



MPO TECHNICAL COMMITTEE **AGENDA**

November 9, 2016
10:00 a.m.

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

**AGENDA
 FARMINGTON METROPOLITAN PLANNING ORGANIZATION
 TECHNICAL COMMITTEE MEETING
 NOVEMBER 9, 2016 10:00 AM**

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

<u>ITEM</u>	<u>PAGE</u>
1. Call meeting to order	
2. Approve the minutes from the October 12, 2016 Technical Committee meeting.	14
3. Amendment #4 to the FFY2016-2021 Transportation Improvement Program (TIP) a. Review the project(s) in Amendment #4 b. Hold a public hearing on Amendment #4 c. Consider recommending approval of Amendment #4 to the Policy Committee Presented by: Duane Wakan	1
4. Review, discuss and consider approval of the proposed Technical Committee meeting calendar for 2017 and Technical Committee Resolution 2016-1 Presented by: Duane Wakan	4
5. Request TIP Project Updates from Technical Committee members Presented by: Duane Wakan	11
6. Reports from NMDOT a. District 5 (<i>Paul Brasher</i>) b. Planning Division (<i>Robin Elkin</i>)	
7. Review and consider recommending approval of Amendment #1 to the FFY2017-2018 Unified Planning Work Program (UPWP) Presented by: Duane Wakan	12
8. Information Items a. 2016 AMPO National Conference b. FASTLANE Transportation Infrastructure Grants c. Implementation of Title VI Program by Local Entities d. Other Presented by: Duane Wakan	13
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 Assistant if a summary or other type of accessible format is needed.

FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item #3

Subject:	FFY2016-2021 TIP Amendment #4
Prepared by:	Duane Wakan, MPO Planner
Date:	November 1, 2016

BACKGROUND

- On October 31, 2016 the Farmington MPO advertised Amendment #4 to the FFY2016-2021 Transportation Improvement Program (TIP).
- The amendment involves several projects in the TIP as described in the attached notice.
- The Technical Committee will consider the amendment and may make a recommendation at their meeting on November 9th.

AMENDED TIP PROJECTS

- **US 64 Phase V - (CN F100112)** - At the request of NMDOT, increase FY 2017 funds by adding \$833,356 in NHPP funds bringing the new project total to \$15,900,000.
- **20th Street Project Phase III** - At the request of the City of Farmington, adds a new project to the TIP, \$867,300 in local funds in 2018 to engineer and construct pedestrian facilities.
- **Foothills Drive Enhancements Phase III** - At the request of the City of Farmington, adds a new project to the TIP, \$1,291,400 in local funds in 2018 to engineer and construct pedestrian facilities.
- **Glade Run Recreation Area Trails** - At the request of the San Juan County, adds a new project to the TIP, \$700,000 local funds in 2018 & 2019 to engineer and construct pedestrian facilities.
- **Pinon Hills Boulevard Phase I (F100100)** At the request of the City of Farmington, amends the project by programming all funding sources (\$4M in local match) in FY2020.
- **Pinon Hills Boulevard Phase II (F100101)** At the request of the City of Farmington, amends the project by programming \$4M Local Funds in FY2020 while also programming \$16M in future federal funds in FY2021 in addition to \$2M in local match funds in FY2021.
- **East Arterial Route Phase II (F100091)** At the request of the City of Aztec, amends the project scope to now include ROW acquisition, construction from end of Phase 1B to NM 173, landfill waste removal, retaining walls, construct detached multi-use trail, add 2.5" asphalt overlay at NM 173 south for approx. .5 miles (Phase 1A), BLM wildlife and ROW fence, cattle-guard on NM 173E, striping and signage on Phase 1B and 2, construction management and testing services. Utility infrastructure, including water, sewer, and electric along the length of the entire project. Increase State Severance Tax funds to \$3,819,750 and eliminate \$1,000,000 in local match in FY2017.
- **Anesi Trail** - At the request of the City of Farmington, adds a new project to the TIP in the amount of \$1,070,000 to build a bridge and trail development.
- **Kirtland Schools Walk Path** - At the request of the San Juan County, shortens the project termini from 2.84 Miles to 1.66 Miles, shuffles construction and PE funds, but without changes to the overall project cost totals.

ANTICIPATED WORK
<ul style="list-style-type: none">▪ Hold a public hearing on TIP Amendment #4 on November 9, 2016▪ Seek approval of the amendment at the November 17, 2016 Policy Committee meeting.

ATTACHMENTS
<ul style="list-style-type: none">▪ The Public Notice advertising Amendment #4.

ACTION ITEM
<ul style="list-style-type: none">▪ Staff recommends the Technical Committee consider recommending approval of Amendment #4 to the FFY2016-2021 Transportation Improvement Program (TIP).

PUBLIC NOTICE

The Farmington MPO is advertising **Amendment #4** 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 #4** to the FFY2016-2021 TIP. The 15-day comment period is from October 31, 2016 to November 14, 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, November 9, 2016** in Commission Chambers at Aztec City Hall, 201 West Chaco Street, 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, November 17, 2016** in Commission Chambers at Aztec City Hall, 201 West Chaco Street, Aztec, New Mexico 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.

FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item #4

Subject:	2017 Annual Meeting Schedule
Prepared by:	Duane Wakan, MPO Planner
Date:	November 1, 2016

BACKGROUND

- Each year the Technical Committee approves a resolution ensuring compliance with the open meetings act and establishes its meeting schedule for the coming year.
- In 2016, Technical Committee meetings were moved to the 2nd Wednesday of each month at 10:00 a.m. Meetings continue to be rotated among the entities to facilitate NMDOT attendance.

CURRENT WORK

- Staff will present a proposed meeting schedule for discussion with the Technical Committee.
- Technical Committee asked Staff to ask for Legal input on three considerations:
 - Agendas and supporting documents be provided one week prior to meeting date (this is already done by Staff and is outlined in the Bylaws on page 10: *“Written notice of meetings (agendas) and supporting documentation shall be provided to the Technical Committee members on the following schedule: Regular Meetings – one (1) week notice; Special Meetings – four (4) day notice”*);

Legal review (Jennifer Breakell-11/2/16): “My opinion is that we keep the Open Meetings Act Resolution for each committee consistent with what the law states. The law requires a 72 hour publication of the agenda and the resolution should reflect this deadline as well. Further, the legal department and the city like to keep the resolutions consistent with each other and the language to accurately reflect what the law states.”

MPO Officer Holton comment (11/2/16): “My direction is that the MPO establish a policy to deliver their agendas and background material at least one week in advance. I also recommend that all committee members be given the opportunity to add items to the agenda.”

- Agendas be reviewed by Technical Committee Chair (this is already provided for in the Bylaws on page 6):

“The MPO Officer shall be the primary staff person for the Policy Committee, responsible for directing all operational functions of the MPO”.

Also see Ms. Holton’s comments (11/2/16) on preparation and review of the agenda for addition in the Bylaws:

“My direction is that the MPO establish a policy to deliver their agendas and background material at least one week in advance. I also recommend that all committee members be given the opportunity to add items to the agenda.”

- Only items with supporting information that can be provided with the agenda to be included on the agenda (this is already outlined in the Bylaws on page 10):

"Written notice of meetings (agendas) and supporting documentation shall be provided to the Technical Committee members..."

- Formal action to adopt the meeting schedule and Resolution will be done in November.
- Staff will prepare an Amendment to the Bylaws for Technical Committee review in December to allow for future Committee input to the meeting agendas.

ATTACHMENTS

- Proposed Technical Committee meeting schedule for 2017 and Technical Committee Resolution 2016-1.

ACTION ITEM

- Review and consider approval of the 2017 Technical Committee meeting schedule and Resolution 2016-1.

*** PROPOSED ***
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
2017 Regular Meeting Schedule

TECHNICAL COMMITTEE		
All meetings will be held at 10:00 a.m. at the locations listed below. <i>MPO will seek final approval to TIP Amendments in the months highlighted below.</i>		
Date	Location and City	
January 10, 2017	Executive Conference Room Farmington Municipal Building 800 Municipal Drive	Farmington
February 14, 2017	Commission Chambers Aztec City Hall 201 W. Chaco Street	Aztec
March 14, 2017	Council Chambers Bloomfield City Hall 915 N. First Street	Bloomfield
April 11, 2017	Commission Chambers San Juan County Administrative Bldg. 100 S. Oliver Street	San Juan County
May 9, 2017	Executive Conference Room Farmington Municipal Building 800 Municipal Drive	Farmington
June 13, 2017	Commission Chambers Aztec City Hall 201 W. Chaco Street	Aztec
July 11, 2017	Council Chambers Bloomfield City Hall 915 N. First Street	Bloomfield
August 8, 2017	Commission Chambers San Juan County Administrative Bldg. 100 S. Oliver Street	San Juan County
September 12, 2017	Executive Conference Room Farmington Municipal Building 800 Municipal Drive	Farmington
October 10, 2017	Commission Chambers Aztec City Hall 201 W. Chaco Street	Aztec
November 1, 2017 (1 st Wednesday)	Council Chambers Bloomfield City Hall 915 N. First Street	Bloomfield
December 12, 2017	Commission Chambers San Juan County Administrative Bldg. 100 S. Oliver Street	San Juan County

FARMINGTON METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COMMITTEE RESOLUTION NO. 2016-1

A RESOLUTION ESTABLISHING THE PROCEDURES TO BE FOLLOWED AND NOTICE TO BE GIVEN PURSUANT TO THE PROVISIONS OF THE NEW MEXICO OPEN MEETINGS ACT, PROVIDING FOR THE ANNUAL DETERMINATION OF REASONABLE NOTICE OF MEETINGS, AND ESTABLISHING THE MEETING TIMES, DAYS AND LOCATIONS FOR THE FARMINGTON METROPOLITAN PLANNING ORGANIZATION TECHNICAL COMMITTEE DURING THE CALENDAR YEAR 2017.

WHEREAS, the Technical Committee of the Farmington Metropolitan Planning Organization (FMPO) met in regular session in the Commission Chambers in Aztec City Hall, 201 West Chaco Street, Aztec, NM on November 9, 2016, at 10:00 o'clock a.m., in accordance with the law; and

WHEREAS, Sections 10-15-1 (B) of the Open Meetings Act (NMSA 1978, Section 10-14-1 to 10-15-4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, any meetings subject to the Open Meetings Act at which discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the Technical Committee of the FMPO to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED BY THE Farmington Metropolitan Planning Organization Technical Committee that:

1. For calendar year 2017, the regular meeting of the FMPO's Technical Committee will be held at the times, dates, and places as shown on the attached Exhibit "A" hereto.
2. An agenda for such meetings will be available at least seventy-two (72) hours prior to the meeting from the office of the Farmington Metropolitan Planning Organization, Downtown Center Building, 100 W Broadway, Farmington, New Mexico.

3. Notice of regular meetings will be given by publishing a list of regular meetings to be held in each calendar year in the *Farmington Daily Times* or another newspaper of general circulation in San Juan County in January of each year. The notice shall indicate when and where a copy of the agenda for each meeting may be obtained. A copy of this notice and the list of regular meetings will also be posted in the foyer of the Farmington City Hall, 800 Municipal Drive, Farmington, New Mexico and in similar public places in the San Juan County Administrative Building and in the city hall buildings for the cities of Aztec and Bloomfield, New Mexico. This notice shall be posted in January of each year and shall remain posted throughout the calendar year. Copies shall also be sent via regular mail or fax to any local television stations and radio broadcast stations at their request.
4. Special meetings may be called by the Committee Chair or by a majority of Committee members upon three (3) days' notice. If time exists for a notice of such meeting to be published in the legal notices of the *Farmington Daily Times* or another newspaper of general circulation in San Juan County prior to the meeting, such notice shall be published. If not, notice shall be given by e-mail, fax or some other instantaneous method to a newspaper of general circulation, any local television station and at least one local radio broadcasting station. The notice shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least twenty-four hours before any special meeting.
5. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the FMPO or its participating governmental agencies from substantial financial loss. The Committee will avoid emergency meetings whenever possible. Emergency meetings may be called by the Committee Chair or a majority of the members of the Committee upon twenty-four (24) hours' notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall be given, except as to the amount of time required, in the manner provided above for special meetings.
6. In addition to other information as specified above, all notices and agendas shall include the following language: "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."

7. The Technical Committee of the FMPO may close a meeting to the public only if the subject matter of such discussion or action is accepted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.

(a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Committee taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

(b) If the decision to hold a closed meeting is made when the committee is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specified provision of law authorizing the closed meeting and the subject to be discussed with reasonable specificity, is given to the members and to the general public.

(c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

(d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussion in a closed meeting shall be made by vote of the Committee in an open public meeting.

PASSED AND ADOPTED this 9th day of November, 2016.

Fran Fillerup, MPO Technical Committee Chairman

June Markle, MPO Administrative Assistant

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
2017 Regular Meeting Schedule**

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

Subject:	Status of TIP Projects
Prepared by:	Duane Wakan, MPO Planner
Date:	November 1, 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 late February 2017.
- NMDOT has requested a change for F100112 which will require a TIP amendment.

TRACKING INFORMATION (2016-2021 TIP)

- | | |
|--|--|
| <ul style="list-style-type: none">▪ Local Agreement Status (ARF)▪ ROW Certification▪ Design Completion 30 - 60 - 90%▪ Environmental Certification▪ Utilities Certification▪ Railroad Certification▪ Archeology Certification | <ul style="list-style-type: none">▪ ITS/Sys ENG Certification▪ Public Involvement Certification |
|--|--|

CURRENT WORK

- Top Regional Priority Projects
 - East Arterial Route Phase II-
 - Pinon Hills Boulevard Bridge Phases I & II
 - Kirtland School Walk Path System
- Surface Transportation Program Funds (STP)- funds can be used to repair structurally deficient bridges.
- Projects specified in the 2040 MTP and added to the TIP require review by the scoring committee.

ACTION ITEM

- Committee members will have an opportunity to provide feedback regarding TIP project status and details and make recommendations for the scoring committee.

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

Subject:	FFY2017-2018 UPWP Amendment #1
Prepared by:	Duane Wakan, MPO Planner
Date:	November 1, 2016

BACKGROUND

- The MPO maintains a Unified Planning Work Program which sets forth the tasks the MPO will undertake in a given fiscal year.
- The Policy Committee approved the MPOs two-year FFY 2017-2018 UPWP in June of 2016. It mentioned the use of FAST Act funds to be applied in the 1st quarter of FFY 2017 towards the completion of the safety plan.
- The FAST Act increased the FMPOs planning award by \$8,509 in March of 2016.
- Any FFY16 balances remaining after 12/31/16 will lapse, unless there is a multi-year contract identified in the UPWP that allows a rollover.
- The delay in developing the Safety Plan will prevent the MPO from applying those funds by the end of December 2016.

CURRENT WORK and ATTACHMENTS

- FAST Act award of \$8,509 which includes the local match, must be spent by December 31, 2016.
 - Originally, this was programmed to the development of the Safety Plan.
 - Time constraints prevent the programming of these funds towards safety
- The MPO Civic Plus subsite is an optimal expense for the FAST Act Funds as the cost for services is just over \$9,000.
- Preliminary schedule calls for final delivery of a fully functional website by the end of May of 2017.
- A red-lined copy of the pages/sections of the current FFY2017-2018 UPWP impacted by Amendment #1 are attached separately.

ANTICIPATED WORK

- Staff will work with Civic Plus on getting a work schedule for the MPO's new website.

ACTION ITEM

- It is recommended that the Technical Committee consider recommending approval of Amendment 1 to the FFY2017-18 UPWP to the Policy Committee.

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

Subject:	Information Items
Prepared by:	Duane Wakan, MPO Planner
Date:	November 1, 2016

INFORMATION ITEMS

- a. **AMPO National Conference.** Mr. Garcia attended the 2016 AMPO National Conference in Fort Worth, Texas on October 24-28, 2016.
- b. **FASTLANE Transportation Infrastructure Grants.** The USDOT is soliciting applications for \$850 million in funding available under the FASTLANE program. This program provides, dedicated, discretionary funding for projects that address critical freight issues facing our nation's highways and bridges. For additional information please reference Mr. Garcia's e-mail of November 1, 2016 sent to all Technical Committee members.
- c. **Implementation of Title VI Program by Local Entities.** Local government agencies (LGA's) that have received federal funds from NMDOT were contacted on February 12, 2016 about the requirement to implement a Title VI Program. The revised deadline for submitting these programs to NMDOT is January 13, 2017 (please reference letter from Damian Segura dated 10/24/16). Please ensure your entity's Title VI Program is completed and submitted to NMDOT on schedule.
- d. **Other.**

MINUTES
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COMMITTEE MEETING
October 12, 2016

Technical Members Present: Bill Watson, City of Aztec
Cindy Lopez, City of Farmington
David Sypher, City of Farmington
Andrew Montoya, Red Apple Transit
Fran Fillerup, San Juan County

Technical Members Absent: Jason Thomas, City of Bloomfield

Staff Present: Duane Wakan, MPO Planner
Derrick Garcia, MPO Associate Planner
June Markle, MPO Administrative Assistant

Staff Absent: Mary Holton, MPO Officer

Others Present: Robin Elkin, Planning Liaison, NMDOT
Larry Hathaway, San Juan County
Steven Saavedra, City of Aztec

1. CALL TO ORDER

Mr. Fillerup called the meeting to order at 10:04 a.m.

2. APPROVE THE MINUTES FROM THE SEPTEMBER 14, 2016 TECHNICAL COMMITTEE MEETING

Ms. Lopez moved to approve the minutes from the September 14, 2016 Technical Committee meeting. Mr. Watson seconded the motion. The motion was approved unanimously.

3. TIP PROJECT UPDATE

Mr. Garcia asked if the Technical Committee members had TIP project updates to present.

East Arterial Route

Mr. Watson reported that funding for the East Arterial Route project will need to be moved out a year and there will like be a new scope definition. The City of Aztec plans to advertise in late 2017 for construction in 2018. Mr. Watson said Mr. Paul Brasher with District 5 is on board with the new plan, but the issue is whether there is now sufficient funding for the project. There is enough money if NMDOT's average funding rates are used, but unfortunately projects in the Four Corners area are typically 30-40% higher

than elsewhere in the state. Mr. Watson said he hoped that the project would be big enough to attract Albuquerque contractors to bid on the project.

Mr. Watson also explained that the project is hung up on sheet fencing for the BLM property. In one section of the roadway, there is a sheep grazing allotment area and NMDOT wanted a cattle guard installed on the arterial. The City of Aztec said that this would not work and they are working with NMDOT on an alternate approach.

CR 350/390 Intersection

This project is out to bid now.

CR 3900 – Pinon Hills Boulevard Extension Phase III

Mr. Fillerup reported that the right-of-way remapping has been sent to NMDOT. The County continues to work on the 404 permit.

Kirtland Walk Path

A new project scope has been agreed to by San Juan County and NMDOT. A TIP amendment will be forthcoming to change the scope of the project and to shorten the total length of the walk path.

Mr. Sypher noted that for the Pinon Hills Bridge project, NMDOT's right-of-way division had asked for a revised right-of-way map and it was approved and signed by the land division. Later on in the project this right-of-way map was not approved because it had not been signed by the right-of-way division. Mr. Sypher encouraged Mr. Fillerup to ensure the correct division had approved their right-of-way map. Mr. Fillerup stated that this had been done and both divisions had signed off on the map.

Mr. Wakan asked if the County intended to add a scope into a new TAP or RTP project. Mr. Fillerup said he would like to complete the rest of the scope in the 2018/2019 timeframe, but that will depend on how much the County feels it can get done because they are also applying for an RTP grant.

Mr. Wakan stated that the Project Feasibility Forms (PFF) are due to the MPO by October 30, 2016 so there is time to review the documents before forwarding them on to NMDOT in November.

Red Apple Transit

Mr. Montoya said that TAP funding for the Red Apple Transit's project for bus shelters, pullouts, and ADA ramps has been returned to NMDOT.

Mr. Sypher reported that the City of Farmington has two TAP projects that need to be added to the STIP. Those amendments will be executed in the next quarterly amendment process in November. Mr. Wakan said following local approval in November it is hoped that NMDOT would approve in December. These projects would then go to the statewide scoring committee that is scheduled to meet in February 2017.

The local scoring committee for STIP projects has not been formed yet, but Staff is following up on this.

4. REVIEW AND CONSIDER APPROVAL OF THE PROPOSED MEETING CALENDAR FOR 2017 AND RESOLUTION 2016-1

Mr. Wakan said that the proposed 2017 meeting schedule followed the same calendar as in 2016. The meetings will be held at 10:00 am on Wednesdays and noted that the “grayed” months on the calendar were months when the TIP amendment cycles are addressed.

Ms. Lopez said that the November 8 date on the calendar is labeled as the “1st Tuesday”. This should say the 1st Wednesday and the date should be November 1 to be the actual first Wednesday of the month.

Mr. Fillerup asked if having the Technical Committee meetings on the 2nd Wednesday caused a conflict with attending the RTPO meetings which he thought were held on the same day. The members considered changing the meeting date and noted that it had been originally changed from Thursdays in order to accommodate attendance by NMDOT District 5. The Technical Committee decided to retain the current meeting schedule of the 2nd Wednesday of the month.

Mr. Sypher introduced some recommended changes that he thought should be incorporated into the meeting resolution:

- Page 1, item #2 - Change seventy-two (72) hours to one week prior to the actual meeting (allowing for exceptions and/or emergencies);
- Include only those items on the agenda where the supporting information is prepared prior to the meeting date and is included as part of the agenda when it is sent to the Technical Committee;

If the supporting documentation for an agenda item is not ready the item should be removed from or not included on the agenda for that meeting. Mr. Sypher said the Technical Committee and Staff have tried too hard in the past to work through these agenda items and makes for longer meetings since the Technical Committee members have not had the opportunity to review the supporting documents prior to the meeting.

- Consider clarifying the procedure for establishing the meeting agenda items; possibly clear the topics through the Chair prior to distribution to the Technical Committee.

Mr. Sypher suggested that by allowing the committee members the ability to set the agenda items they could better direct what they want to accomplish at the meetings.

Mr. Fillerup reiterated the proposed recommendations and stated that he thought the intent of the resolution was simply to state the requirements of the Open Meetings Act. Mr. Watson offered that the Technical Committee members still needed to agree with what Mr. Sypher had proposed before moving forward. Ms. Lopez commented that items on the agenda, such as Agenda Item #5 in today’s agenda, “review the revisions to the Safety Plan scope of work” do need to be provided prior to meeting so the Technical Committee can review the document and be prepared to discuss it. She noted that not getting this information prior to the meeting causes the meetings to be longer than necessary as the members have had no time to review the information.

Ms. Lopez said that for the Metropolitan Redevelopment Area (MRA) meetings, city staff is asking the board members if they have anything they want to discuss. She thought affording the Technical Committee members the opportunity to add a regional issue to the agenda would be good.

Mr. Sypher noted that all public bodies have established ways of getting things on an agenda. He thought that the MPO Staff worked at the will of the Technical and Policy Committees. He said if this was the case, then he would like to clarify how the agendas are set.

Mr. Fillerup agreed that there are times when agenda items are lacking the supporting documentation and sometimes agenda items are, perhaps, issues that do not need to be discussed by the Technical Committee. Mr. Fillerup asked if the second two proposals would be more appropriately included in the Bylaws.

Mr. Fillerup made a recommendation that language to address the proposals be considered as additions to the Bylaws if language is not already there. Mr. Fillerup thought the 72-hour requirement for setting agendas was to abide by the requirements of the Open Meetings Act and adding the seven-day requirement eliminates flexibility on last minute issues or changes. Ms. Lopez agreed and added that the 72-hour requirement plays into emergency or special meetings and is a minimum amount of lead time.

Mr. Sypher said he had not proposed that each Technical Committee member have input on the agenda because he used the same philosophy as individual City Council members not being able to add items on the agenda. Having the items channeled through one person provides for better order. This would not preclude a Technical Committee member from speaking directly to the Chair about a particular agenda item.

It was emphasized that the resolution states clearly that it is, "ESTABLISHING THE PROCEDURES TO BE FOLLOWED AND NOTICE TO BE GIVEN PURSUANT TO THE PROVISIONS OF THE NEW MEXICO OPEN MEETINGS ACT"... It was recommended and Staff was directed to seek input from the Legal Department about Mr. Sypher's proposals and to get their recommendation on possible inclusion in the resolution or the Bylaws.

ACTION: Mr. Sypher moved to table discussion and approval on the 2017 Proposed Meeting Calendar and Resolution 2016-1 until clarification on the three proposed changes can be acquired from the City of Farmington's Legal Department. Ms. Lopez seconded the motion. The motion was approved unanimously.

Mr. Elkin commented that earlier meeting notice is preferred by NMDOT to allow him and others time to prepare for any planned discussion and to make needed travel and per diem arrangements.

5. REVIEW THE REVISIONS TO THE SAFETY PLAN SCOPE OF WORK

Mr. Watson stated that this goes back to the earlier discussion on Agenda Item #4 and being provided discussion items prior to the meeting. He stated that discussion of this item should be put off until the next meeting.

ACTION: Mr. Watson moved to table discussion on Agenda Item #5 until the next meeting. Mr. Sypher seconded the motion.

Ms. Lopez commented that the agenda referred to a “review of the revisions” yet she was never provided a copy of the original document and, thus, had nothing to compare. She also stated that this information was not received prior to the meeting and gave her no time for review.

Mr. Wakan asked to comment on the agenda item:

- MPO needs to submit an RFQ soon;
- MPO must spend and FFY2016 funds by December 31
 - o Safety Plan work represents a large portion of those funds
- Recommend Technical Committee look at the budget tables provided in the handout;
 - o MPO budget is restricted and budget tables detail the cost of hiring a consultant to prepare the full safety plan or do sections of it in-house
- Consider the information distributed today as the final Safety Plan Scope of Work document

The motion to table discussion on Agenda Item #5 was approved unanimously.

6. UPDATE ON THE MPO QUARTERLY

Mr. Garcia reported that the MPO Quarterly was held in Santa Fe on October 2 & 3, 2016. Mr. Garcia reviewed the copy of NMDOT’s Planning Bureau’s handout provided that was provided to the MPOs at that meeting:

- The final planning rule on target setting/performance measures
 - o NMDOT target-setting deadline is April 15, 2017
 - o MPOs target-setting deadline is October 15, 2017
 - This is also the deadline to get the safety plan implemented

Ms. Lopez said that she understood that NMDOT sets their performance measures and the MPO can accept and help NMDOT write their plan or the MPO can write their own plan. She thought more information and a better understanding of this was needed before making a decision on going forward with the MPO’s safety plan.

Mr. Elkin said that his understanding is that NMDOT’s safety plan will involve the state facilities and highways. The MPO’s safety plan will address local roads and the interface of those roads with the state highways. The State’s plan will not address local roads.

Mr. Fillerup asked if NMDOT's safety plan will list the required safety targets; are the performance measure targets on safety to be a part of the State's plan or will they be issued separately; should the MPO safety related targets be in the MPO's safety plan or should they be adopted separately.

Ms. Lopez said that what was sent out was a simple fact sheet and did not provide her with enough information. She would like to know what other states and other communities are doing. Mr. Fillerup referred to the fact that when the MTP was adopted, the safety targets and measures had not been set by the state. He asked if these would now be issued separately or will they be included in the State's safety plan; and should these targets be included as part of the MPO's safety plan.

Mr. Wakan responded that the MPO must set safety performance measures to measure safety and to make improvements. He thought that without knowing what our current safety conditions and concerns might be, we cannot make a judicious decision on whether to adopt the state's safety plan or do our own. Additionally the local vision is likely much different than NMDOT's. Mr. Wakan said that every MPO is different and can make their own decision on what they want to do and how they want to develop their safety plan. He also noted that it was not known if the other MPOs would be incorporating the state's measures and targets or developing their own.

Mr. Sypher commented that each political "subdivision" has their priorities, their own list of safety improvements, and their own CIP. Would the City of Aztec want the MPO telling them how to rank a particular intersection safety project, how they will be measured, and when they have to complete the project. He said he thought NDMOT would be very broad and general in these types of decisions and the MPO will need to decide how general or specific they want to be, and when jurisdictions cross, what might the MPO require of the individual entities. Mr. Sypher said he wanted to know the philosophy the MPO wanted to embrace and this will determine the parameters of the scope. He thought that maybe a legal or authoritative response should be sought.

Mr. Elkin said this is a very large issue and NMDOT is just now setting the groundwork and getting things established. More information will be forthcoming in the next year as specific details are developed. Mr. Sypher wondered if the MPO was too far ahead of the curve since NMDOT is still working on developing the targets and measures.

Ms. Lopez said that it did not appear that our safety plan needed to be completed until the state's plan was completed. At that time, the MPO can accept the state's plan or they have 180 days in which to write their own. Mr. Fillerup asked if the safety targets needed to be incorporated into the safety plan. Mr. Elkin replied that, at this time, those types of questions were too specific since NMDOT is just beginning the development of a very complex plan. Mr. Fillerup restated that the MPO would get the state's targets related to safety measures in April 2017 and then in October, the MPO would need to have set their own. He added that by doing a safety plan by April would help us be ready with our targets and then decide if we like NMDOT's targets when they are published. Mr. Fillerup said he did not think it was necessary to sit on these decisions until October.

Discussion continued on this item:

- Preparing MPO safety plan before April 2017 will help us set targets when state's plan comes out and decide if we like the state's targets and might want to accept them;

- MTP has performance measures chapter where targets could be added;
- Could there be redundant work;
- State produces crash report that only references the City of Farmington; Aztec, Bloomfield, and county have no data;
- MPO collects crash data from state;
 - It is public information
 - MPO maps the data collected; has information for all the entities
 - State does not map data for any city
 - Having regional plan will help identify the local problem areas and begin to take logical countermeasures and involve the public;
- Could we temporarily adopt the State's plan when it comes out;
- Continue with our schedule so the MPO is prepared to go forward should that decision be made;
 - Support Staff on safety plan scope;
 - Provides for some introspection, know what questions to ask, and have a basic direction to move towards
 - Err on the side of being prepared
- Learn more about how this is working and the federal mandates; how is the state progressing and receive periodic updates on how their plan is being laid out
- While we work on our safety plan between now and April ask NMDOT for more information on how their plan is progressing to assist the MPO's process, where they are in setting their targets and measures, and to avoid duplication of work;
- Submit a request to have the state's safety plan consultant, the HSIP coordinator, or an FHWA representative to come and speak to the Technical Committee or set up a GoTo meeting on all the items of interest;
- Developing the safety plan and that timeline is part of the MPO's UPWP; any changes would require an amendment to the UPWP;
- NMDOT's process for the development of their plan has yet to be established; the Technical Committee asked to be a party to this process as it is developed;
- The state will be looking at state roads only and will not be considering the local roads; this should be part of the regional safety plan;
- Concern over how safety projects would be identified, how they would be justified and then how they might fit into an entity's overall CIP and budgets.

Mr. Garcia commented that this information from the MPO Quarterly was the first presentation that had been made by NMDOT on the performance-based planning and programming being developed by NMDOT. Mr. Garcia presented it today to the Technical Committee to keep them apprised of the new developments. More information is expected at the next MPO quarterly in December.

Mr. Garcia reported that NMDOT is hiring a consultant to conduct a best practices study to see how other state DOTs are distributing Congestion, Mitigation, and Air Quality Improvement Program-Flex (CMAQ-Flex) funds. The CMAQ funds are mandatory and are given out in non-attainment or maintenance areas for air quality. The CMAQ-Flex funds can be used in any area that is eligible for STP funds and the FMPO is one of those areas. Mr. Garcia said that CMAQ-Flex funds and a process to award those funds are expected in FFY2019.

Ms. Lopez asked if there were going to be changes in how non-attainment is measured. Mr. Wakan said there is a meeting on air quality scheduled for the first week in

December at San Juan College and non-attainment status will be discussed. San Juan County was right at the limit of attainment, but with power plant shutdowns the air quality numbers have been trending down.

Mr. Garcia added that the CMAQ-Flex funds are typically used for traffic signals, roundabouts, and intersection improvements that will assist in improving air quality. Ms. Lopez asked if the funds could be used for construction and to change intersections. Yes, the funds can be used for construction of projects that benefit air quality.

Mr. Wakan reported that the Albuquerque TMA (MRCOG) was the only non-attainment MPO in the state and had been awarded \$5,000,000 annually for air quality improvement and maintenance projects. They are now coming into compliance and attainment and that money previously awarded to them will become available in the CMAQ-Flex program. Mr. Wakan commented that NMDOT's TAP and HSIP funding programs are good models for the CMAQ-Flex program. Mr. Elkin said the FFY2018 funds would be at the discretion of NMDOT, but once the funding process is developed and completed in FFY2019, funds could be made available statewide based on a competitive process.

Mr. Sypher noted that these funds have not been programmed for FFY2018 and 2019 and some funds could still be available while NMDOT is developing the application process. He urged the MPO and the entities to continue applying for funds throughout this period so that no funding opportunities are missed. Mr. Sypher said he has been asking how these funds can be applied for and what the current process is for decision-making. Mr. Sypher asked if Staff can find out how to apply for and receive some of the funding that is still being distributed.

Mr. Fillerup reiterated the Technical Committee's desire to know what the process is for getting CMAQ-Flex funds while the competitive process is being developed. He asked Staff to make a similar presentation to the Policy Committee about CMAQ-Flex, explain the Technical Committee discussion, and ask them to request more information from NMDOT on what is happening with these funds between now and FFY2019.

7. RECEIVE A REPORT ON FORMAL TRAINING/DEVELOPMENT FOR TECHNICAL COMMITTEE MEMBERS.

Mr. Wakan reported that formal trainings for Technical Committee members can be on the overall process, member's roles, or items of technical interest/concern.

Mr. Wakan reported on a road diet workshop presented by FHWA and NMDOT. The workshop included a peer-to-peer exchange and other states presented their road diet efforts. Some of the key points from the workshop were:

- FHWA has a link on their website for road diets where interested parties can go to see the latest innovations and what is trending;
 - o How to evaluate potential locations;
 - o How to market and perform outreach for these types of projects;
 - o Design considerations;
 - o Performance measures (need before and after picture);

- State wants to fund a road diet plan and look at policies to be implemented across the state;
- Best practices of other states:
 - o Trial-based road diet program that tests an area for six months to gather information and feedback – Nebraska
 - o Development of a policy and design manual (draft available) for road diets with FHWA – New Mexico
 - o Implementation of the modern roundabout with a road diet – Oregon and Washington

Mr. Wakan said agencies were encouraged to educate their entities on why road diets could be important in certain regions.

- Be context sensitive;
- Safety features – crash areas, reducing conflicts at intersections, protected island for pedestrians;
- FHWA has a road diet guideline; NMDOT draft is available;
- New average daily traffic (ADT) number of 19,000 is being proposed.

Mr. Elkin commented that the presenter, Tom Walsh, had a 50-year career in engineering in Iowa. He was involved with 120 road diets and only two ever reverted back to the four-lane highway. Fewer accidents and overall improved safety were definite incentives. Mr. Wakan noted also that the presenter was a pioneer in the research that identified and showed that adding travel lanes was actually increasing crashes and that road diets improved safety. Mr. Wakan is intending to bring Mr. Walsh to Farmington in 2017 to speak on road diets to the Technical Committee and interested local planners and officials.

Ms. Lopez commented that the City of Farmington intends to do pre-evaluations on the downtown Main Street corridor as well as post-evaluations. This data is important to be able to show what is working or not, not only from the traffic side but also from the economic development viewpoint. When looking at street upgrades, it is important to collect data prior to the making the changes to determine if, once the upgrades are made, changes can be documented.

8. INFORMATION ITEMS

Along with the road diet workshop, Mr. Wakan attended the National Association of City Transportation Officials (NACTO).

Mr. Garcia reported that he will be attending the AMPO National Conference in Fort Worth, Texas the week of 10/24-29/16. He plans to attend a session on performance measures and report back to the Technical Committee. Mr. Garcia also attended the APA-New Mexico Conference in Albuquerque at the end of September.

Mr. Wakan stated that there are three or four projects that need to be added to the TIP and STIP. They first need to be ranked and prioritized per the project prioritization plan outlined in the 2040 MTP. Because most of the projects are City of Farmington specific, Mr. Wakan suggested having a Technical and Policy Committee member from the other entities participate in the scoring and ranking to avoid any conflict of interest. Mr. Fillerup

noted that Mr. Sypher, who had stepped out of the meeting, had expressed interest in previous meetings about participating on this scoring committee. It was noted that because the projects to be considered were City of Farmington, it would remove any conflicts by having the other entities review and score the projects. Mr. Watson volunteered to participate as the Technical Committee representative and Mr. Wakan said he would invite one of the Bloomfield Policy Committee members to also participate.

9. REPORTS FROM NMDOT

NMDOT Planning Division – Robin Elkin

Mr. Elkin commented on the final planning rule and the items being mandated by FHWA. He noted that the purpose is to have the requirements that will guide the funding process. The better the MPO prepares or meets the necessary goals, the more likely they are to receive funding. Mr. Elkin encouraged the MPO to take the necessary and continue working on those programs that would put the MPO in a better position to get funding since the funding process takes such a long time.

Ms. Lopez asked what the other MPOs are planning to do about implementing a safety plan and had some safety plans already been completed. Mr. Elkin replied that he could not answer that question, but noted that a safety plan was a combination of many components and elements and many of those are still being defined by NMDOT.

Mr. Fillerup mentioned Senate Bill 8 which included the authorization of \$22,500,000 statewide of state road funds and asked what types of projects were typically funded out of the state road fund. Mr. Elkin said the Planning Division does not deal with the funding processes and he could provide no additional information on this topic. Mr. Fillerup said he would like to know more about the projects impacted by the state road fund. Mr. Wakan mentioned that an “inactive list” was mentioned and Mr. Fillerup added that the list did show those projects that had been deauthorized.

Mr. Fillerup asked Staff to follow-up with Mr. Paul Brasher on whether a meeting of the public works directors, outside of the MPO, to discuss maintenance agreements fell under the requirements open meetings act and necessitated the publishing of a legal notice.

Mr. Watson thought that Staff was going to provide some information on what other states used for their maintenance agreements. Mr. Wakan responded that information from Utah had been e-mailed several days after the September Technical Committee meeting. He is still waiting for information from Arizona and Colorado.

District 5 - Paul Brasher

Mr. Brasher was unable to attend the meeting.

10. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

Mr. Fillerup introduced Mr. Steven Saavedra, the new Economic Development Director for the City of Aztec as well as the new alternate to the Technical Committee for the Aztec.

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

11. BUSINESS FROM THE FLOOR

There was no business from the Floor.

12. ADJOURNMENT

Mr. Fillerup adjourned the meeting at 12:02 pm

Fran Fillerup, Chair

June Markle, Administrative Aide