



# **MPO POLICY COMMITTEE** **MEETING AGENDA**

**September 23, 2021**  
**10:30 a.m.**

**Commission Chambers**  
**San Juan County's Administrative Building**  
**100 South Oliver**  
**Aztec, New Mexico**

**AGENDA**  
**FARMINGTON METROPOLITAN PLANNING ORGANIZATION**  
**POLICY COMMITTEE MEETING**  
**September 23, 2021 10:30 AM**

This regular meeting will be held in Commission Chambers at San Juan County's Administrative Building, 100 South Oliver, Aztec, New Mexico. Virtual participation will also be available via GoToMeeting.

<b>ITEM</b>	<b>PAGE</b>
1. <b>Call to Order:</b> Call meeting to order	
2. <b>Minutes:</b> Approve the minutes from the August 26, 2021 Policy Committee Meeting.	<b>11-15</b>
3. <b>Quarterly Education: 2020 Census Information</b> <b>Presented by: Kathryn Leys</b>	<b>1</b>
4. <b>Policy Committee Meeting Schedule for 2022:</b> Review the proposed FY2022 Policy Committee meeting schedule <b>Presented by: Peter Koeppel</b>	<b>2-6</b>
5. <b>FFY2022 Non-Reimbursable Expenditures</b> Review and consider authorizing an amount to be used in FFY2022 for FMPO non-reimbursable expenditures <b>Presented by: Peter Koeppel</b>	<b>7</b>
6. <b>Reports from NMDOT</b> a. Update from the Planning Bureau ( <i>Joseph Moriarty</i> ) b. Update from District 5 ( <i>Paul Brasher</i> )	
7. <b>Committee Member Discussion Item(s)</b> <i>No additional discussion items were presented for inclusion on the Agenda</i>	<b>8</b>
8. <b>Information Items</b> a. Update on Projects Submitted for RTP/CMAQ/TAP Funding <b>Presented by: FMPO Staff</b>	<b>9</b>
9. <b>Business from Chairman, Members, and Staff</b>	
10. <b>Public Comment on Any Issues Not on the Agenda</b>	
11. <b>Adjournment</b>	

*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/160806861>  
**or by dialing: 1 (872) 240-3412 and entering access code: 160-806-861**

**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**

<b>Subject:</b>	Quarterly Education:
<b>Prepared by:</b>	Kathryn Leys, Associate Planner
<b>Date:</b>	September 23, 2021

**PRESENTATION**

Staff will provide an overview of the demographic data for the region from the 2020 Census.

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

<b>Subject:</b>	2022 Annual Meeting Schedule
<b>Prepared by:</b>	Peter Koeppel, MPO Officer
<b>Date:</b>	September 23, 2021

**BACKGROUND**

- Each year the Policy Committee approves a resolution ensuring compliance with the open meetings act and establishes its meeting schedule for the coming year.
- The NMDOT STIP Procedures Manual outlines an annual calendar for TIP Amendments, which impacts the meeting schedule on a quarterly basis. This schedule has been considered in developing this proposal.

**CURRENT WORK**

- The proposed 2022 meeting schedule is being presented for discussion by the Policy Committee.
- Final approval of Policy Committee Resolution 2021-4 and the FFY22 meeting schedule will be sought on November 18
- It is recommended that the Policy Committee continue to hold eight (8) regular meetings during 2021.
- Meetings are recommended for January, February, April, May, June, August, September, and November.

**ATTACHMENTS**

- Proposed Policy Committee Resolution 2021-4
- Proposed FY2022 Policy Committee Meeting Schedule

**INFORMATION ITEM**

- Staff recommends that the Policy Committee review the proposed 2022 meeting calendar and proposed Policy Committee Resolution 2021-4. Final approval will be on November 18.

FARMINGTON METROPOLITAN PLANNING ORGANIZATION  
POLICY COMMITTEE RESOLUTION NO. 2021-4

A RESOLUTION ESTABLISHING THE PROCEDURES TO BE FOLLOWED AND THE NOTICE TO BE GIVEN PURSUANT TO THE PROVISIONS OF THE NEW MEXICO OPEN MEETINGS ACT, PROVIDING FOR THE ANNUAL DETERMINATION OF REASONABLE NOTICE OF MEETINGS, AND ESTABLISHING THE MEETING TIMES, DAYS AND LOCATIONS FOR THE FARMINGTON METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE DURING THE CALENDAR YEAR 2022.

WHEREAS, the Policy Committee of the Farmington Metropolitan Planning Organization (FMPO) met in regular session in Council Chambers at Bloomfield City Hall, 915 North First Street, Bloomfield, New Mexico on November 18, 2021 at 10:30 a.m. in accordance with the law; and

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

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

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

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

1. For calendar year 2022, the regular meeting of the FMPO's Policy Committee will be held at the times, dates, and places as shown on the attached Exhibit "A" hereto.
2. An agenda for such meetings will be available at least seventy-two (72) hours prior to the meeting from the office of the Farmington Metropolitan Planning Organization, Downtown Center Building, 100 W Broadway, Farmington, New Mexico.

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

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

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

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

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

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

PASSED AND ADOPTED this 18<sup>th</sup> day of November 2021.

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Sean Sharer, MPO Policy Committee Chair

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June Markle, MPO Administrative Assistant

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION  
2022 Regular Meeting Schedule**

<b>POLICY COMMITTEE</b>		
<p>All meetings will be held at 10:30 a.m. at the locations listed below.            No meeting in the months of March, July, October, and December.  <i>MPO will seek final approval to TIP Amendments in the months highlighted below.</i></p>		
<b>Date</b>	<b>Location and City</b>	
January 27, 2022	Council Chambers Bloomfield City Hall 915 N. First Street	Bloomfield
February 24, 2022	Commission Chambers Aztec City Hall 201 W. Chaco Street	Aztec
April 28, 2022	Executive Conference Room Farmington City Hall 800 Municipal Drive	Farmington
May 26, 2022	Commission Chambers San Juan County Administrative Bldg. 100 S. Oliver	San Juan County
June 23, 2022	Council Chambers Kirtland Town Hall 47 Road 6500	Kirtland
August 25, 2022	Executive Conference Room Farmington City Hall 800 Municipal Drive	Farmington
September 22, 2022	Commission Chambers San Juan County Administrative Bldg. 100 S. Oliver	San Juan County
November 17, 2022 (3 <sup>rd</sup> Thursday)	Council Chambers Bloomfield City Hall 915 N. First Street	Bloomfield



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

<b>Subject:</b>	Review and Approve the Proposed FFY2022 FMPO Budget for Non-Reimbursable Expenditures
<b>Date:</b>	September 23, 2021

**BACKGROUND**

- As outlined in the MPO JPA effective October 1, 2020, “any expenditure deemed non-reimbursable by NMDOT shall require the advance approval of the Policy Committee and shall be subject to the funding formula contained in Paragraph A” (Section 5.B, page 9).
- Non-reimbursable expenditures include those that are deemed ineligible by NMDOT to be reimbursed by the Planning PL and FTA 5303 federal grants.
- These expenditures include late billings, refreshments for meetings, bottled water for the MPO, and similar purchases.
- The expenditures are typically expended as needed by MPO staff via the fiscal agent, and then the fiscal agent has been reimbursed with payments from the member entities on a quarterly basis. The Policy Committee approved \$2,000 for FFY2021. Through three quarters of FFY2021 the MPO has spent less than \$500 on non-reimbursable expenses.
- MPO Staff will propose a maximum amount to the Policy Committee on an annual basis before the start of each FFY.
- The proposed amount for FFY2022 is \$2,000.
- Applying the JPA’s reimbursement formula: Aztec would pay \$140; Bloomfield would pay \$160; Farmington would pay \$960; Kirtland would pay \$20; and the County would pay \$720. Of course, these reimbursement payments would be spread over the four quarters and assume all \$2,000 are spent.
- Expenditures were previously absorbed by the City of Farmington’s Community Development Department.

**RECOMMENDATION**

- It is recommended that the Policy Committee review and consider approving up to \$2,000 for the MPO’s FFY2022 to ensure sufficient funding for these expenditures is available to the MPO during FFY2022 (October 1, 2021 – September 30, 2022).

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

<b>Subject:</b>	Committee Member Discussion Items
<b>Date:</b>	September 23, 2021

**DISCUSSION ITEMS**

There were no additional discussion items provided by Policy Committee members for inclusion on the Agenda.

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

<b>Subject:</b>	Information Items
<b>Prepared by:</b>	MPO Staff
<b>Date:</b>	September 23, 2021

**INFORMATION ITEMS**

- a. **Status of RTP/CMAQ/TAP.** The Project Feasibility Forms (PFF) for projects being considered were submitted to MPO staff by August 13. Subsequently, MPO staff and applicants have scheduled meetings with NMDOT to review the PFFs to make any necessary changes.

Completed applications will be due to the MPO by mid-October to allow sufficient time for them to be evaluated for eligibility and completeness before submittal to NMDOT by October 29.

**The draft minutes from the  
August 26, 2021  
Policy Committee meeting  
are on the following pages.**

**MINUTES**  
**FARMINGTON METROPOLITAN PLANNING ORGANIZATION**  
**POLICY COMMITTEE MEETING**  
**August 26, 2021**

Policy Members Present  
Rosalyn Fry, City of Aztec  
Julie Baird, City of Farmington  
Jeanine Bingham-Kelly, City of Farmington  
Sean Sharer, City of Farmington  
Steve Lanier, San Juan County

Policy Members Absent:  
George Walter, City of Bloomfield  
Paul Brasher, NMDOT District 5  
GloJean Todacheene, San Juan County  
Town of Kirtland Representative

Staff Present:  
Peter Koepfel, MPO Officer  
Kathryn Leys, MPO Associate Planner  
June Markle, MPO Administrative Assistant

Staff Absent: None

Others Present: None

**1. CALL TO ORDER**

Chair Sharer called the meeting to order at 10:30 a.m.

**2. APPROVE THE MINUTES FROM THE JUNE 24, 2021 POLICY COMMITTEE MEETING**

Commissioner Lanier moved to approve the minutes from the June 24, 2021 Policy Committee meeting. Councilor Bingham-Kelly seconded the motion. The motion passed with no opposition.

**3. QUARTERLY EDUCATION – HIGHWAY FUNCTIONAL CLASSIFICATION**

<b>Subject:</b>	Quarterly Education:
<b>Prepared by:</b>	Peter Koepfel, MPO Officer
<b>Date:</b>	August 26, 2021

**PRESENTATION**

Staff will provide an overview of the Highway Functional Classification system.

**PRESENTATION:** As a quarterly educational presentation, Mr. Koepfel provided an overview of the Highway Functional Classification system. The following is a summary of that presentation:

Highway Functional Class – What?

- All roads that are open for public use and access are assigned a classification;
- The classification is a hierarchical list that relates to how the road functions (as determined by a number of factors);
- The system for these factors ranks roads from Interstate (Code 1) to Local (Code 7);
- Classifications may change at different points along a numbered or named route, depending on its characteristics.

Assigned Code	Classification
1	Interstate
2	Other Freeways and Expressways
3	Other Principal Arterial
4	Minor Arterial
5	Major Collector
6	Minor Collector
7	Local

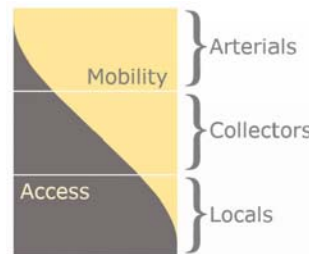
Generally, roads provide either mobility or access for vehicles to reach locations. Mobility is determined by the vehicular speed and the distance of the roadway without interruption. Its focus is moving travelers from point A to B in the most efficient way. Interstates, freeways and arterials are roadways with high mobility because they move a large volume of vehicles at higher speeds with fewer access points.

Definitions

Arterial – includes interstates and expressways, as well as roads that carry most of the traffic entering and leaving urban areas. Access is controlled or limited allowing for higher traffic volumes and speeds.

Collector – provides traffic circulation within residential, commercial, and industrial areas and carry trips to and from arterials.

Local – includes residential and other “small” streets. These are typically not identified on functional classification maps.



Access is determined by the frequency of entry and exit points on a roadway. Local and collector roads typically have a higher level of accessibility because there are more interruptions (intersections, driveways, etc.).

Highway Functional Class – How?

Each class has distinct characteristics to help define its function:

- Lane width
- Inner and outer shoulder width
- Average Annual Daily Traffic (AADT)
- Directional separation
- Access
- Vehicles Miles Traveled (VMT)
- Other qualitative and quantitative attributes

Highway Functional Class – Why?

- Used to determine which roads, streets and highways are eligible for federal transportation funds;
- Used to establish design criteria for various roadway features;
- Serves as management tool to measure the importance of routes in project election and program management.

Maps of the regional functional classification system are shown on Pages 2 and 3 of the Agenda and are also available at:

<https://maps.fmtn.org/portal/apps/webappviewer/index.html?id=a604b49eb7c14e3e8c3aded4013e003c>

The classifications can be updated with NMDOT once per year. Mr. Koepfel encouraged the Policy Committee members to speak with their Technical Committee representative about roadway classifications in their community to ensure they are accurate so that appropriate funding may be applied for when applicable.

**4. REPORTS FROM NMDOT**

**District 5 – Paul Brasher**

Mr. Brasher was unable to access the meeting.

**Planning Bureau – Joseph Moriarty**

Mr. Moriarty was unable to attend the meeting.

**5. COMMITTEE MEMBER DISCUSSION ITEMS**

<b>Subject:</b>	Committee Member Discussion Items
<b>Date:</b>	August 26, 2021

## DISCUSSION ITEMS

There were no additional discussion items provided by Policy Committee members for inclusion on the Agenda.

### 6. INFORMATION ITEMS

<b>Subject:</b>	Information Items
<b>Prepared by:</b>	MPO Staff
<b>Date:</b>	August 26, 2021

## INFORMATION ITEMS

- b. **RTP/CMAQ/TAP Call for Projects.** Technical Committee members submitted the Project Feasibility Forms (PFF) for projects they want considered for funding under this Call for Projects to MPO staff by August 13.

MPO staff and the entities will meet with NMDOT to go over the forms and make any necessary changes.

Finalized applications will be due to the MPO by September 30 to allow sufficient time to evaluate them for eligibility and completeness before submitting them to NMDOT by October 29.

- c. **Metropolitan Statistical Areas Re-Designation.** The Office of Management and Budget (OMB) has announced that they will be maintaining the Metropolitan Statistical Area (MSA) threshold of 50,000. The official announcement can be found here: <https://www.whitehouse.gov/omb/briefing-room/2021/07/13/office-of-management-and-budget-announces-2020-standards-for-delineating-core-based-statistical-areas/>

c. **New Mexico Transportation Project Fund (TPF).** The FMPO and the Technical Committee submitted seven projects for potential Transportation Project Fund (TPF) funding for fiscal year 2022 to NMDOT's District 5 on June 14. The District recommended approval to the State Transportation Commission of all of the FMPO's projects. The Transportation Commission meets the week of August 23 to review and consider approval of the projects submitted. The FMPO should know by September 1 which projects will receive funding.

**DISCUSSION:** Mr. Koepfel reported that Staff is working with the Technical Committee members to arrange meetings with NMDOT to discuss their Recreational Trails, Congestion, Mitigation & Air Quality, and Transportation Alternative Programs (TAP/CMAQ/TAP) project feasibility forms. This process will allow the communities to receive feedback and strengthen their applications before submittal by October 29.



The proposal to re-designate the Metropolitan Statistical Area threshold from 50,000 to 100,000 was retracted due to the overwhelming number of negative comments received during the public comment period. There is legislation in the Senate to retain the 50,000 threshold into perpetuity.

The State Transportation Commission met this morning and announced that six of the seven FMPO projects submitted for funding under the state's Transportation Project Fund (TPF) recent call for projects were approved. The projects that will receive funding are:

Aztec – McWilliams Road paving/sidewalks  
Bloomfield - East Blanco Bridge  
Farmington - Foothills Drive, Phase III  
Kirtland – Roads 6405 and 6411 resurfacing  
San Juan County - CR 6100 resurfacing

**7. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF**

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

**8. PUBLIC COMMENT ON ANY ISSUES NOT ON THE AGENDA**

There was no public comment on any issues not on the agenda.

**9. ADJOURNMENT**

Councilor Bingham-Kelly moved to adjourn the meeting. Commissioner Lanier seconded the motion. The motion passed with no opposition. Chair Sharer adjourned the meeting at 10:43 a.m.

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Sean Sharer, Policy Committee Chair

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June Markle, Administrative Assistant