



**MPO TECHNICAL COMMITTEE**  
**AGENDA**  
**(Rescheduled from June 8, 2016)**

**June 22, 2016**  
**10:00 a.m.**

**MPO Office**  
**100 West Broadway**  
**2<sup>nd</sup> Floor**  
**Farmington, New Mexico**

**AGENDA**  
**FARMINGTON METROPOLITAN PLANNING ORGANIZATION**  
**TECHNICAL COMMITTEE MEETING**  
**June 22, 2016 10:00 AM**

This meeting will be held at the MPO Office, 100 West Broadway, 2<sup>nd</sup> Floor, Farmington, New Mexico. This meeting was re-scheduled from June 8, 2016.

<b>ITEM</b>	<b>PAGE</b>
1. Call meeting to order	
2. Approve the minutes from the May 11, 2016 Technical Committee meeting.	<b>5</b>
3. Consider recommending approval of the final draft of the FFY2017-2018 Unified Planning Work Program (UPWP) <b>Presented by: Duane Wakan</b>	<b>1</b>
4. Review the Intersection design of the Complete Streets Design Guidelines <b>Presented by: Duane Wakan</b>	<b>2</b>
5. Receive a TIP Project Update <b>Presented by: Duane Wakan</b>	<b>3</b>
6. Reports from NMDOT a. District 5 ( <i>Paul Brasher</i> ) b. Planning Division ( <i>Robin Elkin</i> )	
7. Information Items a. MPO Quarterly b. TAP & RTP Programs c. 30 <sup>th</sup> Street & Hutton Pedestrian Boulevard d. Other <b>Presented by: Duane Wakan</b>	<b>4</b>
8. Business from Chairman, Members, and Staff	
9. Business from the Floor	
10. 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**

<b>Subject:</b>	FFY2017-2018 Unified Planning Work Program
<b>Prepared by:</b>	Duane Wakan, MPO Planner
<b>Date:</b>	June 14, 2015

**BACKGROUND**

- The Unified Planning Work Program (UPWP) is the fiscal year work plan for the MPO.
- The FFY2017-2018 UPWP will cover planning activities and work products to be completed from October 1, 2016 to September 30, 2018.
- Based on the Planning Procedures Manual (PPM), the MPO needs to provide a draft UPWP to NMDOT in April with final approval in June.
- Review the final draft of the FFY2017-2018 Unified Planning Work Program.

**CURRENT WORK**

- Annual activities will include reporting and budgeting, the traffic count program, TIP maintenance, GIS activities, and Safe Routes to School activities, transit data collection and mapping.
- Major activities will include land-use and transportation scenario planning, transit studies, travel demand modeling updates, and completion of the safety plan.
- Staff estimates base federal PL funds of \$207,125 and base federal 5303 funds of \$57,119 for both FFY2017 and FFY2018.
- Staff consolidated sections and deleted several sections based on recommendations from the Technical Committee.
- The boilerplate is used by all the MPOs in the state.
- Consider recommending approval of the FFY2017-2018 UPWP to the Policy Committee.

**ANTICIPATED WORK**

- Seek final approval of the FFY2017-2018 UPWP by the Policy Committee at the June 23 meeting.

**ATTACHMENTS**

- The final draft of the 2017-2018 UPWP can be downloaded by clicking the following link: <http://www.fmtn.org/DocumentCenter/View/8221>

**ACTION ITEM**

- It is recommended that the Technical Committee consider recommending approval of the FFY2017-2018 UPWP.

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

<b>Subject:</b>	Complete Streets
<b>Prepared by:</b>	Duane Wakan, MPO Planner
<b>Date:</b>	June 14, 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 September 3, 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.
- A Technical Committee Workshop was held on February 24, March 16, and April 26 to review and provide edits to the draft Design Guidelines document.

**CURRENT WORK**

- Complete the Technical Committee review of the Intersection section of the Design Guidelines document at the June 22 meeting.

**ANTICIPATED WORK**

- Provide editorial updates per recommendations from the Technical Committee.
- Seek recommended approval by the Technical Committee on July 13 or August 10, 2016.
- Seek approval by the Policy Committee on August 24, 2016.
- Publish final document and distribute to entities
- Create a regional Complete Streets resolution for regional consideration and adoption.

**ATTACHMENTS**

- The draft Complete Streets Design Guidelines document is available on the MPO website. <http://www.fmtn.org/DocumentCenter/View/6835> . Latest edits are shown in red text.
- The revised section on intersections will be provided in a separate attachment.

**INFORMATION ITEM**

- Complete the review of the draft Design Guidelines document.

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION  
Agenda Item #5**

<b>Subject:</b>	Status of TIP Projects
<b>Prepared by:</b>	Duane Wakan, MPO Planner
<b>Date:</b>	June 15, 2016

**BACKGROUND**

- The STIP Protocols, finalized in early 2014, indicate that each MPO shall develop a process to monitor the progress and status of each project in the first two years of the TIP. These monthly reviews help correct inconsistencies in the TIP, STIP, the MPO's MTP, Agreement Request Forms (ARFs), etc.
- The next scheduled TIP Amendment cycle begins in April 2016.
- NMDOT has requested a change for F100112 which will require a TIP amendment.
- NMDOT has issued a call for TAP/RTP projects. Click a link to the guidelines- [http://dot.state.nm.us/content/dam/nmdot/planning/FFY18-19\\_TAP-RTP\\_Guide.pdf](http://dot.state.nm.us/content/dam/nmdot/planning/FFY18-19_TAP-RTP_Guide.pdf)

**TRACKING INFORMATION (2016-2021 TIP)**

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|--|--|
| <ul style="list-style-type: none"> <li>▪ Local Agreement Status (ARF)</li> <li>▪ ROW Certification</li> <li>▪ Design Completion 30 - 60 - 90%</li> <li>▪ Environmental Certification</li> <li>▪ Utilities Certification</li> <li>▪ Railroad Certification</li> <li>▪ Archeology Certification</li> </ul> | <ul style="list-style-type: none"> <li>▪ ITS/Sys ENG Certification</li> <li>▪ Public Involvement Certification</li> <li style="text-align: center;">- <b>Deadlines</b> -</li> <li>1) June 15 Obligation deadline</li> <li style="padding-left: 20px;">- Design- T/LPA agreement</li> <li style="padding-left: 20px;">- Construction- 9 Day Letter</li> </ul> |
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**CURRENT WORK**

- Top Regional Priority Projects
  - East Arterial Route Phase II- Meeting results with NMDOT ROW and Environmental Division- New mapping- Land-Fill issue updates?
  - Pinon Hills Boulevard Bridge Phases I & II
  - CR 350-390 intersection HSIP ROW issues with TCPs
- Red Apple Transit Bus Route Accessibility TAP project TF00010
  - NMDOT FTA Transfer approved
  - Design and engineering plans went through RFQ, TIP Modification to move some construction funds to PE.
- Vereda Del Rio San Juan Trails phases II & III- GRT Declines

**INFORMATION ITEM**

- This is an information item only. Committee members will have an opportunity to provide feedback regarding TIP project status and details.

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION  
Agenda Item #7**

<b>Subject:</b>	Information Items
<b>Prepared by:</b>	Duane Wakan, MPO Planner
<b>Date:</b>	June 15, 2016

**INFORMATION ITEMS**

- a. **MPO Quarterly.** The Farmington MPO hosted the MPO Quarterly on June 13 and 14.
- b. **TAP & RTP.** All relevant information regarding the FFY2018 & 2019 TAP & RTP programs are available on the MPO website:  
<http://www.fmtn.org/363/Farmington-Metropolitan-Planning-Organiz>
- c. **30<sup>th</sup> Street & Hutton Pedestrian Boulevard.** Presentation by Anngela Wakan, Safe Routes to School Coordinator.
- d. **Other**

**MINUTES**  
**FARMINGTON METROPOLITAN PLANNING ORGANIZATION**  
**TECHNICAL COMMITTEE MEETING**  
**May 11, 2016**

Technical Members Present: Cindy Lopez, City of Farmington  
David Sypher, City of Farmington  
Paul Brasher, NMDOT, District 5  
Andrew Montoya, Red Apple Transit  
Fran Fillerup, San Juan County

Technical Members Absent: Bill Watson, City of Aztec  
Teresa Brevik, City of Bloomfield

Staff Present: Mary Holton, MPO Officer  
Duane Wakan, MPO Planner  
Karen Walker, Community Development Office  
Manager

Staff Absent: June Markle, MPO Administrative Aide

Others Present: Steven Saavedra, City of Farmington  
Mark Duncan, Mayor, City of Kirtland  
Robin Elkin, Planning Liaison, NMDOT  
Danial Watts, NMDOT (via phone)

**1. CALL TO ORDER**

Mr. Fillerup called the meeting to order at 10:06 a.m.

**2. APPROVE THE MINUTES FROM THE APRIL 13, 2016 TECHNICAL COMMITTEE MEETING**

Ms. Lopez moved to approve the minutes from the April 13, 2016 Technical Committee meeting. Mr. Sypher seconded the motion. The motion was passed unanimously.

**3. FFY2016-2021 TIP AMENDMENT #3**

<b>Subject:</b>	FFY2016-2021 TIP Amendment #3
<b>Prepared by:</b>	Duane Wakan, MPO Planner
<b>Date:</b>	April 28, 2016

**BACKGROUND**

- On May 8, 2016 the Farmington MPO advertised Amendment #3 to the FFY2016-

- |   |
|---|
| <p>2021 Transportation Improvement Program (TIP).</p> <ul style="list-style-type: none"><li>▪ The amendment addresses an NMDOT project in the TIP</li><li>▪ The Technical Committee will consider the amendment and may make a recommendation at their meeting on May 11.</li></ul> |
|---|

- | AMENDED TIP PROJECTS  |
|---|
| <ul style="list-style-type: none"><li>▪ NMDOT has requested a change to #F100112 - Phase V of US 64.</li><li>▪ Adds a design phase for \$350,000 in FY2017 (\$299,040 STP Flex &amp; \$50,960 State Match)</li><li>▪ Adds a construction phase for \$1,491,929.76 in FY17 (\$1,193,544 HPP &amp; \$298,386 State Match)</li></ul> |

- | ACTION ITEM  |
|--|
| <ul style="list-style-type: none"><li>▪ Staff recommends the approval of Amendment #3. Consider recommending approval of Amendment #3 to the Policy Committee.</li></ul> |

**DISCUSSION:** Mr. Wakan presented the details of Amendment #3 to the FFY2016-2021 Transportation Improvement Program (TIP).

NMDOT requested an amendment to the TIP for Phase V of US 64 (#F100112) to add a design phase for \$350,000 in FY2017 using STP Flex funds. This will have a state match and no local match will be necessary. Additionally, a construction phase for \$1,491,930 will be added in FY2017 using Highway Preservation Program (HPP) funds. These two amounts will be added to Phase V of the project.

The termini for Phase V are not changing. Phase V takes the project west from CR 350 for two miles. The only change is the allocation of funds.

Mr. Fillerup opened the public hearing on Amendment #3. There were no comments received.

Mr. Fillerup closed the public hearing on Amendment #3 to the FFY2016-2021 TIP.

**ACTION:** Ms. Lopez moved to recommend approval of Amendment #3 to the FFY2016-2021 Transportation Improvement Program. Mr. Sypher seconded the motion. The motion was passed unanimously.

#### **4. FFY2017-2018 UNIFIED PLANNING WORK PROGRAM**

<b>Subject:</b>	FFY2017-2018 Unified Planning Work Program
<b>Prepared by:</b>	Duane Wakan, MPO Planner
<b>Date:</b>	April 5, 2015

#### BACKGROUND

- The Unified Planning Work Program (UPWP) is the fiscal year work plan for the MPO.
- The FFY2017-2018 UPWP will cover planning activities and work products to be completed from October 1, 2016 to September 30, 2018.
- Based on the Planning Procedures Manual (PPM), the MPO needs to provide a draft UPWP to NMDOT in April with final approval in June.

#### CURRENT WORK

- Staff is working with the entities and NMDOT to identify projects for FFY2017-2018.
- Annual activities will include reporting and budgeting, the traffic count program, TIP maintenance, GIS activities, and Safe Routes to School activities, transit data collection and mapping.
- Major activities will include land-use and transportation scenario planning, transit study process, travel demand modeling, public health planning, and data collection for performance measures and public health involvement.
- Staff estimates base federal PL funds of \$198,000 and base federal 5303 funds of \$51,000 for both FFY2017 and FFY2018.
- An additional \$7,500 for FFY2017 has been received from NMDOT in planning funds.
- A new UPWP boilerplate is being used by all the MPOs in the state.

#### INFORMATION ITEM

- It is recommended that the Technical Committee receive a report on the FFY2017-2018 UPWP.

**DISCUSSION:** Mr. Wakan stated that the MPO is required to update the Unified Planning Work Program (UPWP) every two years. The UPWP is the fiscal year work plan for the MPO and covers planning activities and work products to be completed.

Mr. Wakan presented a draft of the FFY2017-2018 UPWP and asked for their input on activities for MPO staff. Mr. Wakan referred to Page 3 of the agenda and highlighted some of the plans in the proposed UPWP:

- Changes necessary due to the new federal transportation legislation, Fixing America's Surface Transportation (FAST) Act;
- Coordinate UPWP with FAST Act requirements which also supports much of MAP-21 requirements;
  - Enhance travel and tourism;
  - City of Farmington's "Jolt Your Journey" branding and gateway signage;
  - Reduce or mitigate storm water impact of surface transportation (Complete Streets has mention of strong storm water planning);
- Basic elements still required in the UPWP include:
  - Reporting

- Budgeting
- Traffic count program
- Maintaining the TIP/STIP
- Continued GIS work
- Safe Routes to School, transit data, and other performance measure tracking.
- New elements to the UPWP:
  - Scenario planning that coordinates land use and transportation which will require gathering the data and gaining the technical ability to accomplish this;
  - Transit study
  - Travel demand model update with assistance from Mr. Bob Shull
  - Public health planning
  - Performance measures to monitor, track, and report on assets
  - Safety Plan

The MPO must also provide an estimated budget for the proposed planning activities. Mr. Wakan distributed a Budget Outlook for the MPO that was developed in coordination with Mr. Elkin, Planning Liaison. Mr. Wakan reviewed some of the FAST Act budget numbers shown on the FMPO's 2016 and 2017-2018 Budget Outlooks:

FFY2016 Budget w/FAST Act Funds

- FAST Act additional funds	\$7,270
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The FAST Act funds still need to be approved and programmed by NMDOT. Once programmed, these funds will officially become part of the MPO budget going forward. Mr. Wakan said these funds will help the development of the Safety Plan.

FFY2017 & FFY2018 Budget w/out Rollovers

- With FAST Act funds the PL award will increase to \$207,125 from \$192,211
- Transit award is anticipated to be \$57,119; lower than FFY2016 due to the large rollover awarded by FTA in FFY2016;
- No rollovers included in these budget numbers as a rollover is not guaranteed.

Mr. Sypher asked if the proposed language shown in "red" in the UPWP document came from FAST Act requirements. Mr. Wakan said this was correct and that the FAST Act details the types of allowed planning activities. He noted that these features were allowed and not necessarily required. Mr. Sypher asked if some of these items were determined to be too much to take on, they could be eliminated. Mr. Wakan said this was correct and the potential activities were being proposed for consideration.

Ms. Holton stated that during the QAR with Ms. Jessica Griffin and Mr. Elkin last week, staff was reminded that per the Planning Procedures Manual (PPM) the MPO needed to provide a draft UPWP to NMDOT this month with final approval by them in June. She noted the quick turnaround time required on this document. Mr. Fillerup asked that when the draft UPWP is provided to NMDOT, it also be provided to the Technical Committee so they have an opportunity to review it prior to considering approval at their June 8 meeting.

Mr. Sypher said he would like to better understand what additional studies might be needed for storm water management and provide information that might be helpful to staff. He also asked about what additional studies were being considered for transit. Mr. Fillerup noted that there are always dedicated planning FTA funds that the MPO administers for transit studies. Some of the current funding was used for the hub study and will be used for the MPO transit interns that will begin working this summer.

Mr. Wakan added that looking toward the 2017-2018 budget another transit study might be identified. Mr. Montoya said that although the transit hub study was completed, additional studies may be needed to evaluate moving transit routes to accommodate the new hub location and what the impact of the route changes would have on the community and ridership. These types of issues were not addressed in the hub study that was recently completed. Mr. Wakan said the RFQ process for this type of study could be started this fiscal year and then extend it out into the next.

Mr. Sypher asked if a system to provide more accurate ridership numbers was in place and funded. Mr. Montoya said no additional funding was required and a comparison of ridership numbers can be compared with the previous year.

Mr. Sypher said he appreciated the work of the MPO in assisting with the application of grants, in making transportation presentations, and in responding to and corresponding with NMDOT. He said it would be beneficial if MPO funds and staffing were available to offer grant writing resources to the entities.

Mr. Sypher said the management of storm water is something that has been talked about for 20 years and much of the nation has been addressing storm water impacts. The City of Farmington has done several studies and is now being required as part of the MS4 program to implement new permit requirements. These requirements are being coordinated with Aztec, Bloomfield, Farmington, and the County. Mr. Sypher thought it would be good if the MPO joined in, attended MS4 meetings, and assisted in addressing the issues as part of a regional unit. NMDOT is also joining in on this effort here and in Santa Fe.

Mr. Fillerup said it would be helpful to see what MPO funds could be used for storm water management, planning, and mitigation. The county has ongoing costs for monitoring and reporting storm water and for updating the plan. Mr. Wakan also recommended involving landscape professionals to assist with this issue and provide their expertise.

Mr. Brasher asked if the MPO been involved in hazardous materials planning. Mr. Fillerup said that a portion of the MTP includes routing of transports through the region, but it is not detailed. The entities work with the County's Office of Emergency Management in identifying selected routes for through transport and emergency response. Mr. Brasher said he thought the MPO might consider emphasizing this since the FAST Act provides funding for hazardous material safety considerations.

Ms. Lopez recommended checking with fire and police to see if these plans are available. She added that Mr. Smylie with the City of Farmington has been working on establishing procedures for other types of emergency responses. There may already have been discussions with emergency responders on hazardous materials responses.

Ms. Holton stated that all these types of efforts are coordinated through the County. She recommended getting a copy of the plan from the emergency management group at the county.

Mr. Wakan said the MPO modeling techniques could map the EMS stations in the county, response times, travel distances, and how much hazardous material is going through the region. With this information, a contingency plan or designated route could be identified.

Mr. Fillerup commented that the Budget Outlook showed the local match requirements for each entity for Technical Committee consideration in June. Mr. Wakan added that should rollover of unspent FFY2016 funds be granted in FFY2017, the local match contributions would increase slightly.

**ACTION:** The report was received.

**5. STATUS OF TIP PROJECTS**

<b>Subject:</b>	Status of TIP Projects
<b>Prepared by:</b>	Duane Wakan, MPO Planner
<b>Date:</b>	May 3, 2016

<b>BACKGROUND</b>
<ul style="list-style-type: none"> <li>▪ The STIP Protocols, finalized in early 2014, indicate that each MPO shall develop a process to monitor the progress and status of each project in the first two years of the TIP. These monthly reviews help correct inconsistencies in the TIP, STIP, the MPO’s MTP, Agreement Request Forms (ARFs), etc.</li> <li>▪ The next scheduled TIP Amendment cycle begins in April 2016.</li> <li>▪ NMDOT has requested a change for F100112 which will require a TIP amendment.</li> <li>▪ NMDOT has issued a call for TAP/RTP projects. Click a link to the guidelines- <a href="http://dot.state.nm.us/content/dam/nmdot/planning/FFY18-19_TAP-RTP_Guide.pdf">http://dot.state.nm.us/content/dam/nmdot/planning/FFY18-19_TAP-RTP_Guide.pdf</a></li> </ul>

<b>TRACKING INFORMATION (2016-2021 TIP)</b>	
<ul style="list-style-type: none"> <li>▪ Local Agreement Status (ARF)</li> <li>▪ ROW Certification</li> <li>▪ Design Completion 30 - 60 - 90%</li> <li>▪ Environmental Certification</li> <li>▪ Utilities Certification</li> <li>▪ Railroad Certification</li> <li>▪ Archeology Certification</li> </ul>	<ul style="list-style-type: none"> <li>▪ ITS/Sys ENG Certification</li> <li>▪ Public Involvement Certification</li> <li style="padding-left: 20px;">- Deadlines -</li> <li>2) June 15 Obligation deadline                             <ul style="list-style-type: none"> <li>- Design- T/LPA agreement</li> <li>- Construction- 9 Day Letter</li> </ul> </li> </ul>

<b>CURRENT WORK</b>
<ul style="list-style-type: none"> <li>▪ Top Regional Priority Projects</li> </ul>

- East Arterial Route Phase II- Meeting results with NMDOT ROW and Environmental Division- New mapping- Land-Fill issue updates.
- Pinon Hills Boulevard Bridge Phases II- Meeting results with NMDOT ROW and Environmental Divisions- Letter from MPO- Support from PC
- CR 350-390 intersection HSIP ROW issues with TCPs
- Red Apple Transit Bus Route Accessibility TAP project TF00010
  - NMDOT FTA Transfer approved
  - Design and engineering plans or updates
- Others?

#### INFORMATION ITEM

- This is an information item only. Committee members will have an opportunity to provide feedback regarding TIP project status and details.

**DISCUSSION:** Mr. Wakan and the Technical Committee members reviewed the TIP project update:

#### Foothills Project

Due to delays in the review time, the City of Farmington was asked to adopt a resolution requesting a time extension. This was complete by City Council and the extension will be submitted to NMDOT today. This project is not in the TIP or the STIP and was likely a project funded with a grant. A TAP grant was applied for, but was not awarded. Mr. Sypher will check into this further with the City of Farmington's finance office.

#### East Pinon Hills Boulevard - Phases I & II

Mr. Sypher asked Mr. Brasher to confirm that this project (F100100) did not need an amendment and that there was no problem with how it was showing up in the TIP. Mr. Brasher said he would look at it and verify there were no obstacles.

Mr. Sypher said that an e-mail and letter were written to NMDOT last week again requesting contracts for F100100 and F100101. The contract for F100100 was received, executed, and submitted, but it has not been returned to the city from NMDOT. A draft contract for F100101 for the CMAQ-Flex grant has never been received.

No further discussion of Phases I or II are needed at this time.

#### East Arterial Route-Phase II

There is an issue with an overlay on an old BLM landfill. The City of Aztec is working on their slope design and extending the right-of-way for a potential expansion of this project.

Mr. Brasher said the design is still under review. The road is currently being designed for two lanes, but NMDOT is considering expanding this to four lanes and having it be an NMDOT route. Mr. Wakan noted that this route was intended to be a relief route for large truck traffic and was not intended as a bypass. Further discussions with the City of Aztec continue.

East Pinon Hills - Phase III

The County is still pursuing right-of-way certification and re-evaluation of the environmental document due to the need for coordination with BLM at the time the right of way was granted.

US 64 - Phase VI

There was no additional update on the US 64 project.

Bridge Preservation Project on US 550

This bridge preservation project is outside of the MPO boundary area and was removed from the TIP. A TIP modification has been processed to transfer this to the NWRTPPO.

NM 173

This project was moved to FY2018. Highway Safety Program funds will be applied to the project. Conflicts were encountered with a gas line owned by Williams Field Service and discussions have taken place about who is responsible for lowering the line. Additionally, there is a water line in the corridor that is owned by the City of Aztec. NMDOT and the City of Aztec are discussing how this will be addressed.

NM 350 & 390

The County is still working on getting the right-of-way certification and reviewing the application with the Right-of-Way Bureau. NMDOT informed the County that the temporary construction permits (TCP) that had been completed with the land owners were unacceptable. The County thought FHWA had given their support for the TCPs, but this needs to be discussed further with NMDOT's Right-of-Way Bureau. A TIP modification will likely be required to change the year.

Vereda del Rio San Juan River Trail - Phases II & III

Ms. Brevik with the City of Bloomfield was not in attendance to provide updates on these projects.

Kirtland Walk Path

The design agreement has been received and the County is working with the engineering firm to provide a design proposal.

Red Apple Transit Bus Route Accessibility

The design for the shelter pads and curb cuts is moving along. The RFQP was posted on May 4 and a proposal is expected on May 17.

Ms. Lopez reported that the City of Farmington's Metropolitan Redevelopment Area Commission (MRA) met with members of the State Historic Preservation Office (SHPO) yesterday on the proposed project for downtown Main Street in Farmington. She said the meeting went very well and they would be issuing a report to clarify that the proposed plans will not adversely impact the historic character of downtown Farmington. The TIGER grant was submitted for the project and the City of Farmington is waiting to hear back on the application.

**ACTION:** The report was received.

## 6. PROPOSED MPO FY2017 BUDGET

<b>Subject:</b>	Proposed Fiscal Year 2017 Budget for the MPO
<b>Prepared by:</b>	Duane Wakan, MPO Planner
<b>Date:</b>	May 3, 2016

### BACKGROUND or PREVIOUS WORK

- The Joint Powers Agreement (JPA) requires that the MPO Policy Committee “develop and approve an annual budget that is adequate to fund the required activities of the MPO.” It also states the FMPOs Budget operate on the Federal Fiscal Year (October 1 through September 30)
- The MPO has submitted a proposed budget to the City of Farmington, which anticipates federal grant funding levels to be the same beginning October 1, 2016, as was what was available on October 1, 2015.
- The new Federal Transportation Bill FAST Act has allocated additional funding for Metropolitan Planning activities to each State.
- The FMPO is expected to receive an additional \$7,270 in PL funds with a local match amount of \$1,239 totaling \$8,509. This will not be official until we receive a Purchase Order from NMDOT.

### CURRENT WORK

- Anticipated Annual Matches by the Local Entities (Oct 1, 2016 to Sept 30, 2017):
  1. City of Farmington - \$35,914
  2. San Juan County - \$11,971
  3. City of Aztec - \$5,986
  4. City of Bloomfield - \$5,986

### ACTION ITEM

- Staff recommends that the Technical Committee consider the proposal and recommend approval of the proposed budget to the Policy Committee.

**DISCUSSION:** Mr. Wakan referred to the Budget Outlook for the anticipated FFY2017 budget numbers. As the MPO’s fiscal agent, the City of Farmington is going through their budget cycle and approval of the final budget will be forthcoming.

Mr. Fillerup said it might be helpful to see how the entities’ matching funds compare over previous years to the anticipated matches anticipated for FFY2017. Ms. Holton provided a line item budget for the Technical Committee members to review. Once the final budget is approved, this spreadsheet will be updated.

Mr. Sypher asked what the increase in the maintenance agreement line item represented. Mr. Wakan said this was for software with VISUM, traffic count database system, and other software maintenance. This is a new, designated line item for these expenses that were previously applied elsewhere.

**ACTION:** Ms. Lopez moved to recommend approval of the proposed FY2017 MPO budget. Mr. Sypher seconded the motion. The motion was passed unanimously.

## **7. REPORTS FROM NMDOT**

### **NMDOT District 5 - Paul Brasher**

Mr. Brasher reported on the following projects:

- NMDOT has experienced difficulties with the bridge replacement design on CR 574. The right-of-way is very narrow and the wood-framed bridge being replaced spans a wide river bed in a flood hazard zone. The project has been moved to January 2017.
- A consultant is designing the replacement of a truss bridge on US 64 west of Shiprock on the south side of the bridge. The project is expected to be constructed in the fall of 2017. The bridge is on the registry of National Historic Bridges and several Navajo chapter houses have said they do not want the old bridge torn down. It is possible that the existing bridge could be made into a pedestrian bridge.
- Lighting projects in and around Shiprock are awaiting lighting agreements.
- The flasher project at N36 and NM 371 has been postponed due to waiting on these lighting agreements. Federal funding is expected later this year to conduct a study to determine if a signal light is warranted.
- Navajo DOT would like a corridor study of NM 491 from US 64 to Colorado.
- Project to survey US 64 from Arizona border to Shiprock (approximately 22 miles). Funding is available for the first five miles of this survey which is expected to be completed by the end of the year.
- Bridge rehabilitation projects on US 550.

### **Planning Division - Robin Elkin**

Mr. Elkin asked that the draft UPWP be submitted as soon as possible to allow time for NMDOT review in preparation for the next Technical Committee meeting on June 8.

Mr. Elkin noted that considering work on storm water management and integrated design linking it to other areas, but it is a large task. He noted he has seen some good, thorough previous work done by other entities/agencies. Mr. Fillerup asked if PL funds were used for these plans. Mr. Elkin said “no” that this is a new area that is now eligible for funding under the FAST Act.

Mr. Sypher asked if Mr. Elkin would follow up to see where the cooperative agreement for the CMAQ-Flex funding for project #F100101 was at. The City of Farmington received a letter from Jessica Griffin acknowledged that the money was committed; however, the formal contract has not been received. Mr. Elkin said he would follow up on this with Mr. Griffin.

### **NMDOT - Danial Watts**

Mr. Daniel Watts, TAP Coordinator with NMDOT provided a PowerPoint presentation on the Active Transportation & Recreational Program (TAP & RTP programs). Contact information for Mr. Watts and Aaron Detter (RTP) are:

TAP: Dan Watts  
505-470-8545  
[daniel.watts@state.nm.us](mailto:daniel.watts@state.nm.us)

RTP: Aaron Detter  
505-827-5117  
[aaron.detter@state.nm.us](mailto:aaron.detter@state.nm.us)

The highlights of Mr. Watts' presentation are shown below:

- Active Transportation & Recreational Programs Guide:
  - A new and combined guide for TAP and RTP
  - Available on NMDOT website
  - For more in-depth post-award requirements, review the T/LPA handbook
  - Covers program eligibilities, application and selection process, and provides an overview post-award requirements
  - User-focused format, including quick-reference funding guide and section headings reflecting user's perspective
  - No major program changes from previous cycle (FFY16/17)

RTP Eligible Projects & Activities

Maintenance & restoration of existing trails  
Development & maintenance of trail-side  
& trailhead facilities  
Planning, design & construction of new trails  
Lease of trail construction and maintenance  
equipment  
Educational programs

RTP Eligible Entities

Local governments  
Tribal governments  
Transit agencies  
School districts  
State/Federal land or natural resource  
agencies  
NMDOT

*Nonprofits are NOT eligible project sponsors for RTP*

TAP Eligible Projects & Activities

Planning, design and construction of bicycle  
and pedestrian facilities  
Safe Routes to School:  
Bike/ped infrastructure  
Education, coordinators, etc.  
Construction of scenic overlooks and turnouts  
Community improvement and environmental  
mitigation activities related to transportation  
and identified in ATRP Guide

TAP Eligible Entities

Local governments  
Tribal governments  
Transit agencies  
School districts  
State/Federal land or natural resource  
agencies

*NMDOT and nonprofits are NOT eligible project sponsors for TAP*

The FAST Act retains both the TAP and RTP programs with no changes from MAP-21. While TAP is not explicitly mentioned, it is retained under the Surface Transportation Block Grant Program (formally known as STP) as a set-aside; however, for convenience and continuity, NMDOT will continue to refer to both programs as TAP and RTP.

New Mexico's total estimated TAP funding amounts combined for FFY18 and FFY19 are over \$12.1 million: 50% is statutorily sub-allocated into three categories: areas with populations 200,000 or more (programmed directly by Large MPOs-Two in the State: Mid-Region MPO and the NM portion El Paso MPO); populations 5,001 to 200,000;

populations 5,000 or less; the remaining 50% is flexible and can be used in any area of the state.

New Mexico's estimated RTP funding amounts for FFY18 and FFY19 is \$1.35 million for a total two year program of just over 2.7 million. Projects are funded in 5 categories: 30% must be used for non-motorized trails (categories 1 and 2); 30% for motorized trails (categories 4 and 5) and 40% for diverse-use trails (Categories 2, 3 and 5).

For both TAP and RTP, any infrastructure projects are required to be phased. FFY18 will fund the planning, design phase and FFY19 will fund the construction phase. Refer to section 4a. of the guide for more details of this requirement.

Mr. Wakan asked if a project already has design work completed and now needs engineering or construction, is it still required to be phased? Mr. Watts replied that these projects would be reviewed on a case-by-case basis. In general, NMDOT wants to see the design phase in a different year from the construction phase.

#### Application Process (Deadline is November 30)

##### Project Feasibility Form (PFF) Process

- For RTPOs, now required for all federal-aid funds through NMDOT
- Work with RTPO and NMDOT staff before applying to discuss feasibility, funding levels, phasing, and more
- MPOs may elect to use PFF or their own feasibility review process
- If feasible, sponsoring agency can apply for RTA/TAP funds

##### Application includes:

- Project Feasibility Form (PFF) signed by District Representative (not required for MPO projects)
- Project Identification Form (PIF)
- RTP/TAP Application
- Resolution or Letter of Sponsorship (indicating match, maintenance, budget, etc.)
- Letter(s) of Support (if needed)
- Basic map of project location
- Any additional documentation in support of scoring factors

Mr. Watts added that enough time should be allowed to complete the application packet. The PFF process will require a meeting with District, RTPO (or MPO) staff, NMDOT liaison and environmental staff. Each project requires a PFF meeting, so planning around competing schedules can take some time. Start process early. Additionally, resolutions or letters of sponsorship all take time, depending on the schedule of your council or board. He said that detailed application and scoring information are located in section 5 of the guide.

#### Requirements of Project Sponsor

- Indicated via Resolution:
  - Entity's ability to pay local match (14.56% of total project cost)
  - Entity's ability to pay all costs up front (RTP/TAP are reimbursement programs)

- Entity's ability to pay any costs exceeding award amount
- Acknowledgment of maintenance responsibility
- Sponsor very strongly encouraged to attend NMDOT's T/LPA project process training ("Cradle to Grave" or "Inception to Completion")
- Sponsoring agency will enter into Cooperative Project Agreement with NMDOT
  - Work completed before execution of agreement and receipt of a Notice to Proceed (NTP) is not reimbursable or usable as match
- Compliance with Federal and State regulations:
  - Applicable accessibility requirements
  - Enviro, ROW, ITS, utility, design, & RR certs required on all construction projects (non-infrastructure projects still require NEPA documentation)
  - Will work with NMDOT Design Center and District

This is a cost reimbursement program and the sponsoring entity incurs all up-front costs. This needs to be specified in the resolution. Additionally, all costs that go above the award amount will be the responsibility of the sponsoring entity.

NMDOT holds a yearly "Cradle to Grave" training. This two-day training outlines the sponsoring entities' considerable responsibilities upon entering into a Federal-Aid project with NMDOT. NMDOT strongly encourages sponsors to attend this meeting.

Once a project is awarded, the sponsor will enter into a cooperative project agreement with NMDOT. This process is outlined extensively in the T/LPA handbook. Any work completed prior to entering into the cooperative agreement will not be reimbursable.

As with any Federal-Aid program, all federal and state regulations must be followed.

#### MPO/RTPO Planner Responsibilities

- Open the call for projects for your area/jurisdiction
- Set MPO-/RTPO-specific deadlines for:
  - Project Feasibility Form (PFF) submission (if MPO using PFF process)
  - Scheduling/conducting PFF meetings
  - Application submission to MPO/RTPO from project sponsor
- Vet all applications for completeness
- Submit all complete applications to NMDOT by close-of-business on November 30, 2016 (no late or incomplete applications will be accepted)

#### RTP/TAP Timeline (FFY2018/2019)

April/May 2016: MPOs/RTPOs issue calls for project

April-July 2016:

- PFFs due to RTPO (or MPO) planners
- RTPO (or MPO) planner schedules PFF meetings
- MPO planners screen all potential applicants for feasibility, phasing, etc. (if not using PFF process)
- Feasible RTPO projects added to RTIPR, if not already

August-Oct. 2016: Complete applications due to MPO/RTPO planners according to

deadline set by MPO/RTPO  
November 2016: MPO/RTPO planners vet applications for completeness  
November 30, 2016: Deadline for MPO/RTPO planners to submit complete applications to NMDOT  
February 2017: TAP Selection Committee and Recreational Trails Advisory Board (RTAB) meet to rate and rank applications  
March 2017: NMDOT sends award letters  
April 2017: Orientation webinar for award recipients  
June 15, 2018: FFY18 construction funds must be obligated  
June 15, 2019: FFY19 construction funds must be obligated

Mr. Sypher asked if this call for projects was for FY2017/2018 or FY2018/2019. Mr. Watts explained that this was a two-year call for projects for FFY2018 and FFY2019. The planning and design phases will be programmed for FFY2018 and then construction in FFY2019.

Mr. Sypher asked for clarification on what type of bike path projects were eligible. In the City of Farmington there are several non-connecting bike paths along a road edge. These could easily be addressed by adding a shoulder to the roadway to stripe and mark. Is this an eligible project for the RTP? Mr. Watts said on-road infrastructure improvements are eligible for TAP funding.

Mr. Sypher asked if a separated multi-use bike path were created to connect two non-connecting bike sections would that project be eligible under RTP. Mr. Watts said that as long as the project is off-street, it would be eligible under RTP. Mr. Sypher asked if this meant off right-of-way, or was in the right-of-way eligible as long as it was not connected to the asphalt. Mr. Watts said he would look into the issue of right-of-way and would get back with staff.

Mr. Fillerup asked if a project would be considered for construction funding in FY2018 if the design was complete. Mr. Watts clarified that if the engineers determined that the design was complete or near complete, funding in FY2018 would be considered. Mr. Sypher asked if "readiness to proceed" gave the project an advantage in the selection process. Mr. Watts said it could give the project an advantage in scoring and added that the selection committee has a certain amount of leeway. Mr. Wakan reminded the Technical Committee members that a project does see a scoring advantage if the project is identified in the CIP, TIP, and MTP.

Mr. Fillerup thanked Mr. Watts for the presentation. He stated that the call for projects along with the RTP/TAP guide was e-mailed to the Technical Committee members previously. Ms. Holton said the official call for projects will be made this afternoon in order to notify all the other appropriate entities. The internal deadlines for the MPO are:

- PFF submitted to MPO no later than 5:00 p.m. on July 14;
- If project passes PFF meeting likely scheduled after mid-July, the full application would then be required;
- Kirtland can apply, but until they become a full member entity of the MPO, they would have to partner with San Juan County.

Mr. Wakan added that MPO staff will go through the PFF process and coordinate with Mr. Elkin, District 5 staff, and the Design Center staff.

## 8. INFORMATION ITEMS

<b>Subject:</b>	Information Items
<b>Prepared by:</b>	Duane Wakan, MPO Planner
<b>Date:</b>	May 2, 2016

### INFORMATION ITEMS

- a. **Associate Planner.** An offer has been made to the selected candidate for the Associate Planner position. Staff is awaiting their response.
- b. **MPO QAR.** The MPO Quality Assurance Review was conducted on May 2 with representatives of NMDOT's Planning Division.
- c. **TAP & RTP Call for Projects.** NMDOT has issued a call for TAP/RTP projects. Click on the link for the guidelines:  
[http://dot.state.nm.us/content/dam/nmdot/planning/FFY18-19\\_TAP-RTP\\_Guide.pdf](http://dot.state.nm.us/content/dam/nmdot/planning/FFY18-19_TAP-RTP_Guide.pdf)
- d. **MPO Quarterly.** The Farmington MPO will host the MPO Quarterly in June.
- e. **Other**

**DISCUSSION:** a. An offer of employment for the MPO Associate Planner was made to, and accepted by, Derrick Garcia. Mr. Garcia was a former intern with the MPO and worked with transit data collection. He earned his Master's Degree at UNM last year and has currently been working with DOT in Texas.

b. The FMPO Quality Assurance Review was conducted at the MPO offices on May 2 with Ms. Griffin and Mr. Elkin. The review went well overall with only a few items identified as needing attention.

c. Information on the TAP & RTP call for projects and application process was just presented.

d. The MPO quarterly will be held in Farmington on June 13 and 14. Last year the group took a walking tour of Aztec's Main Street. This year, Mr. Wakan plans to do a similar walk audit in Bloomfield along US 64.

e. The new UPWP will contain a section called, Regional Models of Cooperation. This means that MPO staff work with regional entities (i.e.: Shiprock). Mr. Larry Joe with Navajo DOT invited staff to a meeting of the Shiprock Planning Commission where Mr.

Wakan gave a presentation. They would like MPO assistance with their local planning activities when possible.

A presentation on safety and health was also made to the SHPO representatives who were here in Farmington on May 10.

FMPO will also host the second meeting of the state's public health officials and MPO planners following the MPO Quarterly on June 14. This is to continue the dialog of working together to coordinate public health and transportation efforts.

#### **9. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF**

Ms. Lopez introduced Mr. Steven Saavedra, Associate Planner, with the City of Farmington's Community Development office. A letter naming Mr. Saavedra as Ms. Lopez's alternate to the Technical Committee will be forthcoming.

There was no additional business from the Chairman, Members and Staff.

#### **10. BUSINESS FROM THE FLOOR**

Mayor Mark Duncan spoke of a pond in Kirtland that recently took out the only traffic light at the northwest corner of CR6500 and US 64. It was temporarily repaired, but he would like to seek a more permanent remedy. Mr. Brasher said he would take a look at the location. Mr. Fillerup said he would meet with Mayor Duncan at a later date to discuss the issue further.

There was no additional business from the Floor.

#### **11. ADJOURNMENT**

Mr. Fillerup adjourned the meeting at 12:10 p.m.

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Fran Fillerup, Chair

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June Markle, MPO Administrative Aide