on March 9. Tentative Policy Committee consideration is expected at the April meeting.

b. Mr. Wakan is in Albuquerque attending a required training on Federal Aid 101. Additionally, Community Development Associate Planner, Steven Saavedra attended the traffic count training in Santa Fe earlier in the week.

c. Mr. Fillerup has accepted a position with San Juan County and has been named to the Technical Committee representing the County. Ms. Holton extended appreciation to him for his dedicated service and professionalism.

8. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

Commissioner Sipe reported that NMDOT has been repairing potholes along NM 516.

There was no additional business from the floor.

9. BUSINESS FROM THE FLOOR

There was no business from the floor.

10. ADJOURNMENT

Commissioner Sipe moved to adjourn the meeting. Councilor Rodgers seconded the motion. Councilor Duckett adjourned the meeting at approximately 2:00 p.m.

Councilor Duckett, Chair

June Markle,
MPO Administrative Aide