

MPO TECHNICAL COMMITTEE **AGENDA**

June 10, 2020
10:00 a.m.

Revised Venue: FMPO Office
100 West Broadway, 2nd Floor
Farmington, New Mexico

AGENDA
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COMMITTEE MEETING
June 10, 2020 10:00 AM

This regular meeting will be held at the **MPO Office, 100 West Broadway, 2nd Floor, Farmington, New Mexico.**

ITEM	PAGE
1. Call to Order: Call meeting to order	
2. Minutes: Approve the minutes from the May 20, 2020 Technical Committee Meeting	51-68
3. MTP Update: Presentation on the development of the MTP Presented by: Aaron Sussman, Planner, Bohannan Huston	1
4. FFY2021-2022 UPWP: Review the proposed FFY2021-2022 Unified Planning Work Program (UPWP) and Policy Committee Resolution #2020-2 a. Review the final proposed FFY2021-2022 UPWP b. Hold a public hearing on the proposed FFY2021-2022 UPWP c. Consider recommending approval to the Policy Committee of the proposed FFY2021-2022 UPWP and Policy Committee Resolution #2020-2 Presented by: Peter Koepfel	2-4
5. Revisions to JPA and Committee Bylaws a. Review the proposed changes to the JPA and Committee Bylaws b. Hold a public hearing on the proposed changes to the JPA and Committee Bylaws c. Consider recommending approval to the Policy Committee of the proposed changes to the JPA and Committee Bylaws Presented by: Beth Escobar	5-39
6. Letter of Support - Trail of the Ancients Byway: Review and consider recommending approval to the Policy Committee for Policy Committee Chair signature. Presented by: Beth Escobar	40-44
7. TIP Project Updates from Technical TIP Committee Members: Members will provide updates on their TIP projects.	45-46
8. Reports from NMDOT a. Update from District 5 (<i>Javier Martinez</i>) b. Update from the Planning Bureau (<i>Joseph Moriarty</i>)	
9. Committee Member Discussion Item(s) <i>No items were presented for inclusion on the agenda.</i>	47
10. Information Items a. City of Farmington's Off Road Vehicle Trail Head Map Presented by: Beth Escobar	48-49
11. Business from Chairman, Members and Staff	
12. Public Comment on Any Issues Not on the Agenda	
13. Adjournment	

The public body may only take action on an item if it is listed for action on the publicly noticed agenda.

The public is invited to participate in this GoTo Meeting:

By using a computer, tablet or smartphone:

<https://global.gotomeeting.com/join/250701197>

or by dialing: 1 (669) 224-3412 and entering access code: 250-701-197

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 Assistant 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:	Report on the 2045 Metropolitan Transportation Plan (MTP) Update
Date:	June 10, 2020

MONTHLY REPORT

Mr. Aaron Sussman, Planner with Bohannon Huston (BHI) will call-in monthly with a report on the Metropolitan Transportation Plan (MTP) Update.

FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item #4

Subject:	FFY2021-2022 Proposed Unified Planning Work Program (UPWP)
Prepared by:	Peter Koeppel MPO Officer
Date:	June 10, 2020

BACKGROUND

- The Unified Planning Work Program (UPWP) is the MPO’s work plan for two federal fiscal years. The UPWP pairs the MPO’s required work tasks/products with the MPO’s anticipated funding.
- The FFY2021-2022 UPWP will cover planning activities and work products to be completed from October 1, 2020 to September 30, 2022.
- Based on the Planning Procedures Manual (PPM), the MPO needs to provide a draft UPWP to NMDOT in late April, receive input/corrections from NMDOT by June 1 (NMDOT comments have been incorporated), and obtain the approvals by the Committees in June, before submitting the final version to NMDOT before July 1.
- Both the Committees reviewed the proposed FFY2021-2022 UPWP during their May 2020 meetings.
- A 30-day public comment period was noticed from May 24, 2020 to June 22, 2020
- Page 9 of the document outlines the five major work program tasks for the MPO; these tasks are based on a format provided by NMDOT. Subtasks are listed below. You should be aware that the same numbering system is utilized in the MPO’s quarterly invoicing system and in our financial reports, including the Annual Performance & Expenditure Report (APER), which we prepare and submit at the end of every FFY.

CURRENT WORK

- Annual activities in the UPWP include administering the MPO’s programs, TIP development and management, development of performance measures, GIS activities, Safe Routes to School activities, transit data collection and mapping.
- Major activities for the FFY2021-2022 UPWP will include the implementing the policies of the 2045 Metropolitan Transportation Plan, land-use and transportation planning support activities, transportation performance management, and travel demand modeling updates.
- Per NMDOT direction, staff projects that FHWA PL funds of \$244,019.97 and FTA 5303 funds of \$74,386.25 (both including local matches) for each of the two (2) federal fiscal years will be available. These numbers are subject to change.

ANTICIPATED WORK

- Hold a public hearing on the proposed FFY2021-2022 UPWP and Policy Committee Resolution 2020-2.
- Seek final approval of the FFY2021-2022 UPWP and Policy Committee Resolution #2020-2 by the Policy Committee at the June 25, 2020 meeting.

ATTACHMENTS

- Current draft of the 2021-2022 UPWP will be provided to the members in a separate email and can also be downloaded by clicking the following link: <https://www.fmtn.org/DocumentCenter/View/21716/FFY2021-2022-UPWP---Final-Draft>
- Policy Committee Resolution #2020-2

ACTION ITEM

- Staff recommends that the Technical Committee consider recommending approval to the Policy Committee of the proposed FFY2021-2022 UPWP and Policy Committee Resolution #2020-2.

POLICY COMMITTEE RESOLUTION NO. 2020-2

TO ADOPT THE FARMINGTON METROPOLITAN PLANNING ORGANIZATION'S FEDERAL FISCAL YEARS 2021-2022 UNIFIED PLANNING WORK PROGRAM (UPWP), IN ACCORDANCE WITH 23 CFR §420 AND 23 CFR §450.314.

WHEREAS, the Farmington MPO is the designated metropolitan planning organization for the cities of Aztec, Bloomfield, Farmington, the town of Kirtland, and the urbanized area of San Juan County; and

WHEREAS, the Farmington MPO Policy Committee is the decision-making body for the MPO; and

WHEREAS, the Farmington MPO Technical Committee provides the MPO Policy Committee with technical advice and recommendations, and concurs with this resolution; and

WHEREAS, the Farmington MPO is responsible, with the New Mexico Department of Transportation, for addressing the planning process in accordance with 23 CFR 450.334; and

WHEREAS, the Farmington MPO annually addresses the major transportation issues in the metropolitan planning area; and

WHEREAS, the Policy and Procedures Manual issued by the New Mexico Department of Transportation requires the preparation and adoption of the FFY 2021-FFY 2022 UPWP between April-June 2020; and

WHEREAS, the New Mexico Department of Transportation also requires the submittal of the adopted FFY 2021-FFY 2022 UPWP before July 1, 2020.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE FARMINGTON METROPOLITAN PLANNING ORGANIZATION (FMPO):

Section 1. The Federal Fiscal Years 2021-2022 Unified Planning Work Program for the Farmington Metropolitan Planning Organization is hereby adopted by the MPO.

Section 2. This resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 25th day of June, 2020.

Sean Sharer,
FMPO Policy Committee Chairman

June Markle,
FMPO Administrative Assistant

Legal Department
Approved as to form
By: 
Date: 4/27/20

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

Subject:	Review and approval of the Joint Powers Agreement (JPA) and Committee Bylaws and Operating Procedures proposals
Prepared by:	Beth Escobar, AICP, Community Works Planning Manager
Date:	June 10, 2020

BACKGROUND

- The cities of Aztec, Bloomfield, and Farmington, and San Juan County formed and have participated in the Metropolitan Planning Organization through the Joint Powers Agreement (JPA) since 2003; Kirtland was added to the FMPO in June 2018.
- Recommended changes include: cleanup of both documents, clarification in the Bylaws of the attendance requirements for committee members, changing the annual elections for the Policy Committee to January and also adding an option to hold virtual meetings when necessitated by health concerns to the committee bylaws. The JPA is being amended to reflect the City of Farmington as the Fiscal Agent and the estimated population numbers have been updated.
- Comments from the May 20th Technical Committee meeting and the May 28th Policy Committee meeting have been incorporated into the draft.

CURRENT WORK

- The 30-day public review period was posted on May 24, 2020.
- Action on the JPA and the Committee Bylaws documents will be sought by both committees in June.

ATTACHMENTS

- A clean copy of the JPA and the Committee Bylaws is attached.
- Red-lined versions of the JPA and the Committee Bylaws documents will be sent in a separate email.

ANTICIPATED WORK

- Seek final approval of the JPA and Committee Bylaws by the Policy Committee on June 25.
- It is anticipated that the final JPA and Committee Bylaws will be considered for approval by the MPO Policy Committee on June 25, 2020. If approved then, consideration of the proposed JPA by the boards, councils, or commissions of the individual member entities will be scheduled in July. Upon completion of the adoption process, the JPA will be sent to the NM Department of Finance and Administration for State Review/Approval.

ACTION ITEM
<ul style="list-style-type: none">▪ Staff recommends that the Technical Committee consider recommending approval of the JPA and Committee Bylaws to the Policy Committee.

APPLICABLE CITATIONS
<ul style="list-style-type: none">▪ 23 U.S. Code § 134 - Metropolitan transportation planning▪ 23 CFR 450.310 - Metropolitan planning organization designation and re-designation▪ 23 CFR 450.314 - Metropolitan planning agreements▪ 23 U.S. Code § 134 - Metropolitan transportation planning▪ Joint Powers Agreement Act, being Sections 11-1-1 et. Seq., NMSA 1978, as amended.▪ NMDOT Planning Procedures Manual, Metropolitan Planning Organizations, Internal Structure, pages 46-48

Joint Powers Agreement

Between the Cities of Aztec, Bloomfield, Farmington, the Town of Kirtland, and San Juan County, For the Governance of the Farmington Metropolitan Planning Organization.

This Joint Powers Agreement is entered into on this 1st day of September 2020 by and between: the **City of Aztec**, a municipal corporation, hereinafter referred to as "**Aztec**", the **City of Bloomfield**, a municipal corporation, hereafter referred to as "**Bloomfield**", the **City of Farmington**, a municipal corporation, hereafter referred to as "**Farmington**", the **Town of Kirtland**, a municipal corporation, hereinafter referred to as "**Kirtland**", and the **County of San Juan**, a political subdivision, hereinafter referred to as "**San Juan County**", all established as public entities in the State of New Mexico. This Agreement amends and replaces the previous Joint Powers Agreement dated June 13, 2018, under which the **Farmington Metropolitan Planning Organization**, hereinafter referred to as "**FMPO**", has been operating under pursuant to the Joint Powers Agreement Act, being Sections 11-1-1 et. Seq., NMSA 1978, as amended.

WITNESSETH:

WHEREAS, the area in San Juan County surrounding Aztec, Bloomfield, and Farmington was designated as the Farmington "Urbanized Area" as a result of the 2000 United States Census and became the Farmington Metropolitan Statistical Area in 2003, and Aztec, Bloomfield, Farmington, and San Juan County initially formed the Farmington Metropolitan Planning Organization (FMPO) through the adoption of a Joint Powers Agreement (hereinafter "JPA") on April 22, 2003, for the purpose of identifying regional transportation needs and developing a comprehensive transportation plan for the FMPO's metropolitan planning area (MPA); and,

WHEREAS, the Town of Kirtland incorporated in 2015 and joined the FMPO in 2018; and

WHEREAS, the parties hereto agree that it is in the best interests of Aztec, Bloomfield, Farmington, Kirtland and San Juan County, the member entities of the FMPO, to add the Town of Kirtland to the MPO, and to maintain and continue the Metropolitan Planning Organization, in order to conduct coordinated, continuing, and comprehensive transportation planning in the region; and,

WHEREAS, the FMPO shall continue to oversee and direct regional transportation policy and to accomplish general transportation planning within the MPA; and,

WHEREAS, Aztec, Bloomfield, Farmington, Kirtland, and San Juan County authorize the City of Farmington to contract with the New Mexico Department of Transportation (NMDOT) for the purpose of receiving funding to support the activities of the FMPO as the MPO's fiscal agent; and,

WHEREAS, FMPO's transportation policies are governed by the MPO Policy Committee that is comprised of elected and/or appointed officials, or their designated alternates, from Aztec, Bloomfield, Farmington, Kirtland, and San Juan County, the member entities of FMPO; and,

WHEREAS, pursuant to the Joint Powers Agreement Act, NMSA 1978, Sections 11-1-1 through

11-1-7, Aztec, Bloomfield, Farmington, Kirtland, and San Juan County are explicitly authorized to enter into a JPA to establish, govern, and manage a separate agency to possess and exercise common powers of the parties; and,

WHEREAS, this Joint Powers Agreement shall supersede and replace the previous Joint Powers Agreement dated June 13, 2018; and,

WHEREAS, FMPO will carry out the purpose and all duties specified in 23 CFR §450 Subpart C.

NOW, THEREFORE, in consideration of the premises and the covenants hereafter contained, the parties hereby agree as follows:

SECTION ONE:

Authority: The authority under which the parties have entered into this agreement are the New Mexico Statutes: Sec. 11-1-1 to 11-1-7 NMSA 1978 (Joint Powers Agreements Act); Sec. 3-18-1, Seq. NMSA 1978 (Municipal Code); Sec 4-37-1 et. Seq. NMSA 1978 (County Ordinance); Sec. 13-1-44, Sec. 13-1-111 through Sec. 13-1-117 and Sec. 13-1-135 and Sec. 13-1-136 NMSA 1978 (Procurement Code).

SECTION TWO:

Term: The term of this Agreement shall extend from the 1st day of October 2020 (or the first of the month following adoption to the 30th of September, 2022 and this Agreement shall be renewed automatically each year, subject to the appropriation of funds.

SECTION THREE:

Fiscal Agent: The parties agree that the Fiscal Agent for the Farmington MPO shall be the City of Farmington. As the Fiscal Agent, the City of Farmington shall be responsible for the accounting and administration of all funds necessary to operate the MPO, including co-signing the MPO's cooperative agreements with NMDOT. This shall include such operating expenditures as, but is not limited to, office supplies and equipment, office rent, utilities, vehicle purchase and maintenance, budgeting, auditing, procurement, personnel, information technology, and legal services. Any member entity may voluntarily contribute cash or in-kind services toward the MPO's operations expense. All expenditures by the MPO shall be done in accordance with the requirements of the New Mexico Procurement Code. All expenditures of Metropolitan Planning funds received under Title 23 U.S.C. Section 134, Metropolitan Planning, and Title 49 U.S.C. Section 5303, Metropolitan Planning, shall be done in accordance with State and Federal requirements related to the expenditures of such funds.

SECTION FOUR:

Organizational Structure: The organizational structure of the Farmington Metropolitan Planning Organization shall be as follows:

A. An MPO Policy Committee shall be formed to establish policy to govern the urban transportation planning process.

1. The MPO Policy Committee shall consist of:
 - a. One (1) member who shall be an elected or appointed official from Aztec.
 - b. One (1) member who shall be an elected or appointed official from Bloomfield.
 - c. Three (3) members who shall be elected or appointed officials from Farmington.
 - d. One (1) member who shall be an elected or appointed official from Kirtland.
 - e. Two (2) members who shall be an elected or appointed official from San Juan County.
 - e. One (1) member who shall be appointed by the New Mexico Department of Transportation (NMDOT).
 - f. Each member identified above shall be entitled to one (1) vote. Each member may have an alternate member who shall be formally designated by the Governing Body of that public agency and who shall be permitted to participate and vote in the absence of that member. A majority vote of five (5) members shall be required for any formal action taken by the MPO Policy Committee.
 - g. In addition, the Federal Highway Administration (FHWA), the New Mexico Department of Transportation (NMDOT), and other ex-officio (non-voting) members may be established by action of the MPO Policy Committee.
 - h. The MPO Policy Committee is governed by this JPA and the MPO's Committee Bylaws.

2. The function of the MPO Policy Committee shall be as follows:
 - a. Serve as a forum for cooperative decision-making in transportation-related matters by principal elected officials of local governments.
 - b. Provide general policy guidance and direction to the Metropolitan Planning Organization and to the Technical Committee for the urban transportation planning process.
 - c. Review and approve actions taken by the Metropolitan Planning Organization in its performance of those functions shown in Subsection C and Subsection D below.
 - d. Provide general policy guidance and direction to the Metropolitan Planning Organization Officer and MPO staff in the performance of his/her duties.
 - e. Receive and consider input to the transportation planning process from the citizens of the MPA.
 - f. Report the status of urban transportation planning at a public meeting at least annually.

- g. Periodically review and establish the jurisdictional boundaries of the MPA, subject to the review and approval of the Governor of the State of New Mexico, as required by law.
 - h. Develop and approve an annual budget that is adequate to fund the required activities of the MPO.
 - i. Undertake such other activities as it may deem necessary and appropriate to carry out transportation planning for the urban area.
- B. An MPO Technical Committee shall be formed to act as technical advisors to the MPO Policy Committee.
1. The MPO Technical Committee shall consist of:
 - a. One (1) member who shall be appointed by Aztec.
 - b. One (1) member who shall be appointed by Bloomfield.
 - c. Three (3) members who shall be appointed by Farmington. One (1) of these members shall be appointed by the Red Apple Transit.
 - d. One (1) member who shall be appointed by Kirtland.
 - e. Two (2) members who shall be appointed by San Juan County.
 - f. One (1) member who shall be appointed by the New Mexico Department of Transportation (NMDOT).
 2. Membership on the MPO Technical Committee should be made up of persons having expertise in transportation planning or programs or in transportation related planning or programs. The MPO Technical Committee is governed by this JPA and the MPO's Committee Bylaws.
 3. Each member of the MPO Technical Committee identified above shall be entitled to one (1) vote. Each member of the MPO Technical Committee may designate an alternate member who shall be permitted to participate and vote in the absence of that MPO Technical Committee member. A majority vote of five (5) members shall be required for any formal action taken by the MPO Technical Committee.
 4. In addition, the Federal Highway Administration (FHWA), the New Mexico Department of Transportation (NMDOT) and other appropriate ex-officio (non-voting) members may be established by action of the MPO Policy Committee.
 5. The MPO Officer may be designated as a non-voting ex-officio member of the MPO Technical Committee by the Policy Committee. The MPO Officer and MPO staff shall provide staff assistance to the MPO Technical Committee as necessary, including the keeping and distribution of the agendas, minutes and other records in compliance with all applicable statutes.
 6. The functions of the MPO Technical Committee shall be those designated by the MPO Policy Committee, including, but not limited to, providing technical information and analysis on transportation planning issues and projects; making recommendations regarding the priorities of individual transportation projects to

be included on the TIP, and such other functions as are specified elsewhere in this Agreement.

7. Advisory (voting and non-voting) members may also be designated to participate in the MPO Technical Committee from time to time by action of the MPO Policy Committee.

C. The Metropolitan Planning Organization shall be designated by the Governor of the State of New Mexico, pursuant to Section 112 of the Federal Highway Act of 1973. The MPO boundary shall be shown in the attached Exhibit A. The MPO boundary shall be reviewed periodically and may be amended by the MPO Policy Committee, subject to the review and approval of the Governor of the State of New Mexico, as required by law.

D. The Metropolitan Planning Organization, in cooperation with the State, shall perform the following functions:

1. Address the seven (7) National Planning Goals in the Fixing America’s Surface Transportation (FAST) Act, listed below, by establishing performance targets.

Goal Area	National Goal
Safety	To achieve a significant reduction in traffic fatalities and serious injuries on all public roads
Infrastructure condition	To maintain the highway infrastructure asset system in a state of good repair
Congestion reduction	To achieve a significant reduction in congestion on the National Highway System
System reliability	To improve the efficiency of the surface transportation system
Freight movement and economic vitality	To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development
Environmental sustainability	To enhance the performance of the transportation system while protecting and enhancing the natural environment
Reduced project delivery delays	To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies’ work practices

2. Because transportation planning studies are programmed for funding in the MPO’s United Planning Work Program (UPWP), specific consideration is given to the federal planning factors (23 USC 134). The FAST Act added two (2) new planning factors to the eight (8) factors established in the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-

LU) transportation legislation. In accordance with the legislation, studies and strategies undertaken by the MPO shall:

- a. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
 - b. Increase the safety of the transportation system for all motorized and nonmotorized users.
 - c. Increase the ability of the transportation system to support homeland security and to safeguard the personal security of all motorized and nonmotorized users.
 - d. Increase accessibility and mobility of people and freight.
 - e. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.
 - f. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
 - g. Promote efficient system management and operation.
 - h. Emphasize the preservation of the existing transportation system.
 - i. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
 - j. Enhance travel and tourism.
3. Carry out the metropolitan transportation planning process through the guidance of the USDOT-HUD-EPA livability principles, which shall provide for consideration of projects and strategies that will:
- a. Provide more transportation choices;
 - b. Promote equitable, affordable housing;
 - c. Enhance economic competitiveness;
 - d. Support existing communities;
 - e. Coordinate policies and leverage investment; and,
 - f. Value communities and neighborhoods.
4. Develop and publish a Unified Planning Work Program (UPWP) describing all urban transportation and transportation-related planning activities the MPO intends to undertake during the subsequent two year period.
5. Develop and implement a proactive Public Participation Plan (PPP) which will provide complete information to the public in a timely manner, address the public involvement requirements stated in the FAST Act, and provide an opportunity for access to key decisions.
6. Establish a performance-based approach to the transportation decision-making process and to transportation plans such as the MTP and TIP.

7. Prepare, and periodically update, a Metropolitan Transportation Plan (MTP) which identifies existing or future transportation facilities that should function as an integrated metropolitan transportation system or serve important national and regional transportation functions for a 20-year planning period, including a financial plan that demonstrates how the long range transportation plan can be implemented to maintain the system, make the most efficient use of existing transportation facilities to relieve congestion and maximize the mobility of people and goods, and indicates appropriate transportation enhancement activities. Furthermore, the MTP will include performance measures and targets as well as a report evaluating the condition of the transportation system based on these performance targets.
8. Develop and update a Transportation Improvement Plan (TIP) for the urbanized area which shall include a priority list of proposed federally supported projects within the time period specified by NMDOT and a financial plan which demonstrates how the TIP can be implemented. The TIP will include a description of how it will achieve the performance targets outlined in the MTP.
9. The developments of the TIP and the MTP, shall be coordinated with other providers of transportation within and connecting to the area within the MPA.
10. Coordinate performance targets with NMDOT to ensure consistency.
11. Integrate performance-based processes into other transportation plans.
12. Cooperate with NMDOT in the development of NMDOT's Long Range Transportation Plan (LRTP) for the MPA, pursuant to Section 134 of Title 23 and Section 5303 of Title 49.
13. Maintain a Traffic Forecast Model (Travel Demand Model) and maintain data on traffic counts and socioeconomic conditions (population, employment, and land use) for the area within the MPA.
14. Develop the Annual Listing of Federally Obligated Projects with obligated amounts for the MPO and publish the results annually on the MPO website.
15. Manage the expenditures of Metropolitan Planning funds received under Title 23 U.S.C. Section 134, Metropolitan Planning (PL funds), and Title 49 U.S.C. Section 5303, Metropolitan Planning, as amended, and under the direction of the MPO Policy Committee.
16. Enter into Agreement with NMDOT for funding and other matters as deemed necessary by the MPO Policy Committee.
17. Take such other actions as may be necessary as directed and approved by the MPO Policy Committee.

- E. The MPO staff, including the MPO Officer, shall be employees of the fiscal agent or a subcontractor to the fiscal agent retained specifically to manage the MPO. The MPO staff shall provide support and assistance to the MPO Policy and MPO Technical Committees and shall be responsible for the keeping and distribution of the agendas, minutes and other records in compliance with all applicable statutes. The fiscal agent or its subcontractor will house all personnel files of MPO employees, and MPO staff shall be responsible for providing updates to maintain personnel files. The fiscal agent or its subcontractor will provide human resources services, including payroll, for MPO employees. The fiscal agent or its subcontractor shall include participation by Policy Committee members in hiring decisions. Benefits and all policy matters related to personnel shall be provided by and governed by the fiscal agent or its subcontractor.
1. The principal duties of the MPO Officer are:
 - a. Maintain official plans and records of the MPO, manage the daily operations of the MPO, and prepare necessary reports as required by federal regulations and NMDOT.
 - b. Manage the budget and expenditures for the MPO in accordance with all applicable State and Federal Laws, as well as the Unified Planning Work Program (UPWP) as approved by the MPO Policy Committee, NMDOT, FHWA-NM, and FTA. Maintain a current record of expenditures by the State and FHWA for transportation projects and facilities within the MPO's planning area.
 - c. Develop and update the Unified Planning Work Program (UPWP), the Public Participation Plan (PPP), the Transportation Improvement Program (TIP), the List of Obligated Projects, and the Metropolitan Transportation Plan (MTP) for review by the MPO Technical Committee, and for approval by the MPO Policy Committee.
 - d. Ensure compliance with the State of New Mexico Open Meetings Act, and other applicable State Laws.
 - e. Co-signing the MPO's cooperative agreements with the NMDOT.
 - f. Supervise the other MPO staff.
 2. The principal duties of MPO staff are to ensure the MPO complies with all federal and state requirements applicable to metropolitan planning, including carrying out the necessary metropolitan planning activities and keeping and distributing agendas, minutes, and other records in compliance with all applicable statutes.

SECTION FIVE:

Budgeting and Cost Allocation

- A. The operating costs for the MPO shall be allocated to the member entities using the following formula that is based on proportions of the most current population estimates from the U.S. Census Bureau, 2010-2014 American Community Survey:

Entity	Estimated Population	Percentage of Required Local Match
Aztec	6,587	7%
Bloomfield	7,749	8%
Farmington	45,318	48%
Kirtland	471	1%
San Juan County (within the MPA)	34,275	36%
Total	94,400	100%

- B. The fiscal agent will invoice the entities on a quarterly basis for each entity's share of the actual operating cost of the MPO as well as provide members of the Policy Committee and the entities with an update on the MPO's financial status. Any expenditure deemed non-reimbursable by NMDOT shall require the approval of the Policy Committee and shall be subject to the funding formula contained in Paragraph A.
- C. The budget year for the MPO shall be from October 1 to September 30 of each year.
- D. The budget for the MPO shall be established annually based on figures provided for federal funds and approved by the MPO Policy Committee. The annual budget shall be established in a timely manner each year so that each entity can budget its share of the MPO's operating cost in its own annual budget.
- E. It is further agreed that the parties hereto assume that some of the expense of the continuing transportation planning process will be provided for by funds apportioned under Section 104 (f), 23 CFR or by grants made under Sections 8 or 9, 49 CFR. Expenses not so provided shall be assumed by the member agencies according to the cost allocation specified in Section Five of this Agreement. A listing of anticipated funding sources shall be contained in the annual budget that is developed to support the Unified Planning Work Program for Transportation Planning and which shall be presented to the MPO Policy Committee for approval.

SECTION SIX:

Severability: It is hereby declared to be the intention of the parties that the articles, sections, sub-sections, paragraphs, sentences, clauses, and phrases of this Agreement are severable, and if any phrase, clause, sentence, paragraph, section, sub-section, or article of this Agreement, shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, sections, sub-sections, or articles of this Agreement, since the same would have been entered into by the parties without such invalid portion.

SECTION SEVEN:

Amendment:

- A. This Agreement may be supplemented or re-negotiated as necessary to meet changing conditions and as recommended by the MPO Policy Committee. This may include, but not be limited to, the following:
1. The passage of a new federal transportation bill that includes new or revised requirements for metropolitan planning.
 2. A significant change in membership and structure of the MPO that may result from an entity withdrawing from the MPO, additions or reductions of membership to the MPO committees, changes based on census data, or modifications to the MPO boundary.
- B. Except as to the funding formula contained in Section Five, Paragraph A., which may only be amended by unanimous consent of all parties, this Agreement may be amended by mutual agreement of any three (3) of the five (5) parties to the Agreement, as evidenced by written approval of the governing bodies or authorized officials of those three (3) parties.

SECTION EIGHT:

Approvals: This agreement shall be subject to approval by the New Mexico Department of Finance and Administration pursuant to the New Mexico Joint Powers Agreements Act and pursuant to Sec. 13-1-135 NMSA 1978 and shall be effective as of the date of such approval. The MPA boundary, as initially established by this Agreement and as may be periodically amended by the MPO Policy Committee, shall be subject to the approval of the Governor of New Mexico, pursuant to 23 CFR 450.306.

SECTION NINE: Termination

- A. One entity may withdraw from this Agreement by giving ninety (90) days’ notice to the other Entities.
- B. This agreement may be terminated by mutual agreement of any three of the five parties to this Agreement, as evidenced by written approval of the governing bodies or authorized officials of those three parties, and by giving written notice at least ninety (90) days prior to the effective date of termination to the NMDOT and all parties to the Agreement.

SECTION TEN:

Conflict Resolution Process: In the event of a disagreement between the Entities, it is agreed that the Entities will resolve any disagreements at the lowest possible level. If a disagreement cannot be resolved at the lowest level, the Conflict Resolution hierarchy in the following table will be followed. If other agencies are involved, personnel from equivalent organizational levels will be included in the conflict resolution process.

Entity to Entity	Days to Escalate
Technical Committee	Next monthly meeting
Policy Committee	Next scheduled meeting
Local Councils/Commissions	Next scheduled meeting

If the disagreement cannot be resolved at the Technical Committee level and the entities agree to escalate, the issue will be discussed with the Policy Committee at their next scheduled meeting. If an agreement still cannot be reached, then the issue will be escalated to the local councils and commissions at their next scheduled meetings.

Mediation and facilitation may be used at any level to help expedite resolution. Mediation will be at agreement as needed and shall be held within the MPO planning area.

Disposition of Assets Upon Dissolution: The Entities agree that if the MPO formed under this JPA is dissolved or for whatever reason otherwise ceases to exist, any remaining funds and equipment associated with the MPO will be disposed of as follows:

- A. Any remaining funds will be returned to the Entities in proportion to their contribution;
- B. Any remaining equipment and software will be returned to the Entity contributing it or, if the equipment was purchased with contributed funds, the equipment will be distributed in proportion to contribution made; and,
- C. Any remaining equipment purchased with federal or state grant funds will be subject to 2 CFR 200.313(e).

IN WITNESS WHEREOF, the Parties have here unto affixed their signatures:

THE CITY OF AZTEC, NEW MEXICO

MAYOR

ATTEST:

AZTEC CITY CLERK

(SEAL)

APPROVED AS TO FORM:

AZTEC CITY ATTORNEY

THE CITY OF BLOOMFIELD, NEW MEXICO

MAYOR

ATTEST:

BLOOMFIELD CITY CLERK

(SEAL)

APPROVED AS TO FORM:

BLOOMFIELD CITY ATTORNEY

THE CITY OF FARMINGTON, NEW MEXICO

MAYOR

ATTEST:

FARMINGTON CITY CLERK

(SEAL)

APPROVED AS TO FORM:

FARMINGTON CITY ATTORNEY

THE TOWN OF KIRTLAND, NEW MEXICO

MAYOR

ATTEST:

KIRTLAND TOWN CLERK

(SEAL)

APPROVED AS TO FORM:

KIRTLAND TOWN ATTORNEY

THE COUNTY OF SAN JUAN, NEW MEXICO

CHAIRMAN, BOARD OF COUNTY COMMISSIONERS

ATTEST:

SAN JUAN COUNTY CLERK

(SEAL)

APPROVED AS TO FORM:

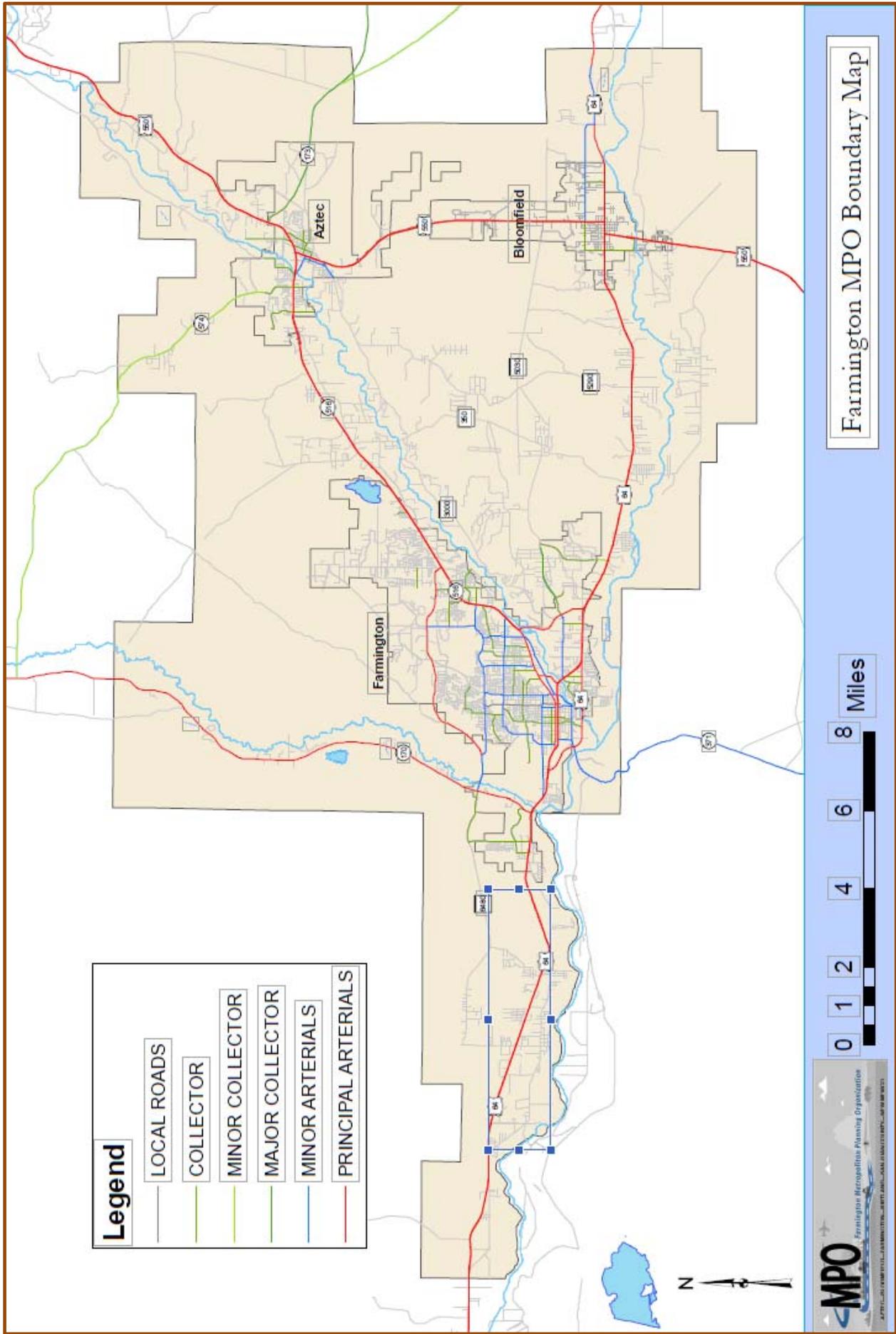
COUNTY ATTORNEY, SAN JUAN COUNTY

APPROVED:
THE STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND
ADMINISTRATION

By: _____
SECRETARY

DATE

EXHIBIT A FARMINGTON MPO BOUNDARY



Farmington MPO

Committee Bylaws and Operating Procedures

Farmington Metropolitan Planning Organization
Aztec * Bloomfield * Farmington * Kirtland * San Juan County

Approved by the Policy Committee
June 25, 2020

Farmington Metropolitan Planning Organization Committee Bylaws and Operating Procedures

Purpose.....	3
POLICY COMMITTEE.....	4
I. Authority	4
II. Membership.....	4
A. Voting Members.....	4
B. Ex-Officio Members	5
C. Officers	5
D. Removal Procedure	5-6
E. Committees.....	6
III. Meetings.....	7
A. Regular Meetings.....	7-8
B. Special Meetings	8
C. Emergency Meetings	8
D. Quorum.....	8
E. Voting Procedure	8-9
IV. Staff.....	9
A. MPO Officer Designated	9
B. MPO Staff Responsibilities	9-10
TECHNICAL COMMITTEE	10
I. Name.....	10
II. Responsibilities.....	10
III. Membership.....	10
A. Members.....	11
B. Alternate Members	11
C. Membership Appointment.....	11
D. Officers	11-12
E. Removal Procedure	12-13
F. Replacement Procedure	13
IV. Meetings.....	13-14
A. Quorum.....	14
B. Voting Procedure	14-15
AMENDMENT PROCESS AND RENEWAL	15
I. Amending the Bylaws	15
II. Renewal of the Bylaws	15

Farmington Metropolitan Planning Organization

Committee Bylaws and Operating Procedures

Purpose

The Farmington Metropolitan Planning Organization (FMPO), as designated by the Governor of the State of New Mexico, is established by a Joint Powers Agreement between the participating members consisting of the Cities of Aztec, Bloomfield, Farmington, the Town of Kirtland, and San Juan County. FMPO contracts with the New Mexico State Department of Transportation to carry out the Metropolitan Transportation Planning Process as defined within the provisions of 23 CFR Section 450.

The contracts and Joint Powers Agreement (JPA) establish a number of operational and procedural requirements for the MPO. The purpose of these Bylaws and Operating Procedures is to establish guidance on issues not formally covered in the JPA or contracts.

The MPO Committee Bylaws and Operating Procedures were originally adopted by the Farmington MPO Policy Committee on January 15, 2004. This document was previously renewed by the Policy Committee on September 14, 2006, on September 17, 2009, on September 20, 2012, on May 28, 2015, and on June 28, 2018.

For the next three-year period, the Committee Bylaws and Operating Procedures were approved for renewal by the Farmington MPO Policy Committee on June 25, 2020. The document will be in effect from October 1, 2020 through September 30, 2023.

Councilor Sean Sharer, Policy Committee Chair

Nick Porell, Technical Committee Chair

Peter Koeppel, MPO Officer

Policy Committee

I. Authority

The Policy Committee has authority granted under the current Joint Powers Agreement, applicable to contracts and State and Federal laws and regulations, including but not limited to 23 CFR Section 450.

II. Membership

A. Voting Members

The Policy Committee is made up of nine (9) voting members; eight (8) who are appointed by the governing bodies of the participating local governments and one (1) designated by NMDOT. Either an elected official (preferable) or an appointed government official of the governing body may serve as a member or designated alternate. The governing body of each participating member is responsible for appointing an official to the Policy Committee as follows:

- One (1) from the City of Aztec;
- One (1) from City of Bloomfield;
- Three (3) from the City of Farmington;
- Two (2) from San Juan County;
- One (1) from the Town of Kirtland; and
- One (1) from the New Mexico Department of Transportation

Alternates may be designated by the participating member's governing body or NMDOT for their voting member; the alternates must also be either an elected official (preferable) or an appointed government official of the governing body, except for the NMDOT member. For members and alternates, the governing body and NMDOT shall submit a letter to the MPO Officer designating the member and the alternate member. The member's and the alternate's designation shall remain in effect until they can no longer serve in that capacity. A new letter designating a new member or alternate will then need to be submitted by that entity. Each Policy Committee member or their designated alternate has one vote. If a Policy Committee member is absent for more than two (2) consecutive meetings in a calendar year, the Policy Committee may petition the absent member's governing body for a new appointment.

B. Ex-Officio Members

The Policy Committee may establish ex-officio members from the Federal Highway Administration (FHWA), the New Mexico Department of Transportation (NMDOT) or other appropriate agency.

C. Officers

The officers of the Policy Committee shall consist of a Chair, Vice Chair and a Secretary.

1. , The Policy Committee will hold their Annual Election of Officers during their January meeting. The Chair and Vice Chair shall be chosen from among the members of the Policy Committee. The duties of the Chair shall be to preside at all meetings of the Policy Committee. The Vice Chair shall be responsible for presiding at the meetings in the absence of the Chair. The Chair and Vice-Chair shall serve for a 12-month period.
2. The MPO Officer or designee shall be a non-voting member, act as the Secretary and shall have the responsibility for maintaining accurate records of all Policy Committee meetings. The MPO Officer, MPO Associate Planner and MPO Administrative Assistant shall prepare agendas and such other duties as may be designated from time to time by the MPO Policy Committee.
3. If the Chair or Vice Chair position becomes vacant, the remaining Policy Committee members shall elect a replacement officer at the next regularly scheduled meeting.
4. If neither the Chair nor Vice-Chair can attend a regular Policy Committee meeting, the remaining members will select among themselves a member to serve as Chair for that meeting.

D. Removal Procedure

1. Attendance by members is required at all Policy Committee meetings. Policy Committee membership may be terminated if a Technical Committee member fails to attend seventy-five (75) percent of the Policy Committee meetings in a twelve-month calendar period. Committee attendance is recorded and archived by the MPO Officer or designee.

2. Attendance requirements and removal procedures do not apply to Policy Committee alternates. Their attendance is only subject to filling in for their respective Policy Committee member.
3. The Chair shall speak with a Policy Committee member who is subject to removal through non-attendance to determine if that member will make a commitment to attend Policy Committee meetings. If the member cannot make the commitment, the Chair will send a recommendation to the City of Town Manager, County CEO, or appropriate manager with NMDOT that a new member from that entity be designated to serve on the MPO Policy Committee.
4. In the event that it is the MPO Policy Committee Chair that is subject to removal through non-attendance, the Vice Chair shall conduct the process as described above. If the Vice Chair is unable to participate, the remaining Policy Committee members shall choose someone amongst themselves to conduct this process.
5. In the event of a dispute concerning the abandonment or vacation of a Policy Committee member, the Policy Committee member affected may petition the MPO Policy Committee to be allowed an opportunity to show cause why he or she should not be removed from office.
6. The MPO Policy Committee may remove any Policy Committee member upon the grounds of malfeasance or nonfeasance of office through an affirmative vote of a majority of the voting members.

E. Replacement Procedure

The designated appointing entities shall make any and all replacement appointments to the Policy Committee. All replacement appointments made shall be provided in writing to the MPO Officer in a timely manner.

F. Committees

The MPO Policy Committee reserves the right to create committees or sub-committees, as needed, to assist with achieving goals outlined in the Metropolitan Transportation Plan. These committees may include ad hoc groups, more temporary in nature, or longer standing, perhaps permanent advisory committees.

The Policy Committee reserves the right to issue a proclamation upon a majority vote of that committee and after the proposal has been placed on the agenda as an action item in accordance with the New Mexico Open Meetings Act.

III. Meetings

All meetings held shall be in compliance with the New Mexico Open Meetings Act and the Open Meetings Resolution adopted annually by the Farmington MPO Policy Committee.

Written notice of meetings (agendas) and supporting documentation shall be provided to the Policy Committee members on the following schedule:

- Regular Meetings – one (1) week notice
- Special Meetings – four (4) day notice
- Emergency Meetings – four (4) hours prior to the meeting

Robert's Rules of Order shall be followed, except that the Chair may make motions, participate in discussion and vote on any motion.

To afford Policy Committee members an opportunity to add items to the agenda, a draft agenda will be sent out approximately one week prior to the final agenda being distributed (approximately two weeks before the upcoming Policy Committee meeting). Committee members proposing additional agenda items will need to work with MPO Staff on the scope of the final report. Staff and the MPO Officer (or designee) will review and approve all final agendas before they are distributed to the Policy Committee.

A. Regular Meetings

1. Regular Meetings shall be held at least six (6) times per year as adopted by an annual resolution which establishes the meeting times, dates, and locations for the Policy Committee. The Committee Meeting Schedule will be determined for the upcoming calendar year by the Policy Committee at its last meeting of the previous calendar year by resolution. Locations for the Policy Committee meetings will be held on a rotating basis among the entities. Any item of business may be acted on at these meetings.
2. Upon declaration of a public emergency by a government entity, a virtual or telephonic meeting may be called for the regularly scheduled meetings of the Policy Committee. This meeting would allow participation by Policy Committee members and maintain any required/mandated social distance.

Voting during a virtual or telephone meeting shall not conflict with the codes and regulations of the entity represented by the Policy Committee

Member. The telephonic action shall be in accordance with the New Mexico Open Meeting Act (5661 NMSA 10-15-1).

Policy Committee Members may vote on action items remotely either by voice, email or through a digital platform chat feature.

Members of the public would be invited to attend the meeting virtually through a digital platform and/or over the telephone allowing comments and questions at a time designated on the agenda.

B. Special Meetings

Special Meetings shall be held as needed. Special Meetings may be scheduled by the MPO Officer, the Chair or a majority of the members of the Policy Committee. Special meetings may be held when unexpected deadlines come up that require action by the MPO.

C. Emergency Meetings

Emergency Meetings shall be held only when time constraints prohibit consideration of an issue at a Special Meeting or when postponement of any action would have adverse financial or other consequences for the Farmington MPO. Concurrence of a majority of the members of the Policy Committee is necessary to hold an Emergency Meeting.

D. Quorum

A quorum of the Policy Committee is defined in the Joint Powers Agreement as consisting of a majority of the voting members. No action shall be taken without a quorum of the Policy Committee in attendance at that meeting. Any action taken by the Policy Committee shall require a majority vote of all members of the Policy Committee.

E. Voting Procedure

1. The method of taking a vote is by voice vote (“yeas or nays”).
2. The responsibility of announcing the vote rests upon the Chair who has the right to have the vote taken again, by a “show of hands”, by “raising the right hand”, by ballot, by roll call, or by rising and having the vote counted, if necessary.
3. Telephonic vote may be allowed when the quorum is not present at any Policy Committee meeting. Telephonic vote shall be enacted to approve

actions and to hear reports. Telephonic vote shall only be allowed when the conference call device being used allows each member participating by phone to be identified when speaking and allows all participants, whether on the telephone or at the meeting, to hear each other at the same time.

Telephonic vote shall be enacted on the request of any Policy Committee Member when he/she cannot attend the meeting due to reasons beyond his/her control. The members who cannot attend the meeting in person shall inform MPO staff of their need to participate by telephone.

Telephonic vote shall not conflict with the codes and regulations of the entity that is represented by the Policy Committee Member. The telephonic action shall be in accordance with the New Mexico Open Meeting Act (5661 NMSA 10-15-1).

IV. Staff

A. MPO Officer Designated

The fiscal agent of the MPO, or its subcontractor retained to manage the MPO, shall designate, with the concurrence of the FMPO Policy Committee, the MPO Officer.

B. MPO Staff Responsibilities

The MPO Officer shall be the primary staff person for the Policy and Technical Committees, responsible for directing all operational functions of the MPO, including, but not limited to:

Maintaining official plans and records of the MPO;

Managing the daily operations of the MPO;

Preparing necessary reports as required by federal regulations and NMDOT;

Managing the budget and expenditures for the MPO in accordance with all applicable State and Federal Laws, as well as the Unified Planning Work Program (UPWP) as approved by the MPO Policy Committee, NMDOT, FHWA and FTA;

Maintaining a current record of expenditures by the State and FHWA for transportation projects and facilities within the MPO's planning area;

Developing and updating the Unified Planning Work Program (UPWP), the Public Participation Plan (PPP), the Transportation Improvement Program (TIP), the List of Obligated Projects, and the Metropolitan Transportation Plan (MTP) for review by the MPO Technical Committee, and for approval by the MPO Policy Committee;

Developing and implementing the committee member training program, in accordance with the MPO's adopted UPWP and these Bylaws, which shall include, at a minimum, orientation training for new members, provision of MPO reference materials, a minimum of quarterly trainings for each Committee, and training required by the adoption of new state and federal regulations, policies, and procedures;

Ensuring compliance with the State of New Mexico Open Meetings Act, and other applicable State laws; and,

Supervising the other MPO staff, which may include the following:

- MPO Senior Transportation Planner
- MPO Associate Transportation Planner; and,
- MPO Administrative Assistant.

Technical Committee

I. Name

The committee acting as technical advisors to the Policy Committee shall be named the Technical Committee of the Farmington Metropolitan Planning Organization (FMPO).

II. Responsibilities

As noted in the Joint Powers Agreement, the Technical Committee is established by the Farmington Metropolitan Planning Organization and shall be responsible for providing technical review of all transportation plans within the MPO's planning area and providing input and recommendations to the MPO Policy Committee on issues and proposals directed to it by its membership, the MPO Policy Committee, or the MPO Officer. Other responsibilities shall include those as may be designated from time to time by the MPO Policy Committee.

III. Membership

Membership in the Technical Committee shall be governed by the Policy Committee of the Farmington Metropolitan Planning Organization.

A. Members

Voting Members of the Technical Committee shall include:

- One (1) representative from the City of Aztec;
- One (1) representative from the City of Bloomfield;
- Three (3) representatives from the City of Farmington: one (1) of these members shall be appointed by Red Apple Transit;
- Two (2) representatives from San Juan County;
- One (1) representative from the Town of Kirtland; and
- One (1) representative from the New Mexico Department of Transportation.

Members of the Technical Committee are selected by their governing body, NMDOT, or Red Apple Transit. The entity shall submit a letter to the MPO Officer designating the member and the member's designation will remain in effect until the member can no longer serve in that capacity. A new letter designating a new member will then need to be submitted by the appropriate entity.

The MPO Officer may be designated as an ex-officio member of the Technical Committee by the Policy Committee.

B. Alternate Member

Each representative from an agency may appoint an alternate to the Technical Committee to serve when the appointed member cannot attend. The agency shall submit a letter to the MPO Officer designating the alternate. The alternate's designation shall remain in effect until the alternative can no longer serve in that capacity. A new letter designating a new alternate will then need to be submitted by that entity. The designated alternate shall have all of the voting privileges of the regular member when attending a meeting in the place of the regular member.

C. Membership Appointment

The MPO Policy Committee may appoint new voting or ex-officio members to the Technical Committee as it deems necessary.

D. Officers

The officers of the Technical Committee shall consist of a Chair, Vice Chair and a Secretary.

1. The Chair and Vice Chair shall be chosen annually from among the voting members of the Technical Committee at its first meeting of the calendar year.
2. The succeeding Chairman shall officiate at the first meeting of the calendar year and shall serve for twelve (12) months.
3. The Chair shall preside at the meetings, call the meetings, and may choose to present a progress report covering the Technical Committee's recommendations to the Policy Committee.
4. The Vice Chair shall preside at meetings in the absence of the Chair. If neither the Chair nor Vice-Chair can attend a regular Technical Committee meeting, the remaining members will select among themselves a member to serve as Chair for that meeting.
5. If the Chair or Vice Chair resigns, the remaining Technical Committee members shall elect a replacement officer at the next regularly scheduled meeting.
6. The MPO Officer or designee shall be a non-voting member, act as the Secretary and shall have the responsibility for maintaining accurate records of all Technical Committee meetings. The MPO Officer and MPO Associate Planner shall prepare agendas and such other duties as may be designated from time to time by the Technical Committee with consent from the MPO Policy Committee.

E. Removal Procedure

1. Attendance is required at all Technical Committee meetings. Technical Committee membership may be terminated if a Technical Committee member fails to attend seventy-five (75) percent of the Technical Committee meetings in a twelve-month calendar period, either in person or remotely. Committee attendance is recorded and archived by the MPO Officer or designee.
2. Attendance requirements and removal procedures do not apply to Technical Committee alternates. Their attendance is only subject to filling in for their respective Technical Committee member.

3. The Chair of the Technical Committee shall speak with a Technical Committee member who is subject to removal through non-attendance to determine if that member will make a commitment to attend Technical Committee meetings. If the member cannot make the commitment, the Chair will send a recommendation to the corresponding City or Town Manager, County CEO, or appropriate manager with NMDOT or Red Apple Transit, that a new member from that entity be designated to serve on the Technical Committee.
4. In the event that the Technical Committee member subject to removal through non-attendance is the Chair, the Vice Chair shall conduct the process described above. If the Vice Chair is unable to participate, another Technical Committee member shall be chosen to conduct the process.
5. In the event of a dispute concerning the proposed removal of a Technical Committee member, the affected Technical Committee member may petition the MPO Policy Committee to be allowed an opportunity to show cause why he/she should not be removed from office.
6. The MPO Policy Committee may remove any Technical Committee member by the affirmative vote of a majority of the voting three (3) members upon the grounds of malfeasance or nonfeasance of office.

F. Replacement Procedure

The designated appointing entities shall make any and all replacement appointments to the Technical Committee. All replacement appointments made shall be provided in writing to the MPO Officer in a timely manner.

IV. Meetings

All meetings held shall be in compliance with the New Mexico Open Meetings Act and the Open Meetings Resolution adopted annually by the Farmington MPO Technical Committee. The Technical Committee shall meet on a monthly basis, as adopted by an annual resolution which establishes the meeting times, dates, and locations for the Technical Committee. The Chair or the MPO Officer may call for meetings from time to time as needed.

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

To afford Technical Committee members an opportunity to add items to the agenda, a draft agenda will be sent out approximately one week prior to the final agenda being distributed (approximately two weeks before the upcoming Technical Committee meeting). Committee members proposing additional agenda items will need to work with MPO Staff on the scope of the final report. Staff and the MPO Officer (or designee) will review and approve all final agendas before they are distributed to the Technical Committee.

Upon declaration of a public emergency, a virtual or telephonic meeting may be called for the regularly scheduled meetings of the Technical Committee. This meeting would allow participation by Technical Committee members and maintain any required/mandated social distance.

Voting during a virtual or telephone meeting shall not conflict with the codes and regulations of the entity that is represented by the Technical Committee Member. The telephonic action shall be in accordance with the New Mexico Open Meeting Act (5661 NMSA 10-15-1).

Technical Committee Members may vote on action items remotely either by voice, email or through a digital platform chat feature.

Members of the public would be invited to attend the meeting virtually through a digital platform and/or over the telephone allowing comments and questions at a time designated on the agenda.

Special Meetings shall be held as needed. Special Meetings may be scheduled by the MPO Officer, the Chair or a majority of the members of the Technical Committee. Special meetings may be held when unexpected deadlines come up that require action by the MPO.

Robert's Rules of Order shall be followed, except that the Chair may make motions, participate in discussion and vote on any motion.

A. Quorum

A quorum of the Technical Committee shall consist of a majority of the voting members. No action shall be taken without a quorum of the Technical Committee in attendance at that meeting. Any action taken by the Technical Committee shall require a majority vote of all members of the Technical Committee.

B. Voting Procedure

1. The method of taking a vote is by voice vote (“yeas or nays”).
2. Responsibility for announcing the vote rests upon the Chair who has the right to have the vote taken again, by a “show of hands”, by “raising the right hand”, by rising, by ballot, by roll call, or by rising and having the vote counted, if necessary.
3. Telephonic vote shall be allowed when the quorum is not present at any Technical Committee meeting. Telephonic vote shall be enacted to approve actions and to hear reports. Telephonic vote shall only be allowed when the conference call device being used allows each member participating by phone to be identified when speaking and allows all participants, whether on the telephone or at the meeting, to hear each other at the same time.

Telephonic vote shall be enacted on the request of any Technical Committee Member when he/she cannot attend the meeting due to reasons beyond his/her control. The members who cannot attend the meeting in person shall inform MPO staff of their need to participate by telephone.

Telephonic vote shall not conflict with the codes and regulations of the entity that is represented by the Technical Committee Member. The telephonic action shall be in accordance with the New Mexico Open Meeting Act (5661 NMSA 10-15-1).

Amendment Process & Renewal

I. Amending the Bylaws

If the Bylaws require an amendment, the formal procedures are described as follows:

1. The MPO Officer will bring the proposed amendment to the attention of the Technical Committee.
2. After reviewing the amendment, the MPO officer or designee will recommend that the Technical Committee forward a recommendation of approval of the amendment to the Policy Committee.
3. The Policy Committee will be asked to review the amendment and approve the change to the Bylaws document.

II. Renewal of the Bylaws

The Committee Bylaws and Operating Procedures document will guide MPO committee meetings for a three year period. The document will be formally reviewed in conjunction with the MPO Joint Powers Agreement near the end of the three year period to make necessary changes and updates. The renewal of the Bylaws, approved by the Policy Committee on June 25, 2020, will be in effect from October 1, 2020 until September 30, 2023. In the months prior to renewal, the MPO will review the document with the Technical and Policy Committees. A 30-day public comment period will be opened prior to approval by the Policy Committee. The Bylaws document will be made available on the MPO website (www.farmingtonmpo.org) and at the MPO Office (100 W. Broadway, Farmington).

FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item #6

Subject:	Letter of Support - Trail of the Ancients Byway
Prepared by:	Beth Escobar, AICP, Community Works Planning Manager
Date:	June 10, 2020

BACKGROUND

- The New Mexico Council of Governments and New Mexico Council of Governments and New Mexico Department of Transportation have requested a letter of support from the FMPO for the nomination for a National Scenic Byway designation for the portion of the Trail of the Ancients Byway within New Mexico. This designation would support the regional economy and facilitate the connection to the nationally designated Trail of the Ancients Byways in Utah and Colorado.
- At their May 20, 2020 meeting the Technical Committee considered recommending approval to the Policy Committee, but several questions were raised concerning this possible designation.
- Action on the item was tabled until the questions could be answered.

CURRENT WORK

- The Northwest New Mexico Council of Governments (NWNMCOG) provided answers to the questions raised at the Technical Committee meeting of May 20:
 - A revised copy of the map of the proposed portion of the byway designation is attached.
 - NM 57 is not included in the current State Byway, so is not eligible for inclusion in the nomination letter.
 - Does the designation impact existing conditions? It does not although could be a selling point for future improvement projects in the STIP.
 - Will existing billboards be required to be removed and/or future billboards prohibited? Existing and future billboards will follow local land use ordinances and State and Federal regulations that exist at that time. NWNMCOG's current Corridor Management Plan defers decisions and any enforcement to the appropriate governmental body.
 - Are there any other impacts to be aware of? NWNMCOG said not to their knowledge.
 - Has the Navajo Nation been asked to support this designation? Yes.

ANTICIPATED WORK

- Seek final approval of the Letter of Support for the nomination for a National Scenic Byway designation for the portion of the Trail of the Ancients Byway within New Mexico by the Policy Committee on June 25, 2020.

ATTACHMENTS
<ul style="list-style-type: none">▪ Proposed FMPO Letter of Support.▪ Copy of the map of the proposed portion of the byway designation being recommended.

ACTION ITEM
<ul style="list-style-type: none">▪ Staff recommends that the Technical Committee consider recommending approval to the Policy Committee for the Policy Committee Chair to sign the proposed Letter of Support.



May 11, 2020

Elaine Chao, Secretary
US Department of Transportation
1200 New Jersey Avenue, SE
Washington, DC 20590
RE: Nomination for National Scenic Byway
Trail of the Ancients Byway – New Mexico

To Whom It May Concern:

On behalf of Farmington Metropolitan Planning Organization (FMPO), I wish to express our support for the regional application submitted by the Northwest NM Regional Transportation Planning Organization and its Council of Governments for national designation of our Trail of the Ancients Scenic Byway. With the passage of Reviving America's Scenic Byway Act of 2019 and leadership of President's Trump administration, we are grateful for the opportunity to submit our byway for nomination. This byway is the gateway to the Four Corners and includes Chaco Canyon, El Morro National Monument, El Malpais National Monument, Aztec Ruins National Monument, Salmon Ruins, and many, many others.

Consideration for this approval from the US Department of Transportation and Federal Highway Administration will be sincerely appreciated from the many cross-jurisdictional governments in our three-county region of northwest New Mexico. This includes the Counties of San Juan, Cibola and McKinley, the communities of Gallup, Grants, Milan, Farmington, Aztec, Kirtland, and Bloomfield, and the Pueblos of Zuni, Acoma, Laguna and the great Navajo Nation. In recent years, our regional economy has been crippled by the loss of coal markets including the planned closures of three powerplants and associated mines and businesses. A joint strategy in economic diversification in the region is to increase recreational tourism and visitation in terms of longer and deeper stays. The National Byways program is a natural asset in achieving this strategy.

We are very interested in joining the Nationally-designated Trail of the Ancients byway in Utah and Colorado, and eventually Arizona to create a Four Corners brand and identity for this byway. We have already partnered to build the National Geographic endorsed Four

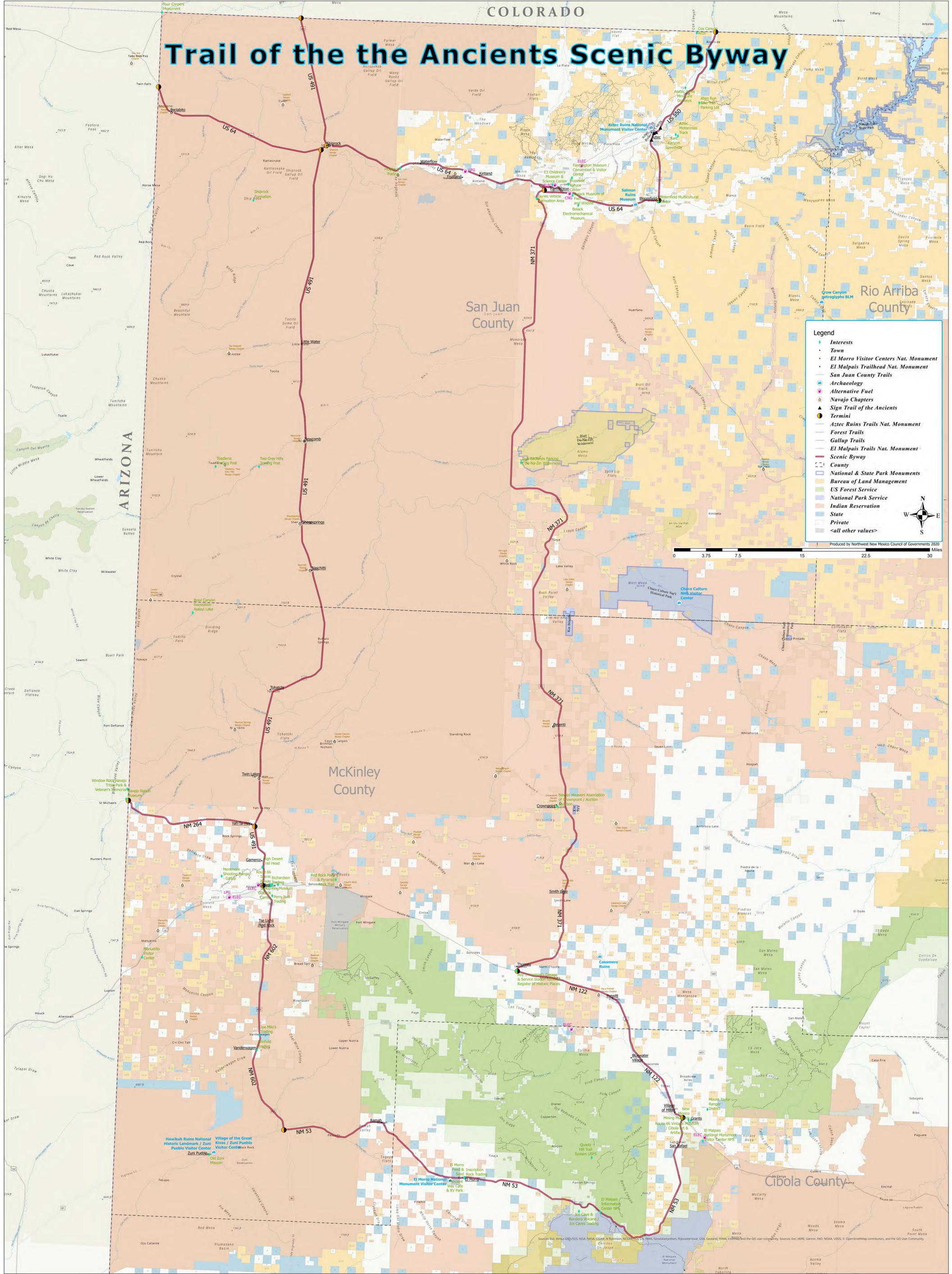
Corners Geotourism website and collateral materials to support this eventuality. We believe our archaeological and cultural assets are the best in the world, and that our other intrinsic qualities also rank very high nationally. On behalf of our FMPO, we appreciate your consideration of this tool to develop our tourism market, business creation and retention, and overall economic development.

Respectfully,

Sean Sharer, Chair
Farmington MPO Policy Committee

cc:// Robert Kuipers, Program Manager, Northwest NM Regional Transportation Planning
Organization
Michael Sandoval, Cabinet Secretary, NM Department of Transportation
J. Don Martinez, Division Administrator, US Department of Transportation (FHWA-NM)

Trail of the the Ancients Scenic Byway



Legend

- ◆ Interests
- Town
- El Morro Visitor Centers Nat. Monument
- El Malpais Trailhead Nat. Monument
- San Juan County Trails
- Archaeology
- Alternative Fuel
- Navajo Chapters
- Sign Trail of the Ancients
- Termini
- Aztec Ruins Trails Nat. Monument
- Forest Trails
- Gallup Trails
- El Malpais Trails Nat. Monument
- Scenic Byway
- County
- National & State Park Monuments
- Bureau of Land Management
- US Forest Service
- National Park Service
- Indian Reservation
- State
- Private
- <all other values>

Produced by Northwest New Mexico Council of Governments 2020



ARIZONA

San Juan County

McKinley County

Cibola County

FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item #7

Subject:	Status of TIP Projects
Prepared by:	MPO Staff
Date:	June 10, 2020

BACKGROUND

- The STIP Protocols, finalized in early 2014, require 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. and provide for discussion among the members and NMDOT representatives.
- The Policy Committee approved the new FFY2020-2025 TIP during a Special meeting on July 25, 2019.
- The projects currently on the FFY2020-2025 TIP or pending are listed below.

TRACKING INFORMATION (2018-2023 TIP)

Local Agreement Status (ARF) ROW Certification Design Completion 30 - 60 - 90% Environmental Certification Utilities Certification Railroad Certification Archeology Certification	ITS/Sys ENG Certification Public Involvement Certification
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PROJECTS ON FMPO FFY2020-2025 TIP

- Aztec
 F100091 - East Aztec Arterial Phase II
- Bloomfield
 F100300 - East Blanco Bridge
- Farmington
 F100099 - Foothills Drive Enhancement Phase II
 F100100 - East Pinon Hills Blvd Extension Phase I
 F100101 - East Pinon Hills Blvd Extension Phase II
 F100132 - 20th Street Phase III
 TF00001 - Red Apple Transit
- San Juan County
 F100021 - East Pinon Hills Blvd Extension Phase III
 F100240 - Glade Run Recreation Area Trails
 F100290 - CR 5500 Bridge Replacement
 F100320 - Kirtland Schools Walk Path Extension
 F100330 - Glade Run Recreation Area Trails Extension
 F100360 - CR 3000 Bridge Replacement
 F100370 - CR 3500 Bridge Replacement
- NMDOT
 F100170 - NM 173 Safety Improvements
 F100340 - US 550 Pavement Rehab

F100350 - NM 371/N36 (PE)
F100351 - NM 371/N36 (Const)

INFORMATION ITEM

- This is an information item only. Committee members will have an opportunity to provide any needed feedback/updates regarding current TIP projects status and details.

FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item #9

Subject:	Committee Member Discussion Items
Date:	June 10, 2020

DISCUSSION ITEMS

There were no additional discussion items provided by Technical Committee members for inclusion in the Agenda.

FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item #10

Subject:	Information Items
Prepared by:	MPO Staff
Date:	June 10, 2020

INFORMATION ITEMS

a. City of Farmington's Off Road Vehicle Trail Head Map.

The City of Farmington has prepared an Off Road Vehicle Trail Head Map. This map identifies access to BLM and federal lands from public and private roads within the municipal boundary.

The purpose of this map is twofold: to

- Support the City's Outdoor Recreation Industry Initiative (ORII). This map provides access information to residents and tourists.
- Identify accesses that have become problematic to surrounding residences and eliminate them from any official, approved access.

Off Road Vehicle Trail Heads



The data herein is general in nature and not assumed to be complete nor accurate in its entirety and is therefore to be used with all discretions necessary. The data portrayed should not be relied upon to establish legal title, boundary lines, the precise location of improvements, utilities, ownership, maintenance, easements, or public right-of-ways.

**The minutes from the
May 20, 2020
Technical Committee meeting
are on the following pages.**

M I N U T E S
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COMMITTEE MEETING
May 20, 2020

Technical Members Present: Steven Saavedra, City of Aztec
Jason Thomas, City of Bloomfield
Virginia King, City of Farmington
Javier Martinez, NMDOT District 5
Andrew Montoya, Red Apple Transit
Fran Fillerup, San Juan County
Nick Porell, San Juan County
Dan Flack, Town of Kirtland

Technical Members Absent: None

Staff Present: Peter Koeppel, MPO Officer
Beth Escobar, Community Works Planning Manager
Kathryn Leys, MPO Associate Planner
June Markle, Administrative Assistant

Staff Absent: None

Others Present: Rosalyn Fry, City of Aztec Policy Committee Member
Aaron Sussman, Bohannon Huston (phone)
Joseph Moriarty, Planning Liaison, NMDOT
Scott Martin (Alt), San Juan County
Michael Wright, Sites Southwest

Due to the ongoing COVID-19 health concerns, the members of the Technical Committee listed above as "Technical Members Present" attended via GoToMeeting, as did Peter Koeppel, Beth Escobar, and those listed as "Others Present". Chair Porell, Kathryn Leys, and June Markle attended in person.

1. CALL TO ORDER

Chair Nick Porell called the meeting to order at 10:02 a.m. and asked for a roll call of those in attendance.

2. WELCOME NEW MPO EMPLOYEES

Chair Porell welcomed the two new FMPO staff members who introduced themselves to the members:

MPO Officer Peter Koeppel began work for the City of Farmington on April 27 but, due to COVID-19, his move has been delayed. Mr. Koeppel is currently working remotely from St. Louis, Missouri and expects to move to Farmington shortly. Mr. Koeppel reported that for the previous eight years he was the Manager of Long Range Planning for the East-West Gateway Council of Governments in St. Louis.

The new MPO Associate Planner is Kathryn Leys and she came on board with the City of Farmington the first part of April. She is from St. Paul, Minnesota where she worked

for the Metropolitan Council. She said she looked forward to being involved with the MPO and the exciting new future projects.

3. APPROVE THE MINUTES FROM THE MARCH 11, 2020 TECHNICAL COMMITTEE MEETING

Mr. Thomas moved to approve the minutes from the March 11, 2020 Technical Committee meeting. Mr. Saavedra seconded the motion. The motion to approve the minutes passed unopposed.

Due to the health concerns of COVID-19, the scheduled Technical Committee meeting of April 8, 2020 had been cancelled.

4. REPORT ON THE 2045 METROPOLITAN

Subject:	Report on the 2045 Metropolitan Transportation Plan (MTP) Update
Date:	March 11, 2020

MONTHLY REPORT

Mr. Aaron Sussman, Planner with Bohannon Huston (BHI) will call in monthly with a report on the Metropolitan Transportation Plan (MTP) Update.

DISCUSSION: Aaron Sussman provided a detailed update on BHI’s work on the FMPO’s 2045 MTP. Below is a summary of Mr. Sussman’s presentation:

Progress to Date
Public Outreach

Data Collection/Existing
Conditions Analysis

Travel Modeling
Existing Conditions
2045 No-Build
DRAFT 2045 Build

Chapters Complete
Transit
Bicycle-Pedestrian
Safety

Chapters Submitted for Review
Introduction/Complete Streets
Freight

The Travel Demand Model has more recently updated projections for population/employment; however, they pre-date COVID and the closure of the San Juan Generating Station, but which are updated from the 2040 MTP which showed a greater level of growth.

The Bicycle-Pedestrian chapter will be revised to include consideration of off-road vehicles and access to federal lands and recreation areas.

Public Input

The questionnaire for the 2045 MTP project was posted online from October 2019 through February 2020. The questionnaire received 124 public comments. Of that number, 84% were people who drive alone to work; 6% carpool to work; 8% were by other means; about 2% were

walkers; no bikers or bus riders. With the auto-oriented responses, most participants thought there was little to no traffic congestion and almost 40% said the transportation system met their needs moderately well.

Top Regional Challenges (up to 3)

Traffic Congestion	19.7%
Access to Jobs and Services	31.2%
Mobility for Seniors/ADA	35.3%
Highway Safety	40.2%
Connections Outside of Region	43.4%
Pedestrian/Bicycle Safety	44.3%
Lack of Public Transit	59.0%

Regional Travel Modeling

Use travel model as diagnostic tool: review locations where conditions worsen over time; evaluate benefits of proposed projects

Recognize limitations: regional travel versus location-specific congestion operations improvements not considered in model but provide great benefits.

Next steps: reconsider previously proposed projects?; option to evaluate scenarios.

Regional Model Inputs

- Updated population and employment Projections
- Roadway projects (new lanes/new roadways)

What is Not Included in Regional Model

- Intersection improvements
- Rehabilitation/maintenance
- Operations enhancements
- Bicycle/pedestrian projects

Mr. Sussman noted that the previous MTP had growth rates at around 40-50% out to 2040. Conditions have changed and the 2045 MTP is projecting growth levels at 8%. This is major input to the travel demand model.

Travel Model Scenarios

Existing Conditions (2018)

- Includes current population/employment
- Recently completed projects

2045 Build Scenario

- Project population/employment
- Projects proposed 2024-2045
- Based on project list from 2040 MTP

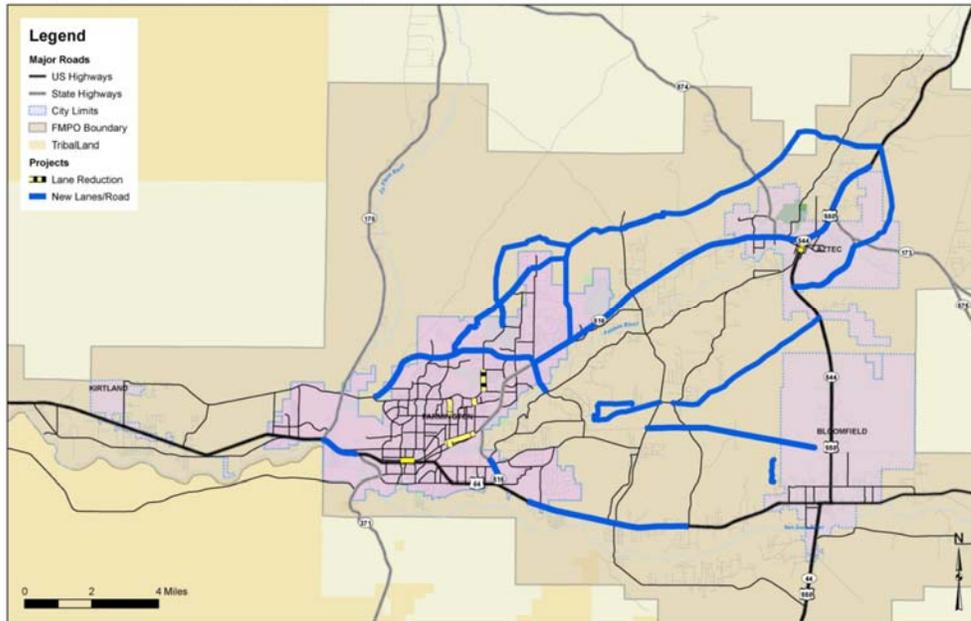
2045 No Build Scenario

- Projected population/employment
- Projects under construction or funded near term
- “What happens if we don’t do anything”

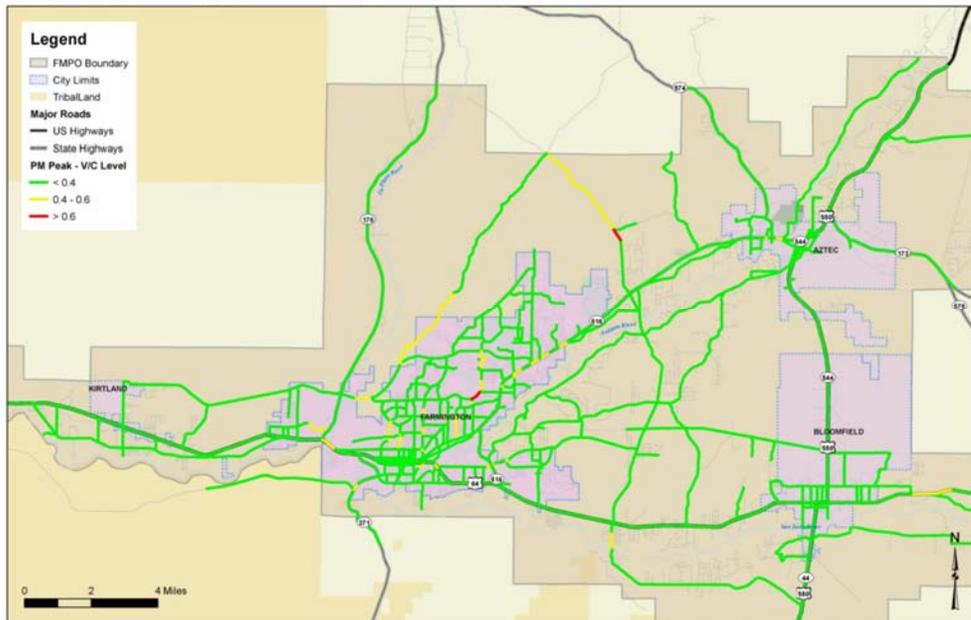
Existing Conditions (2018) - Major Capacity Projects

Includes current population/employment; recently complete projects.

Farmington Metropolitan Planning Organization: Planning Area



Farmington Metropolitan Planning Organization: Planning Area

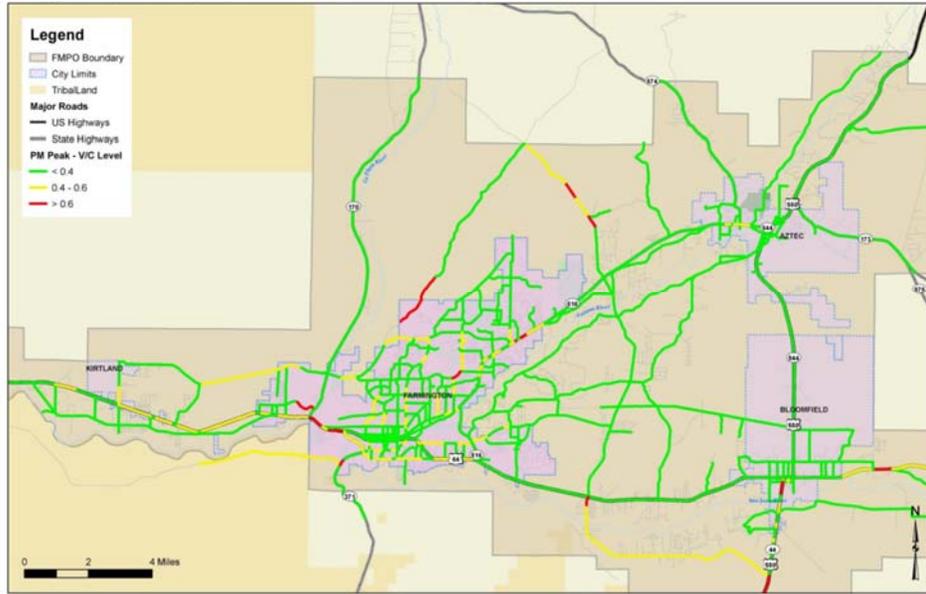


The green lines show very low levels of congestions from standpoint of demand vs. roadway capacity (roadway space). There is no roadway demand exceeding supply across the region.

2045 No Build

This scenario assumes the 8% population growth across the region, but do not build beyond what is funded or under construction (assumes completion of U.S. 64 and Downtown Main Street in Farmington, but not the East Arterial in Aztec nor the Pinon Hills extension or river crossing). There is a little more traffic in this scenario, but it is still below the roadway capacity.

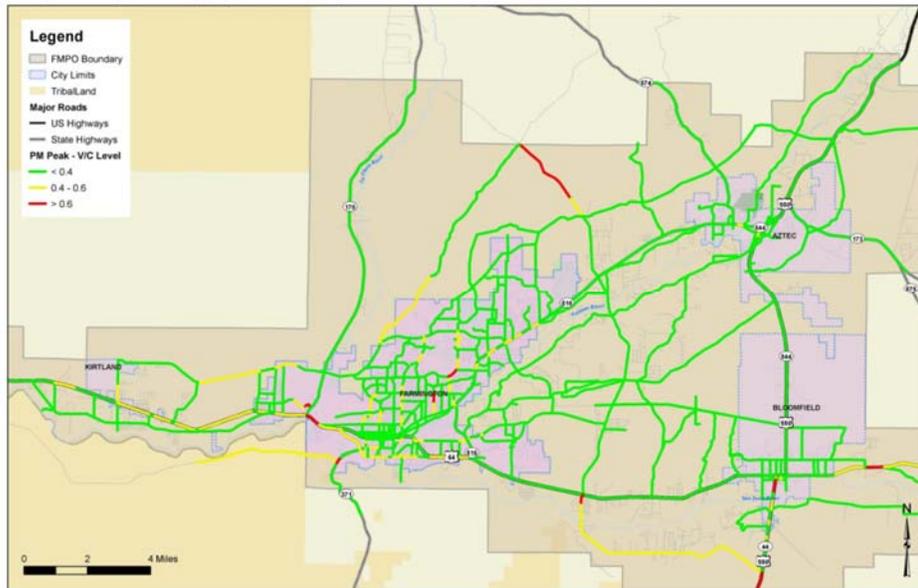
Farmington Metropolitan Planning Organization: Planning Area



2045 Build

This scenario shows building all previously identified projects out to 2045.

Farmington Metropolitan Planning Organization: Planning Area



Summary Statistics

FMPO Region	Average Speed	Vehicle Miles Traveled	Vehicles Hours Traveled	Vehicle Hours of Delay
2018 Existing Conditions	35.6	182,008	5,116	60
2045 No Build	34.9	227,556	6,522	154
2045 Build	35.6	226,942	6,376	135
Difference: 2045 NB vs. 2018	-2.0%	25.0%	27.5%	156.7%
Difference: Build vs. No Build	2.0%	-0.3%	-2.2%	-11.7%

Using this information and the map showing the change in volume/capacity ratio, Mr. Sussman wants to speak again with the Technical Committee members to determine which projects will have the most impact and which projects should be prioritized in the 2045 MTP.

Takeaways

Where congestion exists, it is related to individual intersections.

Best addressed through operations improvements rather than additional capacity.

Future growth levels are modest; no significant increases in congestions are projected.

Previous MTP responded to high levels of growth - identified roadway widening projects and new roadways.

2045 MTP No Build scenario indicates network can manage long-term travel demands without major capacity expansion.

Chair Porell agreed that the capacity is already available to handle the traffic volume and region needs to look at maximizing the lanes that are currently available (i.e.: signalization coordination projects).

Regional Priorities

Use limited funding wisely; new capacity requires additional maintenance;

Account for roadway maintenance and rehabilitation needs;

Safety improvements:

Access management along major roads/highways

Additional infrastructure for non-auto modes/ADA accessibility

Quality of life investments:

Trails, bikeways. Complete Streets - benefits for users of all modes (consistent with federal priorities.

Mr. Sussman provide some information about the long-term potential transportation impacts of COVID-19. The Technical Committee did not think they were in a position to make any significant recommendations on trying to forecast the impact to transportation due to challenges raised by COVID-19 and preferred to use the currently available data. Chair Porell referenced the box on Page 2 of the Introduction that, very generally, references the impacts of COVID-19 and provides a caveat for future changes and potential impacts. There was also some discussion about the overall impact of oil/gas pricing to future transportation scenarios.

For the next steps, Mr. Sussman is looking for feedback and input on the goals and objectives as well as finalizing the project lists to be included in the 2045 MTP.

Mr. Sussman said that this presentation would be posted on the project website (<http://fmpo2045mtp.bhinc.com/>) for public input. He also discussed holding some virtual open houses in June with a final public outreach event(s) in August. The Technical Committee members thought that public participation in this type of event would be limited and wondered if there were ways to augment this. It was recommended to look at having a computer link, a Facebook post or a Facebook live meeting. Ms. Escobar stated that staff is working with the City of Farmington to establish a strong Facebook presence for the MPO.

5. AMENDMENT #3 TO THE FFY2020-2025 TIP

Subject: Amendment #3 to the FFY2020-2025 TIP

Prepared by:	Peter Koepfel, MPO Officer
Date:	May 20, 2020

BACKGROUND

- The Call for Projects for the FFY2020-2025 TIP Amendment #3 was sent out on March 24, 2020 and April 1.
- The Public Notice for Amendment #3 to the FFY2020-2025 TIP was published on the MPO's website and in the Daily Times on May 10.
- The amendment currently includes two new San Juan County bridge projects.
- The Technical Committee will consider recommending approval of proposed Amendment #3 to Policy Committee at their meeting on May 20.

AMENDED TIP PROJECTS

- San Juan County's projects are for two bridge projects for STIP Year 2025:
 - Bridge 3121
 - Bridge 8111

ACTION ITEM

- Staff recommends that the Technical Committee consider recommending approval to the Policy Committee of proposed Amendment #3 to the FFY2020-2025 TIP.
- The Policy Committee will consider approval of proposed Amendment #1 to the FFY2020-2025 TIP at their May 28, 2020 meeting.

APPLICABLE CITATIONS

- § 450.328 TIP revisions and relationship to the STIP.
- (a) An MPO(s) may revise the TIP at any time under procedures agreed to by the cooperating parties consistent with the procedures established in this part for its development and approval. In nonattainment or maintenance areas for transportation-related pollutants, if a TIP amendment involves non-exempt projects (per 40 CFR part 93), or is replaced with an updated TIP, the MPO(s) and the FHWA and the FTA must make a new conformity determination. In all areas, changes that affect fiscal constraint must take place by amendment of the TIP. The MPO(s) shall use public participation procedures consistent with § 450.316(a) in revising the TIP, except that these procedures are not required for administrative modifications.) After approval by the MPO(s) and the Governor, the State shall include the TIP without change, directly or by reference, in the STIP required under 23 U.S.C. 135. In nonattainment and maintenance areas, the FHWA and the FTA must make a conformity finding on the TIP before it is included in the STIP. A copy of the approved TIP shall be provided to the FHWA and the FTA.
- (c) The State shall notify the MPO(s) and Federal land management agencies when it has included a TIP including projects under the jurisdiction of these agencies in the STIP.

DISCUSSION: Mr. Koepfel reported that TIP Amendment #3 includes two San Juan County bridge projects for STIP year 2025 and noted that the project background information and advertising information is part of the Agenda packet:

- Bridge 3121 on CR 3000
- Bridge 8111 on CR 3500

Staff recommends that the Technical Committee recommend approval of TIP Amendment #3 to the Policy Committee.

Chair Porell commented that these are two aging 1970-era bridges, one on the east side of the river and one on the west which are low volume but crucial to residents of the area. A bridge prioritization study was completed in 2015 and, next to the bridge currently being replaced on CC5500, these were the next two in priority. San Juan County will not be able to fund these bridges with the general fund or GRT and will need either a bond initiative or grant funding. These two bridges will also be incorporated into the 2045 MTP.

Chair Porell opened the public hearing. No public comments were received. The public hearing was closed.

Action: Mr. Thomas moved to recommend approval to the Policy Committee of proposed TIP Amendment #3 and the proposed Self-Certification to Amendment #3. Ms. Escobar seconded the motion. The motion passed with no opposition.

6. FFY2021-2022 PROPOSED UNIFIED PLANNING WORK PROGRAM (UPWP)

Subject:	FFY2021-2022 Proposed Unified Planning Work Program (UPWP)
Prepared by:	Peter Koepfel MPO Officer
Date:	May 20, 2020

BACKGROUND
<ul style="list-style-type: none">▪ The Unified Planning Work Program (UPWP) is the MPO's work plan for two federal fiscal years. The UPWP pairs the MPO's required work tasks/products with the MPO's anticipated funding.▪ The FFY2021-2022 UPWP will cover planning activities and work products to be completed from October 1, 2020 to September 30, 2022.▪ Based on the Planning Procedures Manual (PPM), the MPO needed to provide a draft UPWP to NMDOT in late April, and have that draft reviewed for a recommendation/approval by the Committees in June.▪ This month, we are asking both Committees to review the draft of the FFY2021-2022 Unified Planning Work Program, providing us with input. A copy of the most current draft is enclosed.▪ A 30-day public comment period will be noticed from May 24, 2020 to June 22, 2020.▪ Page 9 of the document outlines the five major work program tasks for the MPO; these tasks are based on a format provided by NMDOT. Subtasks are listed below. You should be aware that the same numbering system is utilized in the MPO's

quarterly invoicing system and in our financial reports, including the Annual Performance & Expenditure Report (APER), which we prepare and submit at the end of every FFY.

CURRENT WORK

- Annual activities in the UPWP include administering the MPO's programs, TIP development and management, development of performance measures, GIS activities, Safe Routes to School activities, transit data collection and mapping.
- Major activities for the FFY2021-2022 UPWP will include the implementing the policies of the 2045 Metropolitan Transportation Plan, land-use and transportation planning support activities, transportation performance management, and travel demand modeling updates.
- Per NMDOT direction, staff projects that FHWA PL funds of \$244,019.97 and FTA 5303 funds of \$74,386.25 (both including local matches) for each of the two (2) federal fiscal years will be available. Those numbers are subject to change.

INFORMATION ITEM

- It is recommended that the Technical Committee provide staff with input on the proposed UPWP. We also ask that the meeting be opened up for public comments.

DISCUSSION: Mr. Koeppel presented a brief overview of the draft FFY2021-2022 UPWP that is the work program and budget for the FMPO. The UPWP is a federally required document identifying the planning priorities and activities to be carried out with an metropolitan planning area to ensure the three C's process: continuing, cooperative, and comprehensive planning process. The document requires fiscal constraint so the revenues must match the identified tasks.

There are five general planning categories:

- Program Administration and Management
 - Behind the scenes administrative work to keep the MPO operating (budget, training, billing, website maintenance, coordinating with NMDOT and FTA, etc.)
- Transportation Improvement Program (TIP)
 - Maintenance of the TIP and work with transit providers to ensure all projects are listed appropriately as the TIP must include all regionally significant projects to receive federal funding. To receive federal funding the projects must be shown in the TIP, MTP and UPWP.
- General Development and Data Collection/Analysis
 - Technical side: traffic counts, GIS, modeling, other data collection in assistance of partner governments.
- Transportation Planning
 - Data collected feeds into the MTP, safety analysis and planning, bike/pedestrian planning/complete streets, transit system studies, access management plan and providing planning support.
- Special Studies and Activities
 - Plans and projects of importance to member entities and the region as a whole (public health activities, storm water management, travel and tourism, and regional models of cooperation.

The budget summary is on Pages 28 and 29 of the proposed UPWP document (provided to Technical Committee members separately from the Agenda). The budget will remain the same for the two years of the UPWP and is made up of the federal shares and the local matches - FHWA match is 14.56% and FTA match if 20%. The last transportation bill, the FAST Act, expires at the end of September 2020 and it is unknown if it will be extended beyond September.

A draft of the FFY2021-2022 UPWP was submitted to NMDOT and their comments have been received and will be incorporated into the final draft. The Policy Committee will review this proposed document on May 28 and be asked to provide their comments and input. The final draft will be presented to both Committees in June for final approval.

The Technical Committee encouraged the new MPO staff to provide their thoughts and recommendations and, perhaps, bring some new and innovative ideas to developing this work plan for the MPO.

7. STATUS OF TIP PROJECTS

Subject:	Status of TIP Projects
Prepared by:	MPO Staff
Date:	May 20, 2020

BACKGROUND
<ul style="list-style-type: none"> ▪ The STIP Protocols, finalized in early 2014, require 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. and provide for discussion among the members and NMDOT representatives. ▪ The Policy Committee approved the new FFY2020-2025 TIP during a Special meeting on July 25, 2019. ▪ The projects currently on the FFY2020-2025 TIP are listed below.

TRACKING INFORMATION (2018-2023 TIP)	
Local Agreement Status (ARF) ROW Certification Design Completion 30 - 60 - 90% Environmental Certification Utilities Certification Railroad Certification Archeology Certification	ITS/Sys ENG Certification Public Involvement Certification

PROJECTS ON FMPO FFY2020-2025 TIP
<ul style="list-style-type: none"> ▪ <u>Aztec</u> F100091 - East Aztec Arterial Phase II ▪ <u>Bloomfield</u> F100300 - East Blanco Bridge ▪ <u>Farmington</u> F100099 - Foothills Drive Enhancement Phase II

- F100100 - East Pinon Hills Blvd Extension Phase I
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- F100021 - East Pinon Hills Blvd Extension Phase III
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- F100170 - NM 173 Safety Improvements
- F100340 - US 550 Pavement Rehab
- F100350 - NM 371/N36 (PE)
- F100351 - NM 371/N36 (Const)

INFORMATION ITEM

- This is an information item only. Committee members will have an opportunity to provide any needed feedback/updates regarding current TIP projects status and details.

DISCUSSION: The Technical Committee members provided their TIP project updates:

City of Aztec - Steven Saavedra

Mr. Saavedra had no update on the East Aztec Arterial. Waiting to hear from the state legislature if any of the funding earmarked for this project will still be available. Along with the state and federal funds, the City of Aztec received \$3,000,000 in capital outlay funds last year.

Chair Porell recommended that the City of Aztec encumber funds and request reimbursement now for any monies already spent on the project. This will help to lock up funds when the special legislative session is called in June or July.

City of Bloomfield - Jason Thomas

Mr. Thomas reported that the project encountered a small issue with an extension request, but NMDOT was able to quickly sort it out. The PS&E meeting was held on May 7. The advertising for Phase I of this project (utilities) is expected to go out in the next week or so.

City of Farmington - Virginia King
Foothills Drive Enhancement Phase II

Ms. King reported that the signed contract has been sent to NMDOT. They are waiting to schedule the PS&E, which should be held within the next week.

Pinon Hills Boulevard Extension Phases I and II

The City of Farmington is still in discussion with NMDOT on this project and are awaiting an expected email from Sharon Cruz with North Region Design.

20th Street Phase III

This project is in the design process and they have begun the appraisal process. They are waiting on 11 of the 20 TCPs that are needed.

San Juan County - Nick Porell

Pinon Hills Boulevard Extension Phase III

Chair Porell stated that San Juan County is evaluating appraisal and right-of-way options. A BUILD grant was submitted in partnership with the City of Farmington on May 18 for construction funding. Changes in the 2045 MTP may force the prioritization of this project to be re-evaluated.

Glade Run Recreation Area Trails

Construction funds have been obligated and construction is scheduled for July-September 2020. It is hoped that this project can be completed in time for the planned New Mexico Outdoor Economics Conference that will hopefully still occur on October 1-2, 2020.

CR 5500 Bridge Replacement

Offers have been made for right-of-way acquisitions and six of the eight offers were accepted. Secondary negotiations with the remaining two land owners is ongoing. A pre-construction notification has been submitted to the US Army Corps of Engineers because of the presence of the Colorado pike minnow and razorback sucker. US Fish & Wildlife Service must also provide their concurrence.

Kirtland Schools Walk Path Extension

San Juan County is waiting to receive the TAP agreement on this project. Chair Porell asked if Mr. Moriarty would follow up on this with Maggie Moore.

Glade Run Recreation Area Trails Extension

The agreement from NMDOT was received. Project is being advertised for design-build project execution with the pre-bid meeting scheduled for next week.

NMDOT - Javier Martinez

NM 173

Mr. Martinez stated that this project is fully designed, shelf ready, and in the STIP for 2022. If funding becomes available sooner, the project may move this up. This project requires the City of Aztec to move a water line that they are currently unable to move forward in the anticipated time frame.

US 550 Pave Rehabilitation

The survey work for this project is complete and the design work will now begin.

NM 371/Navajo 36

The preliminary engineering on this project is at 90% and almost ready for PS&E

NM 371/Navajo

The construction funding for this project, which was to be \$1,300,000 in capital outlay fund, is currently frozen.

Chair Porell commented on the priority of this project. A recent fatality has re-emphasized the need for a signalized intersection.

8. PROPOSED CHANGES TO JOINT POWERS AGREEMENT AND COMMITTEE BYLAWS AND OPERATING PROCEDURES

Subject:	Review and provide comments on the Joint Powers Agreement (JPA) and Committee Bylaws and Operating Procedures proposals
Prepared by:	Beth Escobar, AICP, Interim MPO Officer
Date:	May 20, 2020

BACKGROUND

- The cities of Aztec, Bloomfield, and Farmington, and San Juan County formed and have participated in the Metropolitan Planning Organization through the Joint Powers Agreement (JPA) since 2003. Kirtland was added to the FMPO in June 2018.
- Recommended changes include: clean-up of both documents and also adding an option to hold virtual meetings when necessitated by health concerns.

CURRENT WORK

- The 30-day public review period will be posted on May 24, 2020.
- Action on the JPA and the Committee Bylaws documents will be sought in June.

ACTION ITEM

- Provide comments and recommendations to the proposed JPA and Committee Bylaws documents.
- Members of the Tech Committee are encouraged to discuss the proposals with their managers and Policy Committee members.
- It is anticipated that the final JPA and Committee Bylaws will be considered for approval by the MPO Policy Committee on June 25, 2020. If approved then, consideration of the proposed JPA by the boards, councils, or commissions of the individual member entities will be scheduled in July. Upon completion of the adoption process, the JPA will be sent to the NM Department of Finance and Administration for State Review/Approval.

APPLICABLE CITATIONS

- 23 U.S. Code § 134 - Metropolitan transportation planning
- 23 CFR 450.310 - Metropolitan planning organization designation and re-designation
- 23 CFR 450.314 - Metropolitan planning agreements
- 23 U.S. Code § 134 - Metropolitan transportation planning
- Joint Powers Agreement Act, being Sections 11-1-1 et. Seq., NMSA 1978, as amended.

- NMDOT Planning Procedures Manual, Metropolitan Planning Organizations, Internal Structure, pages 46-48

DISCUSSION: Ms. Escobar presented the proposed minor modifications to the Joint Powers Agreement (JPA) and the Committee Bylaws which both expire in September. Changes to the JPA include updating the list of current members to the Committees and updates to the Census population numbers.

Changes to the Committee Bylaws are also mostly minor updates although the ability to hold virtual meetings in the case of a public health emergency is being added.

Drafts of both of these documents are available for Technical Committee review and input. Ms. Escobar asked the members to please provide their comments to her or Mr. Koeppel. The final draft documents will be brought back to the Technical Committee for recommended approval in June.

Mr. Saavedra asked that the attendance requirement in the Bylaws be made consistent throughout the document. Ms. Escobar said she would review the document to ensure the required in-person attendance is shown as 75%. She will also add wording to allow virtual attendance to count as in-person attendance.

9. QUARTERLY EDUCATION: INRIX U.S. NATIONAL TRAFFIC VOLUME SYNOPSIS

Subject:	INRIX U. S. National Traffic Volume Synopsis
Prepared by:	Beth Escobar, AICP, Interim MPO Officer
Date:	May 20, 2020

PRESENTATION

INRIX is a private company providing location-based data and analytics related to traffic and transit.

On March 23, 2020, INRIX published a traffic volume synopsis comparing traffic volumes from March 14-20 to volumes in February, demonstrating a marked decrease in all categories of traffic, both nationwide and for specific large cities and metropolitan area, related to the COVID-19 pandemic and state instituted stay-at-home orders.

This data is provided as informational only. Staff was unable to find any more current data, but will keep tracking this phenomenon.

DISCUSSION: Ms. Escobar explained that the information, INRIX U.S. National Traffic Volume Synopsis, provided by the APA (shown on pages 14-19 of the Agenda) actually reflects a recent week's worth of data and shows a drastic reduction in ADT. The information also follows up on some of Mr. Sussman's earlier presentation on the 2045 MTP. Ms. Escobar thought that in the Farmington region the traffic has picked back up but not to the level of early March.

The members discussed setting out traffic counters in possibly a handful of different MPO locations. The count information gathered could be beneficial for development of the MTP and good information for local elected officials. Ms. Escobar will ask the City's Traffic Engineering Department to set out some counters on 20th and Main Streets. Chair Porell will get some traffic counters set out in several locations in the county and Aztec.

10. CONSIDER LETTER OF SUPPORT - TRAIL OF THE ANCIENTS BYWAY

Subject:	Letter of Support-Trail of the Ancients Byway
Prepared by:	Beth Escobar, AICP, Interim MPO Officer
Date:	May 20, 2020

PRESENTATION

The New Mexico Council of Governments and New Mexico Department of Transportation have requested a letter of support for the nomination for a National Scenic Byway designation for the portion of the Trail of the Ancients Byway within New Mexico. This designation would support the regional economy and facilitate the connection to the nationally designated Trail of the Ancients Byways in Utah and Colorado.

Staff supports this endorsement.

DISCUSSION: Chair Porell said he had been approached by Robert Kuipers of the RTPD (NWNMCOG) regarding this initiative.

Ms. Escobar confirmed that the request for support of this initiative had come to her from the NWNMCOG. A copy of draft MPO letter of support is on Pages 21-22 of the Agenda. The letter of support is only for the portion of the Trail of the Ancients that is in New Mexico but would allow for the New Mexico section to connect to the Colorado and Utah portions of the Trail and eventually Arizona. Ms. Escobar added the potential for economic development in the region by increasing tourism and encouraging longer visitations. FMPO Staff supports this endorsement.

Mr. Martinez commented that District 5 had written to the NWRTPD asking that they delete NM 57 from the map they had included in their byway nomination letter since the roadway dead-ends to nowhere. Ms. Escobar noted that the map shown on Page 20 of the Agenda was not a part of the original endorsement letter and it would be deleted before being presented to the Policy Committee.

Chair Porell asked if the Navajo Nation had been contacted for their support. Mr. Saavedra also asked about potential regulatory components or concerns in connection with this designation (i.e.: signage/billboard restrictions) or additional NMDOT requirements due to the designation. Mr. Martinez said he would have to check to see about potential signage restrictions or regulatory concerns that would need to be considered.

Action: Chair Porell moved to table this Agenda Item until further clarification on the endorsement letter could be provided. Mr. Saavedra seconded the motion. The motion passed with no opposition.

11. REPORTS FROM NMDOT
District 5 - Javier Martinez

Mr. Martinez reported that the expansion of US 64 is moving forward with completion expected in late summer.

Planning Bureau - Joseph Moriarty

Mr. Moriarty reported that he is working with Mr. Koepfel and Ms. Escobar on development of the FFY2021-2022 UPWP. The MPO should expect to receive the Notice to Proceed for these two years in September 2020.

NMDOT is working on updating their Long Range Transportation Plan that will lead to development of the NM 2045 Plan. For more information and to complete a transportation survey, please visit: NM2045Plan.com. Public outreach on this Plan is currently on hold.

12. COMMITTEE MEMBER DISCUSSION ITEMS

Subject:	Committee Member Discussion Items
Date:	May 20, 2020

DISCUSSION ITEMS

Chair Porell restated the need for entities to encumber money against their capital outlay for projects funded by capital outlay or local government transportation funds. He said that the County had received a sizeable grant for the CR 5500 bridge. Chair Porell requested disbursement of those monies and, very quickly, NMDOT had processed the request. With the current funding uncertainties, need to show expenditures in order to retain transportation funding.

There were no additional discussion items provided by Technical Committee members for inclusion in the Agenda.

13. INFORMATION ITEMS

Subject:	Information Items
Prepared by:	MPO Staff
Date:	May 20, 2020

INFORMATION ITEMS

- b. TIP Administrative Modifications. The TIP administrative modifications made in March and April will be briefly discussed.

- c. UPWP Amendment #6. Amendment #6 to the UPWP was necessitated to reduce the FMPO's budget by \$32.03 to align with adjusted FHWA and FTA grant award amounts.
- d. Committee Input on Future Committee Trainings. Please provide FMPO Staff with any recommendations on items of interest for future quarterly education presentations.
- e. Annual FMPO Quality Assurance Review (QAR). The MPO's Annual Quality Assurance Review (QAR) with NMDOT was held on remotely on Wednesday, May 13, 2020. Once finalized by NMDOT, results of the QAR will be shared with the Committee.

DISCUSSION: Ms. Escobar reported on the Information Items:

- a. No TIP Administrative Modifications were processed in March or April.
- b. UPWP Amendment #6 to reduce the FMPO budget by \$32.03 to align with the actual adjusted FHWA grant awards.
- c. Please provide Staff with any recommendations on any future committee trainings that would be of interest.

A recent webinar on NMDOT's right-of-way handbook was actually held on May 19. Ms. Escobar will look into providing a link of the presentation to the Technical Committee members.

- d. The Annual Quality Assurance Review (QAR) was conducted with Mr. Moriarty on May 13.
- e. It would be appreciated if the Committee members would please provide the TIP project updates the week prior to the final committee agendas being sent out so they may become part of the public record (i.e.: for next meeting by June 3)

14. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

Chair Porell congratulated Fran Fillerup and his wife on their new baby daughter born last week.

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

15. PUBLIC COMMENT ON ANY ISSUES NOT ON THE AGENDA

A gentleman (Collin) from Sauder Miller participated in the GoToMeeting and asked about the County submitting an application for a possible rail project grant and he wondered if this was part of the MPO.

Chair Porell said there is a multi-modal component in developing the 2045 MTP. The County submitted a \$2,000,000 BUILD grant application for an in-depth environmental

study for a rail corridor from Farmington to I-40. Mr. Fillerup noted that this is being addressed in the Rail Chapter of the 2045 MTP that is currently being drafted.

Collin also asked about any other trail projects. There are some in the current TIP: Glade Run Trails under construction, Kirtland Schools Walk Path Extension is waiting on an agreement with NMDOT for design, and the Glade Run Recreation Trails Extension is out for design build-execution. For more of a focus on bike and pedestrian, the MPO's Bike/Pedestrian Plan can be found on the MPO's website.

Ms. Escobar asked if, not knowing what the next couple of weeks may bring, the Committee would be receptive to holding the June 10 meeting with the same GoToMeeting set-up from the MPO Office. The Technical Committee members agreed this was a good idea.

16. ADJOURNMENT

Mr. Saavedra moved to adjourn the meeting. Chair Porell seconded the motion. The motion passed with no opposition. Chair Porell adjourned the meeting at 11:45 a.m.

Nick Porell, Technical Committee Chair

June Markle, Administrative Assistant