

MINUTES
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COMMITTEE MEETING
March 9, 2016

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

Technical Members Absent: Steven Lopez, District 5 (via phone)

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

Staff Absent: None

Others Present: Robin Elkin, Planning Liaison, NMDOT (via phone)
Larry Hathaway, San Juan County
Terri Kennedy, Citizen, CSAG Member

1. CALL TO ORDER

Mr. Watson moved to have Mr. Fillerup act as Chair for this meeting in the absence of both the current Chair and Vice Chair. Ms. Lopez seconded the motion and it was approved unanimously.

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

2. APPROVE THE MINUTES FROM THE FEBRUARY 10, 2016 TECHNICAL COMMITTEE MEETING

Mr. Wakan reported that Ms. Jessica Griffin with NMDOT had asked that the February 10, 2016 minutes be clarified to note that no timeframe for the road safety audit (RSA) for English Road and Main Street in Farmington has been set. She reiterated that the lack of on-call consultants has caused the backlog of RSAs and funding for this consultant is still up in the air.

Ms. Lopez moved to approve the minutes from the February 10, 2016 Technical Committee meeting with the change noted above. Mr. Watson seconded the motion. The motion was passed unanimously.

Vice Chair David Sypher arrived, but recommended Mr. Fillerup continue as Chair for the meeting.

3. STATUS OF TIP PROJECTS

Subject:	Status of TIP Projects
Prepared by:	Duane Wakan, MPO Planner
Date:	March 1, 2016

BACKGROUND

- The STIP Protocols, finalized in early 2014, indicate that each MPO shall develop a process to monitor the progress and status of each project in the first two years of the TIP. These monthly reviews help correct inconsistencies in the TIP, STIP, the MPO's MTP, Agreement Request Forms (ARFs), etc.
- The next scheduled TIP Amendment cycle begins in April 2016.
- There were no projects identified for a TIP amendment.

TRACKING INFORMATION (2016-2021 TIP)

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| <ul style="list-style-type: none">▪ Local Agreement Status (ARF)▪ ROW Certification▪ Design Completion 30 - 60 - 90%▪ Environmental Certification▪ Utilities Certification▪ Railroad Certification▪ Archeology Certification | <ul style="list-style-type: none">▪ ITS/Sys ENG Certification▪ Public Involvement Certification <p style="text-align: center;">- Deadlines -</p> <ol style="list-style-type: none">1) April 15 Signed T/LPA agreements2) June 15 Obligation deadline <ul style="list-style-type: none">- Design- T/LPA agreement- Construction- 9 Day Letter |
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CURRENT WORK

- The South Side River Road River Trail TAP project temporary suspension lifted
 - Conference call
 - NMDOT requirements
- ROW hold ups
 - East Arterial Route Phase II
 - Pinon Hills Boulevard Bridge Phases I, II and III
- HSIP Intersection issue- San Juan Blvd and Scott Ave (2014-2019 TIP) update
- Red Apple Transit Bus Route Accessibility TAP project TF00010
 - NMDOT FTA Transfer approved
 - Recommend re-evaluation of any bus stop proposals in or on a local park using TAP funds
- Others?

INFORMATION ITEM

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

DISCUSSION: Mr. Wakan reviewed the status of the TIP projects:

East Arterial Route - Phase II

Mr. Watson reported that the project has been re-set backwards. District 5 has requested a 60% plan review be completed. This plan review and site visit is set for March 23 in Aztec with the District Engineer, Paul Brasher, planning to attend.

Pinon Hills Boulevard - Phase I

Mr. Sypher said the City of Farmington sent a letter on March 1 to all NMDOT parties regarding a pre-PS&E meeting set for February 24 that had to be cancelled because District 5 representatives could not attend. The letter summarized the outstanding issues concerning this project. A subsequent meeting with District 5's Project Development Engineer, Mr. Armando Armendariz of NMDOT was held and he followed up with several internal staff meetings of his own.

Mr. Armendariz was able to determine that the two-year hold-up on this project was due to a letter written by Mr. Miguel Gabaldon regarding one of the property acquisitions. He had asked, as part of the property acquisition, that the project be built as far to the west as possible. The City of Farmington was never required to do this nor was any promise made to do so. Mr. Sypher commented that the City of Farmington's consultant responded to this letter over a year ago, but District 5 never read the reply, did not respond to the City of Farmington, and did not move the project forward. He added that all this time, NMDOT's environmental division was waiting for the right-of-way division response while the right-of-way division was waiting for the environmental division response. Mr. Sypher reported that on March 15, the City of Farmington will be meeting with NMDOT's right-of-way and environmental divisions to resolve this issue. Once this issue is resolved, it is anticipated that no further roadblocks will impede the project from moving forward.

Mr. Sypher said there could still be an issue with the STIP in how to allow for the proper funding criteria in this phased project. About a year ago, NMDOT recommended how they wanted the Pinon Hills Bridge project articulated in the TIP and STIP, as well as in the long-range 2040 plans. It has come to our attention that NMDOT is questioning their initial recommendations. This issue will also be addressed during the meeting on March 15. Mr. Sypher said he was very appreciative of the work done by Mr. Armendariz in pulling his team together and getting this long standing, unidentified issue resolved.

Mr. Watson expressed his frustration with the multiple personnel changes at District 5 that keep impacting and changing policies and requirements. These changes have created many delays for projects in San Juan County.

Pinon Hills Boulevard - Phase II

Mr. Wakan asked if there will be future amendments needed for Phase II. Mr. Sypher stated that NMDOT needed Phase II to be shown as funded and that it was back underway within the planning period. Per David Quintana, the STIP shows \$250,000 in funding for 2017 and District 5 would make sure the project was funded. Mr. Quintana requested a letter from the City of Farmington that was provided over a year ago. No response was received from District 5. Mr. Sypher said he thought this was the STIP portion that NMDOT is now asking to be redone although this is still somewhat unclear.

Pinon Hills Boulevard - Phase III

Mr. Fillerup reported that an environmental re-evaluation is being completed and San Juan County has begun the relinquishment of a BLM parcel. This parcel will have to be reacquired under a memorandum of understanding between NMDOT, FHWA, and BLM. The right-of-way certification is still lacking and there will now also be a new

environmental certification. This project will be pushed to 2017 for the construction funds. Mr. Wakan said this change can be done as a TIP modification.

Bridge Northeast of Aztec

Mr. Wakan reported that NMDOT has requested that this \$260,000 bridge project northeast of Aztec be removed from the MPO TIP since it is outside the MPO area. Mr. Wakan spoke with the NWRTPPO about their taking on this project and they would prefer the MPO keep it in the TIP. Since the change was requested by Ms. Rebecca Maes and because this is a NMDOT-led project, it was recommended that the issue be left to NMDOT to resolve with NWRTPPO.

NM 173

It was mentioned that NMDOT was holding a public meeting at the City of Aztec this evening beginning at 6:00 p.m. Mr. Hathaway said he was aware of the meeting, but MPO Staff had not received any information.

CR 350 & 390 Intersection

Mr. Fillerup stated there are three driveway entrances that San Juan County had temporary work permits for. The right-of-way certifications for these, however, have not been approved yet. The County is working to resolve this issue and this may also be a TIP Modification at some point.

Vereda del Rio River Trail - Phases II and III

Ms. Brevik reported that the City of Bloomfield is still waiting on the PIF letter from FHWA. She has had no update from Brad Fisher since the February meeting, but will send another follow-up request and include Steven Lopez.

Kirtland Walk Path

Mr. Fillerup said that the design agreement is with FHWA as of this week and awaiting their approval.

Red Apple Transit

Mr. Wakan said the transfer of this project to FTA had been delayed due to pending FTA database updates. Mr. Wakan said the transfer has now been approved. Mr. Montoya said he had just been informed yesterday by Rebecca Maes that the transfer was still pending.

Current Work

Southside River Road River Trail

This TAP project has been under suspension. The City of Farmington provided all the requested documentation related to in-kind services and the suspension has been lifted.

Mr. Wakan stated that the information and lessons learned on this project regarding in-kind services should help the City of Bloomfield on their river trail project. There are many requirements that need to be agreed to before beginning construction regarding work hours, labor force, materials, and equipment. Mr. Wakan recommended that the LTPA coordinators ensure that all required NMDOT representatives are in on the conversations and attending the meetings.

San Juan Boulevard & Scott Avenue Intersection

Mr. Sypher reported that this project is now proceeding smoothly. It was delayed because the construction bids came in high. There is a pre-construction scheduled for next week. The financing issues were resolved by transferring some leftover funds from other City of Farmington projects to this intersection project.

Red Apple Transit - TAP Project

Mr. Wakan noted that some of the TAP projects for the Red Apple Transit are adjacent to parks. In a recent Federal Highway 101 training, it was explained that any federal funds tied to transit projects and adjacent to parks have to go through a very difficult and complicated 4F NEPA process. It was recommended that projects of this type rely on the use of local funds rather than federal funds where possible.

Ms. Brevik said the City of Bloomfield's consultant for the Vereda del Rio River Trail project was able to obtain an exclusion for this project. She thought this was likely a project-specific exclusion because they did have to address the 4F issue during their environmental certification. The members thought maybe the exclusion was granted since the park could not be avoided because the river trail goes directly through the park.

Mr. Montoya said the plan for the Brookside Park area was to construct a shelter pad on the opposite side of Dustin Avenue from the park which would not impact the park. Mr. Wakan also noted that a planned pullout on 20th Street at the library would be impacted by the 4F NEPA requirements. Mr. Fillerup asked if a distinction was made if the project was in the right-of-way versus on the parcel where the park was located. Mr. Wakan said he would have to research the answer to this question.

ACTION: The report was received.

4. SAFETY PLAN

Subject:	Safety Plan
Prepared by:	Duane Wakan, MPO Planner
Date:	March 1, 2016

BACKGROUND OR PREVIOUS WORK

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

for the primary consulting services

- This was also an information item presented to the Policy Committee on February 25 requesting their feedback.

CURRENT WORK

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

INFORMATION ITEM

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

DISCUSSION: Mr. Wakan reported that Staff has outlined in the Unified Planning Work Program (UPWP) the development of a safety plan. Staff has been researching information from other safety plans throughout the country. The MPO is looking for a planning tool to help prioritize local projects, identify problem intersections or road segments, and pro-actively seek safety projects when hazards are identified. These projects can be identified in the safety plan so the appropriate countermeasures can be taken. Having these projects identified in a safety plan would assist the MPO to better prepare for the HSIP grant process and help the local projects score higher at the state level.

Mr. Sypher asked if the Technical Committee would have final approval of any projects identified/selected by the safety plan. Mr. Wakan referred to Page 3 of the Agenda which listed some of the current work Staff plans to undertake. Staff will establish a steering committee to help identify the regional safety goals; hire a consultant to help draft the safety plan; integrate historic crash data along with modeling from Mr. Bob Shull; use the four E-s of safety - engineering, education, enforcement, and emergency medical services to help drive the plan.

Ms. Holton stated that the safety plan is a regional plan so will be coordinated with each entity before going through the steering committee, the Technical Committee, and then the Policy Committee.

Mr. Sypher said in the past each entity would develop their areas of concern and then either fund the project locally or apply for a grant. Through this new steering committee process, the safety projects would be developed by them and then presented to the Technical Committee to vet and help create a priority list. Mr. Wakan said that this was correct.

Mr. Fillerup asked if the safety plan would propose general countermeasures as opposed to specific or RSA-identified concerns. Mr. Wakan said the plan could consider both the broader countermeasures or, possibly, specific countermeasures, but did not want to speak to the final outcomes as this would be left to the steering committee.

Mr. Sypher asked if once the project list was identified, would the MPO apply for the grant and could an entity still apply for an HSIP grant for another location. Mr. Wakan commented that each entity-led application already identified in a plan scores higher with NMDOT when seeking a grant. The incentive is for the entities to identify and thoroughly vet their potential safety projects and get them included in the safety plan. Mr. Wakan said the MPO is trying to anticipate what NMDOT will be looking for and anticipates that having projects in the new safety plan as well as other entity plans will increase their potential score during the funding process and offer a greater opportunity for additional funding.

Mr. Fillerup clarified that the highest need by entity would be included in the safety plan and this will be a tool for each entity in having the opportunity to provide input about the project prioritization within each particular jurisdiction. Mr. Sypher thought that the methodology suggested could be adverse to what a community might want. Ms. Holton clarified that participation on the steering committee would be open to entity representatives, should they have the time to participate, as the goal of the committee would be to determine the regional safety objectives. It would be a stakeholder committee representing regional goals. Ms. Brevik saw this as similar to the regional water plan update, and the top projects are on the entity's ICIP plan. These projects would then be added to the safety plan. Mr. Sypher would like to keep the process simple so as not to create another layer of bureaucracy.

Mr. Wakan added that some of the safety plan elements will include:

- Review of Crash Trends and Resources
- Thermal Hot Spot Mapping
- Goals, Vision and Objectives
- Project Prioritization Intersections and Corridors: Multi- Modal
- Safety Countermeasures
- Implementation Plan

In addition, Mr. Shull can import "point of interest" (crashes) into the model to help evaluate the crash locations and help to upgrade the MPO model as well as:

- Import Crash Data to POIs
- Evaluate Crash locations for network vs non-network
- Evaluate NAVTEQ and OSM (Open Street Map) for network infill
- Attach Crashes to infill nodes/links
- Attach infill nodes/links to Network Nodes/Links
- Compute Crash rates using model volumes and infill volumes
- Evaluate crash rates by crash type, functional class, intersection control, speed, volume groups, etc.
- Develop localized functions for forecasting future crashes by type including bike and pedestrian.

Mr. Wakan said that Mr. Shull is the MPO's travel demand model consultant who is a Professional Traffic Operations Engineer (PTOE) and who consults with all the MPOs statewide except for MRCOG which has their own software, and was a developer of the VISUM software.

Mr. Fillerup added that a clear scope of the process needs to be furnished to the committee at the beginning so all understand the desired results. He thought that NMDOT's list of the five percent most dangerous facilities around the state might be a useful tool along with the State Highway Safety Plan. Mr. Sypher said the City of Farmington's traffic division had been working to get their crash data integrated into the state's system, but this has been unsuccessful. Mr. Wakan reported that the difficulty comes when not all the entities have crash data software or have different software. The issue becomes can the different data sets be reconciled or is the state's outdated data utilized. Mr. Wakan said that although the state's data is delayed by two years, it is likely what they would look at when considering HSIP funding. It will be important to ensure that all data considered is consistent. Mr. Fillerup added that this might be a part of the safety plan and something the steering committee could consider.

ACTION: The report was received.

5. MPO INTERNS

Subject:	MPO Interns
Prepared by:	Duane Wakan, MPO Planner
Date:	February 16, 2016

BACKGROUND OR PREVIOUS WORK

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

CURRENT WORK

- Advertising has been posted on the City of Farmington's website.
- Work with San Juan College to assist in the recruitment of said GIS interns.

INFORMATION ITEM

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

DISCUSSION: Mr. Wakan reported that Staff plans to hire two local GIS-skilled interns, possibly through San Juan College, to assist with transportation studies on two different time schedules ranging from early spring to September 30, 2016.

The interns will be mapping local facilities in order to comply with MAP-21 performance measures. They will identify bike and pedestrian facilities, and note sidewalk conditions so that current information and future improvements are categorized. Red Apple Transit has a new database system that will require mapping of ridership at each transit stop.

Mr. Wakan said the transit-specific intern will hopefully begin around April 1. Ms. Holton clarified that the MPO budget allows for the hiring of one intern until June 30. The current City of Farmington FY2017 budget has requested two interns with the thought that the first intern would continue on into FY2017. The actual funding for the interns is in two separate budget years.

Mr. Wakan said the second intern will be mapping the regional bike and pedestrian facilities and develop a database. Mr. Sypher commented that the City of Farmington has a GIS person who has compiled local sidewalk data and is currently downloading that information into the City's GIS system. Although the information is currently about two years old, it will be recollected in another year and the information could be valuable for MPO purposes and avoid duplication of effort.

ACTION: The report was received.

6. NMDOT REPORTS

District 5 - Engineering Report (Steven Lopez)

Mr. Steven Lopez was no longer available by phone.

Mr. Sypher asked if Mr. Lopez was officially the District 5 replacement for David Quintana. Mr. Wakan said that Staff has received no official confirmation of this or if Paul Brasher has replaced Habib Abi-Khalil as the District 5 Engineer.

Planning Division - Robin Elkin

Mr. Elkin referred to an e-mail sent to all from Jessica Griffin on schedules for the Planning Division. He had no additional report.

Ms. Holton reported that following their February meeting, the Policy Committee requested she follow-up again with NMDOT requesting who would be their representatives to the Policy and Technical Committees. Ms. Griffin and Ms. Tammy Haas had responded to e-mail of Ms. Holton's in January saying they thought the representative would be Paul Brasher. No additional information has been received.

7. COMPLETE STREETS

Subject:	Complete Streets
Prepared by:	Duane Wakan, MPO Planner
Date:	March 1, 2016

BACKGROUND or PREVIOUS WORK

- Complete Streets are a means of designing a roadway so that it accommodates all modes of travel, including driving, walking, biking, and transit.
- Staff has worked with the Complete Streets Advisory Group (CSAG) on content, and design guidelines for the FMPO planning area.
- The Advisory Group held its last meeting on October 1, 2015 and reviewed the draft Complete Streets Design Guidelines document.
- Staff made editorial revisions based on input from CSAG members. Works cited and minor grammatical errors will be corrected or updated on an ongoing basis.
- A Technical Committee Workshop was held on February 24 to review and provide edits to the draft Design Guidelines document (completed review of Pages 1-19).

CURRENT WORK

- Complete the Technical Committee review of the Design Guidelines document at the March 9 meeting.
- Seek recommended approval by the Technical Committee on April 13, 2016.

INFORMATION ITEM

- Complete the review of the draft Design Guidelines document (Pages 20-28).

DISCUSSION: The Technical Committee members thought the edits to pages 1-19 that they discussed on February 24 would be available to them before going forward with their review of the remaining pages of the document. Because those revisions had not been provided, Mr. Sypher thought this discussion would be tabled and he had not brought his comments to the meeting. Mr. Watson agreed and thought that the first nineteen pages were going to be reviewed and approved before moving forward with the remaining sections.

Mr. Wakan reported that some of the edits on the first nineteen pages were ready, but not all the additions or new sections proposed by the Technical Committee have been made. He added that the revisions from the first review of the document do not impact reviewing the remaining pages of the document. Once the entire document is reviewed and edits made and, prior to the April 13 Technical Committee meeting, Mr. Wakan hoped to send the entire revised document to the members.

Mr. Watson stated the document was important and should be thoroughly vetted by the Technical Committee and recommended holding another special meeting to review the remaining pages of the document and collect all comments.

The Technical Committee discussed dates for another special workshop and decided on March 16 at 9:00 a.m. Mr. Wakan will send out a meeting invitation once the meeting location has been determined.

ACTION: Discussion was tabled until March 16, 2016.

8. INFORMATION ITEMS

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

INFORMATION ITEMS

- a. **Trainings.** Staff attended the Fed Aid 101 Training in Albuquerque on Thursday and Friday February 25 and 26. Community Development staff from the City of Farmington attended Traffic Monitoring System training in Santa Fe on February 23 and 24.
- b. **TIGER Grants.** Applications are being accepted through April 29, 2016 for the eighth round of the Transportation Investment Generating Economic Recovery (TIGER) competitive grant program. More information is available through the Notice of Funding Opportunity.
- c. **MPO Quarterly.** Staff will attend the MPO Quarterly in Albuquerque NM on March 22 & 23rd
- d. **Transportation & Public Health Meeting.** The Farmington MPO will participate in an inaugural meeting with New Mexico MPO Transportation Planners and Officials in Public Health from across the state on Wednesday March 23 at the Mid-Region Council of Governments.
- e. **Other.**

DISCUSSION: a. Mr. Wakan reported that he and Mr. Elkin had attended the Federal Aid 101 training in Albuquerque on February 25 and 26. He said it was great educational training that detailed the overall and breaking down each separate section for project management and oversight. Mr. Wakan stated that STP program will fund bridges that are structurally deficient. With a functionally obsolete bridge, the state would have to weigh in to determine its priority within statewide needs.

b. Mr. Wakan stated the TIGER grant application process has just opened up and there is a webinar on how to successfully apply for these grants. All the webinars are recorded and saved so can be viewed at any time. The pre-application process is unique to the TIGER grants. The webinar said the due date for the pre-application is May 4; however, the locals may have their own internal deadlines. He noted that Congress did not authorize planning funds for this round of TIGER grants; however some pre-construction activities may be eligible if they are part of a regular construction grant request. A potential TIGER grant project must be transformative (relates to the scale of a project, anchors broad and long-lasting changes to the locality, getting from one point to another) and support innovative, multi-modal and multi-jurisdictional construction requests that are difficult to fund through other means.

Mr. Sypher commented that the application was sophisticated and would require a formalized benefit and engineering analysis. To have this done professionally would cost \$20,000 or more. He added that complete street projects were emphasized over and over again as being a transformative-type project.

Mr. Wakan added that with a TIGER grant, an entity completely bypasses the state and NMDOT. A representative from Pueblo Laguna who has received several million dollars in grants over the past two years reported that it is not necessarily easier working with FHWA, but that at least you know where the delays are.

c. Staff will be attending the MPO Quarterly on March 21-22 at MRCOG in Albuquerque.

d. On March 23, the MPOs will participate in an inaugural meeting and discussion with New Mexico MPO Transportation Planners and Officials in Public Health from across the state on how each can complement the others plans.

9. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

Ms. Holton commented that the search continues for the MPO Associate Planner. There have been some good applicants who have applied, so it is hoped to be able to fill the vacancy soon.

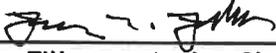
There was no additional business from the Chairman, Members and Staff.

10. BUSINESS FROM THE FLOOR

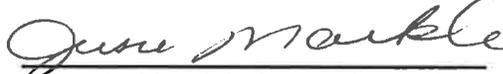
There was no business from the Floor.

11. ADJOURNMENT

Mr. Watson moved to adjourn the meeting. Ms. Brevik seconded the motion. Mr. Fillerup adjourned the meeting at approximately 12:00 p.m.



Fran Fillerup, Acting Chair



June Markle, Administrative Aide